

Motor Pool Vehicle Policy Usage

PURPOSE:

To establish general guidelines for the purchase, use, and replacement of City vehicles. To clarify and define the responsibilities of departments when authorizing the use of City vehicles, and individual city workers and staff while using City vehicles.

POLICY STATEMENT:

The City maintains a fleet of vehicles to support departmental missions and travel needs. The vehicles are available to city employees under short or long-term usage with departmental approval. Finance is charged with the responsibility of providing safe and economical transportation. City vehicles and vehicle operators represent the City, and use of vehicles must be in accordance with this policy and applicable law.

1. Vehicle Management

The Financial Manager maintains detailed records on all vehicles from initial purchase and acquisition until the vehicle is removed from service and disposed of. Vehicle data is maintained for inventory, insurance, life cycle cost, fuel use and is reported annually to the City Council. The Fleet Division is responsible for determining which vehicles are safe and available for use, which vehicles require maintenance and which vehicles should be retained or retired from service. Fleet Division schedules and/or performs all warranty and maintenance work for City owned vehicles. If a City department has received approval for a lease agreement with an outside vendor, the Fleet Division should be consulted with regard to any preventive maintenance work required as part of the lease agreement.

2. Official Use

City vehicles are for official business only and are to be used by authorized faculty and staff and fueled with the appropriate fuel at approved fueling stations. All drivers must have a valid and current operator's license and consent to periodic checks of their driving record. The Risk & Safety Coordinator will verify driver's licenses once those employees that will be taking Defensive Driving. City vehicles are not to be used for personal errands or to transport other than authorized persons and equipment. Non-employee passengers may be transported only when their presence is necessary to the primary purpose of the trip. In situations where a city employee is assigned a City vehicle and may be driven to a private residence and parked overnight under certain circumstances or is under the take-home policy. The vehicle must be parked off the street and locked. Arrangements to this effect must be made with Transportation Services as part of the reservation request with Motor Pool. Vehicles leased annually and assigned to specific departments or individuals must also be parked off street and locked. The City's fueling station at Siler Road is available for all City vehicles and to drivers authorized by their department head. Departments annually complete a Departmental Authorization form and submit it to Robert Rodarte and Frank Gomez. Those using a Motor Pool Vehicle will be assigned a PIN # which can be used in conjunction with the vehicle's assigned fuel key. The fueling station is available from 6 AM to 5 PM Monday-Friday. The fueling station is available to City-owned vehicles only. It is not available to personal vehicles, even if traveling on City business. Those who do not return their keys used that belong to the Motor Pool, will be given a warning and if those individuals choose not to comply with this responsibility will be written up or further action will be taken.

3. Vehicle Availability

Departments may reserve vehicles from Motor Pool for daily, weekly or monthly trips by using the Vehicle Reservation Form by calling Financial Manager at 955-6540. While vehicles are limited in number and are assigned on a first requested, first served basis, Motor Pool has negotiated agreements with local vendors for overflow reservations and has generally been able to accommodate all requests. Individuals/departments should complete a Travel Authorization form, authorizing the use and expense in conjunction with every reservation request. The Financial Manager is responsible for assigning all vehicles.

4. Vehicle Purchase

A department that doesn't meet the exclusions rule, will no longer be able to make a purchase a new vehicle. The Motor Pool will begin the purchases of the vehicles and will supply the departments who request the vehicles through the Motor Pool for the intended purpose of the use of the vehicle. Departments should

contact the Financial Manager, who will assist with the Purchasing Officer in purchasing vehicles. In all cases, the Financial Manager will assist with title, insurance and Government license plates.

5. **Insurance Coverage**

Refer to Vehicle Policy under Risk Management

6. **Cell Phone Use**

Refer to Vehicle Policy under Risk Management

7. **Driving Privileges**

The City has a vital interest in the safe driving of its employees. It is in the best interest of employees and the City to take corrective action whenever it appears that a problem may exist with an individual driver or group of drivers using City vehicles or their personal vehicles on City business. The Motor Pool Team is authorized to deny a vehicle to anyone if, in the sole opinion of Motor Pool Team, there is any reason the Motor Pool vehicle may not be operated safely. If driving privileges have been denied, faculty and staff may elect to appeal that decision to the Director of the Department. There will be times when the Financial Manager may determine that inclement weather conditions make travel inadvisable and unsafe. Under such conditions, the Financial Manager may cancel Motor Pool reservations with little notice and authorizing departments will not be billed for the cancelled reservation. Faculty and staff must use their own discretion regarding the use of their personal vehicles in these instances. Occasionally the Financial Manager and/or Fleet Manager will receive questions, concerns or complaints involving the use or possible misuse of City vehicles or possible inappropriate fueling. The Financial Manager and /or Fleet Manager will query the driver who reserved the vehicle and the department head of the authorizing department and respond to the complainant. An unacceptable response could lead to the suspension of driving privileges and/or further action, including progressive disciplinary action by the authorizing department.