



ADMINISTRATIVE DIRECTIVE

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I. PURPOSE

To establish procedures and guidelines to maintain effective control of City motor pool vehicles and equipment stationed at the Thomas O. Price Service Center ensuring readily accessible transportation for City employee business needs.

II. DEFINITIONS

- A. **General Use Pool** – Motor pool vehicles stationed at the Thomas O. Price Service Center are for use by authorized employees in the Tucson metropolitan area in accordance with Section V.A.1. of this directive.
- B. **Departmental Pools** – Vehicles available to departments for the specialized uses listed in Section V.A.2. of this directive.

III. POLICY

The City's policy is to assure effective and efficient management of the motor pools by ensuring that sufficient motor pool vehicles are available for authorized employee use while maintaining optimal utilization of City vehicles.

IV. RESPONSIBILITIES

The Fleet Services Division of the General Services Department shall monitor the City's motor pool program and ensure that proper motor pool procedures are implemented and maintained.

V. PROCEDURES

A. Types of Vehicles

1. **General Use Pool** – Vehicles used within the Tucson metropolitan area.
2. **Departmental Pools** – The Police and Water departments each maintain and coordinate departmental motor pools limited to use by their staff.
3. **Rental** – Fleet Services maintains and manages the contract for rental vehicles which departments are encouraged to use in the following situations:
 - a. Out-of-town use (travel outside Tucson metropolitan area).
 - b. As a replacement for accident damaged vehicles.



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B. Vehicle Availability

1. Reservations for General Use Pool vehicles must be made in advance by calling Fleet Control at 791-3196.
 - a. Unreserved vehicles will be assigned on a first come, first served basis.
 - b. The motor pool supervisor will evaluate the demand for vehicles prior to authorizing full-day use.
 - c. A General Use Pool vehicle that is not picked up within one (1) hour of the reserved time may be reassigned.
2. Employees making a reservation by telephone will be asked for their approved travel order number or for a copy of their Department-approved Day Trip form. A copy of this signed travel order or Day Trip form shall be presented when the vehicle is picked up.
3. Individuals authorized to use vehicles for out-of-town trips can fuel the vehicle using a pCard, opt to be reimbursed by submitting receipts with their travel expense reports, or may submit a request for a cash advance through a travel order to the Finance Department's Accounting Division.
4. Vehicles are to be returned to Fleet Control refueled and cleaned.
 - a. For refueling, employees without a City fuel card may borrow one from Fleet Services.
 - b. Cleaning entails removing debris from inside the vehicle.
 - c. The motor pool supervisor will provide users with any necessary refueling instructions. Procedures for using the automated fuel facilities are specified in Administrative Directive 6.01-3, "Fueling City Vehicles."

C. Authorized Users

1. Department directors are responsible for ensuring that their employees meet the requirements of this Administrative Directive (AD) and are authorized to use motor pool vehicles.
2. The driver-operator must be at least eighteen years of age and have at least two years recent driving experience in the same class of vehicle or have formal driver training education that is approved by Risk Management. No person under the age of eighteen shall be allowed to operate any type of motor vehicle.



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3. Only persons possessing City identification cards and valid Arizona driver's licenses will be eligible to use motor pool vehicles. The driver-operator will have in his/her possession at all times a valid Arizona driver's or chauffeur's license appropriate to the class of vehicle being driven (for example, a motorcycle-only license shall not fulfill the requirement if the employee is to drive vehicles with more than three wheels). Prior to the release of the keys for a vehicle, the driver's City ID card and Arizona driver's license must be presented to Fleet Control staff.

D. Equipment Operation

1. Vehicles will be operated in accordance with AD 6.01-1, "Responsibilities Regarding Utilization of City Vehicles." Each user of a motor pool vehicle is responsible for the daily preventive maintenance described in that directive. Vehicles are to be locked when not in use, even if parked on City property.
2. Each user shall check the assigned vehicle for damage prior to driving and immediately report any damage (including damage incurred while using the vehicle) to Fleet Control. Unreported damages subsequently noticed may be charged to the last user of the vehicle.
3. The Fleet Services Division will report by memorandum to the appropriate department director any abuse of motor pool vehicles.
4. When mechanical assistance is required for a motor pool vehicle within the metropolitan Tucson area, the operator of the vehicle must contact Fleet Control at 791-3196 during normal business hours or contact 791-4144 after hours and request assistance.
5. When mechanical assistance is required for a vehicle outside of the metropolitan area, excluding Contracted Rentals and vehicles traveling in Mexico with Mexican Insurance, the vehicle operator must contact Fleet Control at 791-3196 during normal business hours or contact 791-4144 after hours and request assistance.
6. When mechanical assistance is required for a Contracted Rental vehicle or a vehicle traveling in Mexico with Mexican Insurance, the vehicle operator should contact the applicable contracted rental vendor or Mexican Insurance provider. The vehicle operator must notify Fleet Control of the vehicle status.



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E. Trip Tickets

Along with the keys to a motor pool vehicle, the driver is given a partially-completed Motor Pool Ticket listing the beginning mileage of the vehicle. Before using the vehicle, the driver must note any discrepancy between the Motor Pool Ticket's listed mileage and the vehicle's odometer reading. Any mileage discrepancy must be reported to Fleet Control who will adjust the appropriate Motor Pool Ticket. When returning the vehicle, the driver must complete the Motor Pool Ticket and return it to Fleet Control for later accounting of vehicle charges.

F. Motor Pool Charges

Charges for all pool vehicles are based on mileage plus a daily checkout rate and appear on the user department's monthly fleet billing report.

Appendices Attachment – Motor Pool Ticket

References None

Review Responsibility and Frequency The General Services Department Director shall review this directive annually based on the date of publication. Last review date: 5/17/02

Authorized



City Manager

11/3/15

Date



AssetWORKS

Motorpool Ticket

Print Date: 9/15/2015

<i>Reservation ID</i>	<i>Operator Name</i>	<i>Operator Employee #</i>	<i>Vehicle Type</i>
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<i>Equipment ID</i>	<i>Reserved On</i>	<i>Required On</i>	<i>Expected Return On</i>
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<i>Dispatch Location</i>	<i>Dispatched On</i>	<i>Beginning Mileage</i>	<i>Department to bill</i>
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****Operator: Please fill out the information below when returning vehicle.**

****Date and time of return** _____ ****Ending Mileage** _____

****Is fuel tank more than 1/2 full?** Yes No

****Is any maintenance Required?** Yes No

(If yes, explain further nature of repair, defect, or safety discrepancy noted:

Charges **Meter** _____ **Days** _____ **Total** _____