

Procedure: ESD Motor Pool

ESD vehicles are to be used only for official business. Official business is defined as activities performed by employees of ESD as directed or as required by the duties of the position within the scope of any program operated by ESD. Personal use of ESD vehicles constitutes grounds for disciplinary action, which may include suspension without pay, termination of employment in the case of repeated violations, or suspension or termination of the right to use ESD vehicles.

Only employees of ESD, whether full- or part-time, shall be allowed to drive agency Motor Pool vehicles.

The use of ESD Motor Pool vehicles must be considered first over any other mode of transportation. The scheduling of employee travel should, to the maximum extent, take into consideration Motor Pool car availability.

Use of tobacco, nicotine products and/or delivery devices is prohibited in ESD motor pool vehicles.

Reservations

Reservations for Motor Pool vehicles should be made one day or more in advance when possible. The Motor Pool reservation signup sheet is in Business Services; employees in the building should complete it themselves or have someone else do it for them. For employees assigned outside the ESD building, reservations may be made by telephone through the Business Services Department at (360) 952-3492.

If an employee's trip plans require use of the vehicle for more than one day, he/she should sign the Motor Pool reservation signup sheet *for each day the car will be out*. The signup sheets must include all information in full each time a Motor Pool vehicle is driven. Please advise Motor Pool administration as soon as possible when any circumstances of your trip change so the vehicles may be properly identified for use by others. All motor pool vehicle keys include a key to unlock the security gate for after-hours return.

Note that the reservation sign up sheet includes space in the left-hand column of Motor Pool Reservation Signup Sheet for special use requests (large vehicle, etc.).

Prior to departure vehicle packets should be picked up from Motor Pool administration; packets include a *Daily Mileage Trip Log*, vehicle keys (including security gate key) and gas cards. The Daily Mileage Report Trip Log must be completed in full each time a Motor Pool vehicle is driven.

- Vehicle Number
- Date of Trip
- Name of Persons on Trip
- Account Number to be charged for mileage
- Trip Destination & Purpose
- Time Out / Time In
- Beginning and Ending Odometer Reading; calculated total miles
- Any comments on condition or operation of vehicle

Vehicle Assignments

Because there are a limited number of Motor Pool vehicles available, drivers traveling the furthest distance will be assigned ESD vehicles before those traveling short distances. After distance traveled, the

order in which motor pool drivers reserve a vehicle on the Motor Pool reservation signup sheet will determine priority.

Specific vehicle assignments are made on the basis of mileage on the vehicle, distance to be traveled and use needs.

Gasoline Purchases

Employees must ensure the gas tank is *at least one-half full* when returning the vehicle to the Motor Pool. Employees shall fill vehicles from self-service pumps and use one of the credit cards from the vehicle packet. Obtain a receipt for the purchase and include the receipt in the packet for return to Business Services and note the vehicle number / license number on the receipt. Ensure that all credit cards have been returned to the envelope after each use.

When traveling outside the Vancouver area, the employee is responsible to anticipate the need for servicing (gas, oil, etc.) in order to accomplish it during normal service station operating hours where he/she is traveling and at a service station accepting one of the credit cards furnished with the car.

If the employee incurs personal emergency expenses for a Motor Pool vehicle, *the expenses should be noted on the Daily Mileage Trip Log*. Reimbursement will be through travel expense claim procedures and charged to the Motor Pool account code: 01 E 530 0201 75 xxxx x30 0000 0000

Vehicle Return

Upon return to ESD, employees shall park the vehicle in the fenced area and return the vehicle packet with keys, completed Daily Mileage Trip Log, gas cards, and service tickets (if any) to Motor Pool administration in Business Services. *Vehicle packets must be returned promptly* because the vehicle may be scheduled for another employee's use. If return is after business hours, the vehicle should be returned to the Motor Pool lot immediately and the vehicle packet dropped in the slot on the exterior computer room door located on the north side of the 2500 building. Employees should advise the Motor Pool administrator of any significant change in the estimated time to return.

The secured parking area to the north of the main ESD building is fenced, with a locked gate for security. A key to the gate is issued along with the keys to the assigned vehicle. Employees using Motor Pool vehicles are responsible for locking the gate when returning or leaving between 8:00 p.m. and 6:00 a.m.

Each employee driving a Motor Pool vehicle is responsible to remove all his/her supplies, materials, personal belongings, and trash from the vehicle before returning it to the Motor Pool. Lights must be turned off (including dome light), windows rolled up and doors locked.

Under normal circumstances, vehicles are to be picked up and returned to the Motor Pool each day. Exceptions to daily return are as follows:

- In cases where staff are permanently assigned to assignments away from the ESD office, consideration will be given to location of a car away from the ESD office for their use. The criteria for use, control, security, and management is the same as for all Motor Pool vehicles with one exception: Motor Pool Mileage Report Forms are to be sent to Motor Pool administration at the *end of each week* of operation of the vehicle.
- When an employee leaves or returns at times outside ESD's normal operating hours, and it is not economical or practical to pick up or return the vehicle to the Motor Pool during the day travel takes place, the employee may discuss the possibility for alternative arrangements with the Assistant Superintendent of Business Services with written notification of approval and alternative arrangements provided to the Motor Pool Administrator.

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