





## Administrative Policy

<b>Title: City Hall Pool Vehicle Procedures</b>				
<b>Administered By: Public Works</b>				
<b>New Policy No.</b>	<b>Issue Date (Last Revised)</b>	<b>Renumber Date</b>	<b>Department Head Approved</b>	<b>City Manager Approved</b>
09100.001	UNKNOWN (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)  
Issued: UNKNOWN  
Revised: N/A



## **CITY HALL POOL VEHICLE PROCEDURES**

### **OBTAINING A POOL VEHICLE**

Motor pool vehicles are available for the following purposes:

- To provide temporary transportation for employees to transact City business.
- To provide temporary replacement vehicles when assigned vehicles are being serviced or repaired.

Employees are responsible for the safe operation of any City vehicle and must follow all established traffic laws. Employees are advised that any citations issued in violation of parking laws, speeding, etc., while the vehicle is in their possession, are their financial responsibility. Additionally, employees using a vehicle for City business shall comply with any and all City/Departmental policies regarding accident reporting, licensing, conduct and operation, as listed in VEHICLE POLICY/USE AND SAFETY.

There is no smoking in any City vehicle at any time.

### **POOL VEHICLE LOCATIONS**

City Hall – 400 S. Vicentia Avenue, North Park Lot

Corporation Yard – 760 Corporation Yard Way, Fleet Maintenance Parking Lot

### **POOL VEHICLE RESERVATIONS**

Employees located at City Hall can reserve a vehicle by calling the Public Works Department (2<sup>nd</sup> Floor) at (951) 736-2266.

Employees located at the Corporation Yard can reserve a vehicle by calling Fleet Services at (951) 736-2307.

When calling to reserve a vehicle, please state what time you will need the vehicle, the preferred vehicle type (Sedan, SUV, Truck, etc.) and the estimated time of return. The keys can be picked up 10 minutes before the reservation time. If the unit is NOT going to be back by the reported return time, please notify the appropriate reservation desk with as much forewarning as possible.

Vehicles should be reserved for use only. Reservations for “holds” or potential use are discouraged due to the limited number of vehicles in the pool.

## **POOL VEHICLE TURN-IN**

All Vehicles must be returned to the location from which they were checked out.

Drivers are responsible for returning the vehicle in “Ready for Use” condition. That is, fueled (must be over a half tank of fuel in the vehicle at the time of turn-in) and cleaned inside and out (if necessary).

All functional concerns or issues with the vehicle must be reported to Fleet Services immediately. If that unit was checked out from City Hall, notification of the vehicle’s disposition must also be provided to the checkout desk personnel.

## **OVERNIGHT USE**

Overnight reservations should be made through Fleet Service by calling (951) 736-2307, and will require authorization from the requesting Division / Section Manager.

The authorization from the Division / Section Manager should be e-mailed to Fleet Services at [GarrettR@ci.corona.ca.us](mailto:GarrettR@ci.corona.ca.us) (Fleet Services Supervisor) and copied to [BillyC@ci.corona.ca.us](mailto:BillyC@ci.corona.ca.us) (Fleet Services Service Writer) at least 24 hours in advance.

Employees must return the pool vehicle upon reporting to work the day after the overnight assignment and the vehicle must be in “Ready for Use” condition.