

## Procedure: Accidents, Maintenance & Repair

### Accident, Damage or Breakdown

Any accident and/or damage to an ESD Motor Pool vehicle or any accident and/or damage by a Motor Pool vehicle to another vehicle or property, *however minor*, must be reported to the Motor Pool administration as soon as possible after the occurrence.

In case of an accident:

- Insurance cards are located in the glove box
- Call police and cooperate fully.
- Do not admit fault.
- Do not discuss the accident with anyone at the scene except police.
- Report to Motor Pool Administration at (360) 952-3492.
- Fill out Accident Report Form, if required.

In case of a breakdown:

- Use common sense to determine best method to get the vehicle back in operation, taking into consideration the time of day, location, and other pertinent factors such as hazardous situations.
- Call Motor Pool Administration at (360) 952-3492 for approval of any necessary repairs. An estimate is required if repair expense will exceed \$50.
- Any repairs/maintenance expenses should indicate on the receipt the vehicle number / license plate of the vehicle serviced or repaired.

### Mechanical Problems

Any indication of mechanical problems with a Motor Pool vehicle is to be noted on the Motor Pool *Daily Mileage Trip Log* in the "Comments" section. A "Car Owner's Guide" is in the glove compartment for reference for operating and maintenance procedures.

### General Maintenance

A master record shall be maintained on each vehicle leased or owned by ESD to record all maintenance, repairs, etc. Regular maintenance is scheduled based on manufacturer's recommendations.

Employees who are responsible for coordinating the use of Motor Pool vehicles assigned away from ESD are also responsible to ensure regular maintenance and cleaning of the vehicles and report maintenance to the Motor Pool Administrator. Contact Motor Pool administration, for assistance at (360) 952-3492.

In general, each employee must take responsibility for maintaining the good appearance and operation of the Motor Pool vehicles and keeping Motor Pool administration informed of any problems encountered with a vehicle.