

## POOLED VEHICLE PROCEDURE

### 1.0 Purpose:

- 1.1 This directive ascertains a formal policy governing the use of a limited number of The City of Lake Forest (City) owned pooled vehicles and establishes a formalized procedure for the use of such vehicles. A pooled vehicle program is defined as City-owned vehicles that an employee can utilize for official City-business. Pooled vehicles are intended for use by employees who do not already have access to City vehicles as well as those whose department is temporarily short a vehicle. All carpooling use is subject to vehicle availability.

### 2.0 Scope:

- 2.1 In the interest of fleet reduction and controlling operational costs, the City maintains a necessary pool of vehicles for the performance of various City functions. The City's objectives are to:
  - a) Ensure that employees have access to safe, reliable and well maintained vehicles within the City's pooled fleet.
  - b) Establish responsibilities for employee usage of pooled vehicles.

### 3.0 Policy:

- 3.1 Only authorized City employees may drive pool vehicles and operate equipment.
- 3.2 Each driver must possess a valid driver's license with the proper classification (i.e. Class B for CDL).
- 3.3 It is the responsibility of the individual driver to observe all State motor vehicle laws and ordinances. The driver will be responsible for all violations and fines. **Any moving or parking citations received while operating a City vehicle will be the responsibility of the employee.**
- 3.4 Fleet Vehicle & Equipment may only be used for official City business and may not be used for any other purpose.
- 3.5 Additional operator certification will be required before signing out certain pieces of equipment (e.g. tool cat, trackless, scooter, etc.). Attachment A shows a complete listing of all the vehicles & equipment, including any associated restrictions within the Fleet Pool.
- 3.6 Damages to vehicles or equipment will be charged to the responsible Department/Section.
- 3.7 Each Department/Section will be responsible for paying all parking and toll fees while using a Fleet Pool vehicle or piece of equipment.

- 3.8 If an employee is involved in an accident, Administrative Directive 6-3 “Vehicle Accidents and Employee Injury” will be applicable”.
- 3.9 Vehicles are considered an extension of the “work place” and are subject to the conditions of The City of Lake Forest Personnel Policies and Administrative Directives regarding smoking, alcohol and drug use, as well as cell phone usage.
- 3.10 Employees are responsible for the operational condition of vehicles assigned for their use. Defects and operational difficulties are to be promptly reported to the Fleet section, in accordance with Administrative Directive 6-14, “Fleet Safety Program.”

#### **4.0 Procedure:**

##### 4.1 Scheduling a Fleet Pool Vehicle or Piece of Equipment

- a) Fleet Pool Vehicles and Equipment must be scheduled in advance using the Fleet Calendar System in Microsoft Office 2010 Outlook. Attachment B shows a step-by-step procedure on how to access the Fleet Calendar and schedule a vehicle or piece of equipment. Only authorized staff, pre-determined by Department Managers, will have access to the Fleet Calendar to schedule a pool vehicle or piece of equipment. Department Managers need to contact the Assistant to the Director of Public Works to make any authorization adjustments.
- b) Fleet Pool vehicles and equipment scheduled reservations are on a first come, first serve basis and can be made up to one month in advance.
- c) If plans change, and the vehicle or piece of equipment is no longer needed, the reservation should be canceled immediately.
- d) To avoid negatively impacting another reservation, vehicles or pieces of equipment should be returned at the agreed upon time. If vehicles or equipment cannot be returned at the agreed upon time, for whatever reason, a message should be left with Assistant to the Director of Public Works at x3542 in order to contact whomever may be waiting to use the vehicle or piece of equipment.

##### 4.2 Checking Out a Fleet Pool Vehicle or Piece of Equipment

- a) There are three check-out locations:
  - Location #1 – Public Works Administration: The checkout location for cars #54, #120 and #135 is the Public Works Administration counters from 8:30 a.m. to 4:00 p.m., Monday through Friday.
  - Location #2 – Public Safety: The checkout location for car #282 is at Public Safety on 24/7 basis (car is for Public Safety use only).
  - Location #3 – Fleet Maintenance: The checkout location for all other Fleet Pool vehicles and pieces of equipment is at the Fleet Stockroom window from 6:30 a.m. to 3:30 p.m., Monday through Friday.

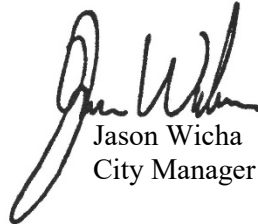
- b) City staff will need to go to one of the above locations in order to check out the Fleet Pool vehicles or pieces of equipment. City Staff will be issued the vehicle/equipment keys and the clipboard with the Driver's Daily Inspection and Vehicle Condition Report that need to be filled out prior to driving the vehicle or equipment.
- c) If the actual pickup time or use of any Fleet Pool vehicles or pieces of equipment are needed before or after the above mentioned hours, the City Staff reserving from the piece will be responsible for making the necessary arrangements (to include gathering keys and the Driver's Daily Inspection & Vehicle Condition Report) at an earlier date and time.
- d) The designated clipboard for each Fleet Pool vehicle or piece of equipment will have a site map attached showing where each piece is parked (not including car #282 at Public Safety). In general, Location #1 vehicles will be parked in the front lot where the reserved parking is for City vehicles. Location #2 car will be parked at Public Safety in the back lot. Location #3 vehicles and pieces of equipment will be parked by Fleet, in a designated parking spot in the garage, or in the yard with the other implements.
- e) The Driver's Daily Inspection & Vehicle Condition Report's top section and pre-trip inspection must be filled out prior to using the Fleet Pool vehicle or piece of equipment. Attachment C is a blank copy of a Driver's Daily Inspection & Vehicle Condition Report.

#### 4.3 Returning a Fleet Pool Vehicle or Piece of Equipment

- a) Upon returning if the tank is at the ¼ tank full range or lower, the user is responsible to fill the tank before parking.
- b) All Fleet Pool Vehicles & Pieces of Equipment must be returned to the designated parking spot.
- c) Be sure that all personal belongings and trash is removed.
- d) Drivers must complete the remaining sections of the Driver's Daily Inspection and Vehicle Condition Reports.
- e) Lock the vehicle and or equipment.
- f) Return the key, the completed and signed Driver's Daily Inspection and Vehicle Condition Report, and the clipboards to the location they were checked out from.
- g) Fleet is not responsible for any equipment, tools, or personal items that are left in the vehicles or equipment. Fleet is not responsible for any lost or stolen equipment, tools, or personal items, etc.
- h) All Fleet Pool vehicles and pieces of equipment must be returned in a clean and orderly fashion. Any excess dirt or trash will be brought to the attention of the Department/Section Supervisor.

**5.0 Distribution:**

5.1 Employee Information Site, [www.citylf.org](http://www.citylf.org).



Jason Wicha  
City Manager

Created 5/2011  
Rev. 5/2019