

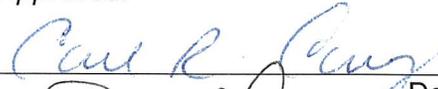
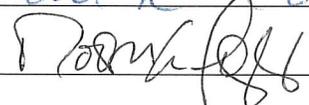


City of Arts & Innovation

## City of Riverside Administrative Manual

Effective Date: 07/2003  
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Policy Owner(s): General Services

Approved:

  
\_\_\_\_\_  
Department  
  
\_\_\_\_\_  
City Manager

### SUBJECT:

### Motor Vehicle Pool Dispatch

### PURPOSE:

To provide to all Departments the policies and procedures governing the use of City-owned vehicles assigned to the Motor Pool dispatch facilities located at City Hall and the Corporate Yard.

### POLICY:

Before deciding to reserve/use a City-owned vehicle, the City employee should carefully assess the need for travel by car to a meeting - could the same goals be accomplished via telephone, e-mail, memoranda or other alternatives to physical travel - and obtain management/supervisor approval.

Use of personal vehicles is a viable alternative to using a City-owned vehicle for business travel purposes subject to the following conditions:

- Usage is subject to approval of the Department Head/Supervisor. Authorization may be given on a trip-by-trip or standing approval basis;
- Such employees are required to provide to their supervisor proof that they possess a valid California motor vehicle operator's license;
- Vehicle is in sound mechanical condition and presents no safety risks.

Elected officials and employees who receive an automobile allowance as set forth in the Fringe Benefit and Salary Resolution are not eligible for motor pool vehicle usage except as otherwise authorized by the City Manager. This policy does not preclude such elected official or employee from being a passenger in such a vehicle when accompanying other City staff for business travel purposes.

Employees will be reimbursed at the current IRS standard mileage rate allowance (subject to change per the current IRS standard mileage rate allowance) for the cost of using their personal vehicle through submission of a Travel Expense Reimbursement form.

### PROCEDURE:

Responsibility	Action
<b>DAILY POOL RENTAL (DISPATCH OFFICE HOURS)</b>	
City Hall One Stop Shop Desk Administrative	1. The One Stop Shop desk manages dispatching of Motor Pool vehicles from City Hall, Monday through Friday from 8:00 a.m. to 5:00 p.m. and

Assistant – 3<sup>rd</sup> Floor

enters Reservation Information into the FleetFocus M5™ system to create a Motor Pool Trip Ticket.

Fleet Management Office

2. The Fleet Management Office manages dispatching of Motor Pool vehicles from the Corporate Yard, Monday through Friday from 6:00 a.m. to 12:30 a.m. and enters Reservation Information into the FleetFocus M5™ system to create a Motor Pool Trip Ticket.

**RESERVING AND/OR OBTAINING DAILY RENTAL (DISPATCH) VEHICLES**

Driver

3. **Reservation Information.** When reserving a vehicle, the driver must first provide the following to the dispatcher:
  - Name and Employee Department number (determines the proper department/division to charge for use of the Motor Pool vehicle);**Failure to comply with the above conditions will result in denial of eligibility to use/drive a City-owned vehicle.**
  - Trip destination;
  - Approximate length of time before return of vehicle.**Note: Smoking is not allowed in a City-owned vehicle.**

City Hall One Stop Shop Desk or Fleet Management Office

4. **Trip Ticket.** Provides the Driver with a Motor Pool Trip Ticket, keys and a Garage Access Card (City Hall garage). The trip ticket will have the name of the driver, date, Asset Number (vehicle number), destination, starting odometer miles, approximate level of fuel, and departure time.

Driver

5. **Fuel.** The driver is responsible for ensuring the vehicle is adequately fueled both before leaving and before returning the vehicle to the parking garage/yard. Each vehicle must be returned with no less than half a tank of fuel. Vehicles using CNG (Compressed Natural Gas), Hydrogen or Liquid Propane fuel can refuel at the Riverside Corporation Yard located at 8095 Lincoln Avenue or 5961 Acorn Street. When driving outside of the area, the driver is responsible for retaining fuel receipts as needed for department/division travel expense reimbursement by their department.
6. **Inspection.** The driver must inspect the vehicle before departing the parking facility. The inspection must include a walk-around visual examination of the exterior to determine its general condition, as well as inspection of the vehicle's interior to determine that everything is clean, free from debris, dirt and smoke odors. Any vehicle body damage noted should be immediately reported to the dispatcher. The department using the vehicle will be charged the current Central Garage shop rate for any returned vehicle that subsequently must be cleaned or refueled by Motor Pool staff.
7. **Return of Vehicle.** When returning the vehicle, park in the same designated area/level, write the odometer mileage and fuel level, any malfunctions or irregular operations of the vehicle, and if the vehicle needs cleaning/washing on the trip ticket and return the car keys, completed trip ticket and Garage Access Card (if applicable) to the dispatcher. The dispatcher will then record the return trip ticket information in the FleetFocus M5™ system, closing the reservation.
  - If the vehicle is returned to City Hall after business hours, the driver is responsible for placing the completed trip ticket, keys and

Garage Access Card (if applicable) to the One Stop Shop Welcome desk on the 3<sup>rd</sup> Floor of City Hall.

- If returning a vehicle to the Corporation Yard after business hours, the driver is responsible for placing the completed trip ticket and keys through the slot in the Early Bird box beside the door of Fleet Management. The dispatcher will then record the return trip ticket information into the system the following business morning, closing the reservation.

Fleet Management

8. **Monthly Billing.** Fleet Management is responsible for extracting Motor Pool vehicle usage and billing data from the FleetFocus M5™ system prior to month-end and providing Finance with department/division summary reports for booking to the proper account.

City Hall One Stop  
Shop Desk  
Administrative  
Assistant or Fleet  
Management Office

9. **Vehicle Keys.** The Motor Pool dispatcher is responsible for storing vehicle keys in a locked/secure place with limited access.

#### **VEHICLE ACCIDENTS**

Driver

10. The City of Riverside is self-insured for vehicle liability. If an employee is involved in an accident while operating a City vehicle, the following procedures must be followed:  
Stop and identify yourself to the other party. Contact the Riverside Police Department if anyone is injured or appears injured;
  - Record the date, time and location of the accident; names and addresses of occupants of other vehicle(s); description and license numbers(s) of other vehicles(s) involved; the name of the driver's insurance company and policy number; the names, addresses and telephone numbers of any witnesses;
  - Notify your supervisor immediately. Your supervisor should complete the Incident Report form and send to the Safety Officer as soon as possible following the accident;
  - Do not give any statements or discuss who is responsible for the accident with anyone other than the law enforcement authorities.

Note: Refer to the Human Resource's Safety and Health Policies and Procedures Manual regarding detailed Driver's License requirements and Incident Reporting procedures.

Distribution: Regular

