

ADMINISTRATIVE PROCEDURES



Procedure Number: 49-1

Effective Date: 04/18/1983

Revision Date: 08/09/2010

C. R. DeBenedictis
County Administrator

SUBJECT: **USE OF MOTOR POOL VEHICLES**

DEPARTMENT RESPONSIBLE: **Fleet Services Department**

I. STATEMENT

The objective of this procedure is to promote an orderly, efficient and effective County Motor Pool. This procedure does not affect the vehicles assigned and operated by the Departments.

II. AUTHORITY

Fleet Services is the only department authorized to operate a County Motor Pool. The County operates Motor Pools on the B Level garage at 130 E. Congress, Herbert K Abrams Public Health Center and Public Works Building. The Motor Pool office is located in the southeast corner of the B Level parking Garage. The County web site <http://www.pima.gov/fleet> contains all relevant information regarding the Motor Pool.

III. PROCEDURE

All County Motor Pool vehicles are available on a first come first served basis. If there is no Motor Pool vehicle available, then a vehicle may be acquired from a rental company through the Fleet Services Motor Pool Coordinator. Departments are not allowed to contact vehicle rental agencies directly.

RESERVING A VEHICLE

- To reserve a vehicle the requestor must use the internet reservation link <http://intranet.pima.gov/apps/fleet/mperequest.html> (Found on Fleet Services web page) to initiate their E-Reservation Request. If requestor does not have access to a computer they must coordinate their request with their Department's Administration to make the request on their behalf.
- E-Reservation Request must be submitted at least two business days in advance of the date the vehicle is required. Last minute requests will be handled on a case by case basis depending upon the availability of vehicles.
- The E-Reservation Request must be filled in completely. The system will not accept incomplete data.
- Staff reserving a vehicle must provide a valid account number.
- All reservation requests will be responded to via email with a confirmation number.

-
- Vehicles will be rented on a full day and half day basis plus a surcharge for fuel used.
 - No usage is to exceed 5 working days unless approved by the Director of Fleet Services or designee. If approval is not obtained the rates will double.
 - Fleet Services Motor Pool Coordinator will not issue a vehicle if the Internet E-Reservation Request has not been completed. In the event that the E-Reservation Request system is down or an emergency request is required contact the Motor Pool office.

IV. RATE STRUCTURE

The current rates can be found on the Pima County Fleet Services web site. These charges are subject to change and users are encouraged to verify the rates prior to obtaining a vehicle from the Motor Pool.

The rates have two components, one for the fuel consumed and the other based on the time the vehicle was used.

The charge for the time the vehicle is used is defined as:

- Half day rental is a period of less than or equal to 4 hours.
- Full day rental is a period greater than 4 hours in a 24 hour period.

The rental time the vehicle is used begins when the keys are given to the user and ends when the keys are returned to the Motor Pool Coordinator.

Vehicles picked up after 1:00 P.M. on Friday will be charged for a half day if the vehicle is returned by 8:00 A.M. the next business day. Vehicles returned later in the day (after 8:00 A.M.) will be charged for an additional half or full day depending upon what time the vehicle is returned.

ADDITIONAL CHARGES

The user's department will be financially responsible for the repair/cleaning of any scratches, dents and spills. If there is indication of an accident, the driver will be responsible to complete the County required accident report. As stipulated by Administrative Procedure 30-11.

V. RESPONSIBILITY

- County departments are responsible to ensure that all drivers of County Motor Pool and assigned vehicles have a valid driver's license and attend the County's defensive driving class as required by Administrative Procedure 30-11.
- Department is to ensure that all requestors have department authorization to rent a Motor Pool vehicle.

-
- Vehicles are to be returned to the originating location and in the same condition they were picked up in. It is the driver's responsibility to perform a pre and post trip inspection of the vehicle. Any dents, scratches, and spills are to be reported to the Motor Pool staff before the vehicle leaves the Motor Pool premises. At the end of the rental period the vehicle will be inspected by staff.
 - In the event an incorrect account number for the rental is used, it is the responsibility of the department to make the appropriate cost transfer/adjustment.
 - County vehicles including those in the Motor Pool are to be used for official purposes only.
 - All Motor Pool vehicles are subject to GPS monitoring at any time.