SUPPORT SERVICES

Vehicle Technician Tool Subsidy Allowance Program – Office of Transportation Services

I. Purpose - The vehicle technician tool subsidy allowance is a specified yearly amount allocated to each qualifying Office of Transportation Services’ technician to assist in the purchase of additional tools or the replacement of tools used to perform assigned duties.

II. Eligibility – All full-time Vehicle Services’ technicians assigned to the Office of Transportation Services who have completed the initial six-month probationary period and who use employee-owned tools or equipment in the performance of their assigned duties are eligible to participate in the Vehicle Technician Tool Subsidy Allowance Program.

III. Operating Procedure

A. The Director of Transportation Services will notify eligible employees of the specified yearly total allowance available to each employee participating in the Vehicle Technician Tool Subsidy Allowance Program. The amount of the individual automotive technician tool allowance shall be based on the amount of funds within the Office of Transportation Services’ budget allocated to support the tool allowance program. Program continuance will be determined on a year-to-year basis.

B. Eligible employees may submit a Tool Subsidy Allocation Request Form, along with proper receipt and inventory sheet, twice a year. Receipts and inventory sheets must be received in the office of the administrative coordinator for Vehicle Services prior to the last workday of November and May. Receipts must show items are “paid in full” and include the following:

1. Name of employee;
2. Company name from which the tool was purchased;
3. Date of purchase;
4. Itemized list of tools purchased;
5. Price of tools by “line item” or set; and
6. Total price of purchase excluding applicable taxes.

C. With prior approval, the specified yearly allowance may be applied to a single purchase. Total payment for reimbursement must not exceed the yearly allocated allowance. Tool purchases must be made during the same fiscal year. Funds will not be carried from one budget year to the next.
D. Reimbursement will be authorized only for tools needed to support equipment maintained by the Office of Transportation Services.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2017.