

**Section 1: PURPOSE**

The purpose of this policy is to establish specific guidelines on vehicle transportation and maintenance for officials and employees conducting authorized business for the City Of Manteca.

**Section 2: POLICY**

Vehicles shall only be used for official business. Fleet and privately-owned vehicles used for City of Manteca business shall be operated in accordance with all safety and legal requirements of the County, State, and any other jurisdiction in which they are driven.

**1. Vehicle Assignments**

It is the policy of the City of Manteca that vehicle assignments are based upon actual, demonstrated, and compelling need in the conduct of official business. The City Council has established the following types of vehicle assignments available to City Departments for employees required to travel on City of Manteca business: Department-owned; Department assigned; Motor pool; and Privately-owned.

**Section 3: POOL VEHICLE PROGRAM**

**1. Pool Vehicles**

It is the policy of the City of Manteca that vehicle assignments are based upon actual, demonstrated, and compelling need in the conduct of official business. The City Council has established the following types of vehicle assignments available to City Departments for employees required to travel on City of Manteca business: Department-owned; Department assigned; Motor pool; and Privately-owned.

**2. Reserving a Pool Vehicle**

- a.) Reservation Request: A reservation system is set-up in MS Outlook for use of any pool vehicle. If a requirement exists for a pool vehicle, a reservation request should be made in advance of the desired date by using the reservation system. A vehicle will be reserved for the employee on the date and time requested
- b.) Non-Reservation Request: If a request for a pool vehicle is made the day a pool vehicle is needed, the person responsible for administering the

reservation system can be contacted to determine pool vehicle availability. Vehicle requests are approved on a 1<sup>st</sup> come 1<sup>st</sup> served basis.

- c.) Hours of Operation: Hours for dispatch of pool vehicles are regular business hours of the City of Manteca.

### **3. Acceptance and Pick-Up of a Pool Vehicle**

- a.) Keys for the pool vehicles may be picked up at the administrative location during regular business hours.
- b.) The driver will pick up the keys, a travel log, and vehicle inspection form. The inspection form will be filled out and returned to the designated administrative office prior to departure.
- c.) Any damage and /or changes in the vehicles status should be immediately reported.
- d.) When operating the vehicle if any condition(s) exist that is/are unsafe, immediately report this situation to your supervisor and arrange for appropriate action to be taken.

### **4. Return of a Pool Vehicle**

- a.) Fill gas tank prior to returning vehicle if the fuel tank registers below one half tank.
- b.) Pool vehicles should NOT be returned to the pool in a dirty condition. Users should take the vehicle to the Corporation Yard where it can be washed and vacuumed.
- c.) Return vehicle to designated parking space.
- d.) Record time, date, and mileage on reservation form.
- e.) Close all windows and lock all doors.
- f.) Return keys and reservation form to the designated administrative office. If the vehicle is to be returned after normal business hours please deposit the forms and keys in the designated drop box.
- g.) Inform the designated administrative assistant of any damage or mechanical/operational problems noticed during the operation of the vehicle.

**Section 4: UPKEEP AND MAINTENANCE**

- a.) It is the responsibility of the Department/Division to which the vehicle is assigned to keep the vehicle clean and neat. At least once each month, the vehicle should have the interior vacuumed and cleaned and the exterior washed. The vacuum and wash facilities are located at the Corporation Yard.
- b.) Defects, which affect the appearance of the vehicle, should be reported to the Fleet Services Division for correction.
- c.) Superintendents, managers, and supervisors are responsible for ensuring assigned vehicles and equipment is properly maintained.