

ADMINISTRATIVE PROCEDURES



Procedure Number: 49-1

Effective Date: 07/01/2008

Revision Date: 10/25/2018

C. P. DeWitt
County Administrator

SUBJECT: **USE OF MOTOR POOL VEHICLES**

DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

I. STATEMENT

The objective of this procedure is to promote service to all County Departments in an organized and efficient manner. This procedure does not affect the vehicles assigned and operated by County Departments.

II. AUTHORITY

Fleet Services is the only authorized department to administer the County Motor Pool.

Motor Pool locations:

- Motor Pool Office located at 130 E. Congress B Level Garage
- Pima County Health Department located at 3950 S. Country Club Road
- Fleet Services Department located at 1291 S. Mission Road

Information and forms related to the Motor Pool are located on the Fleet Services intranet site

III. PROCEDURE

All County Motor Pool vehicles are available on a first come first served basis. If no Motor Pool vehicle is available, a vehicle may be acquired from an authorized rental agency. Departments may make reservations with the authorized agency directly. Service Writers shall be notified of the reservation including billing information.

RESERVING A VEHICLE

- To reserve a vehicle, the requestor must be an authorized Transportation/Motor Pool Coordinator. The Transportation/Motor Pool

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- Coordinator will initiate a Reservation Request via the Fleet Service Intranet Motor Pool Reservation Portal.
 - Reservation requests must be submitted a minimum of **24** hours 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.
 - All reservation request fields must be completed including accounting information.
 - Reservation requests will be responded to via email with a confirmation number.
 - Vehicles will be rented on a full or half day rate, plus a mileage charge.
 - Usage is not to exceed five (5) working days unless approved by the Appointing Authority.
 - If an intranet connectivity outage occurs, please contact Service Writers at 724-2674.

IV. RATE STRUCTURE

Current Motor Pool rates are located on the Pima County Fleet Services intranet site. Rates are subject to change and users are encouraged to verify the rates prior to obtaining a vehicle from the Motor Pool.

Motor Pool rates are based on two components: mileage and time vehicle rented.

The charge for the rental 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

Rental time begins when the vehicle is picked up from its allocated location to when the vehicle is returned to the original rental location compared to the scheduled rental period.

Vehicles picked up after 1:00 PM on Friday will be charged for a half day rate if the vehicle is returned by 8:00 AM the next business day. The vehicle cannot be utilized over the weekend for a half day rate to apply. Vehicles returned later in the day (after 8:00 AM.) will be charged for an additional half or full day rate depending upon what time the vehicle is returned.

V. RESPONSIBILITY

- 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 shall be reported to the Service Writers before the vehicle leaves the Motor Pool premises. At the end of the rental period, the vehicle will be inspected by a Service Writer. The user's department will be financially responsible for the repair/cleaning of any scratches, dents, and spills. If there is an indication of an accident, the driver will be responsible for completing the County required accident report per Administrative Procedure 30-11.
- Department Transportation/Motor Pool Coordinator is to ensure that all drivers have department authorization and prior to renting a Motor Pool vehicle.
- In the event an incorrect account number for the rental is used, it is the responsibility of the department to make the appropriate cost in transfer/adjustment.
- Motor Pool Vehicles are for official County business purpose only.
- All Motor Pool vehicles are subject to GPS monitoring at any time.