

City of Richmond

Administrative Manual

SUBJECT: Pool Car Guidelines and Procedures

SECTION: Finance

POLICY NUMBER: AP 507

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To ensure efficient and proper use of City vehicles in the conduct of City business.

II. Policy

- A. The Finance Department is assigned the responsibility for controlling the City's pool car services.
- B. Department directors are responsible to insure that the use of pool car vehicles shall be confined strictly to official business of the City of Richmond.

III. Procedure

- A. Pool car vehicles shall be driven only by City employees with a valid California Driver's License. All users of pool car vehicles must be authorized to drive as shown on the Authorized Drivers List (Exhibit AP 108-2). All pool car drivers must also have a completed and approved "Driver's Information Form" (Exhibit AP 507-1) on file with the Finance Department and show their California Driver's License prior to release of a vehicle.
- B. The users of pool car vehicles shall comply with the City's policies regarding (1) operator's responsibility, and (2) reporting loss and damage to City property as set forth in this Manual. (See AP 108.)
- C. All pool car vehicles shall be formally signed out and in at the Finance Department between the hours of 8:30 am and 5:00 pm. Keys for that vehicle only are to be checked out for use of the vehicle only immediately before usage of the vehicle. A gasoline card for use at the Corporation Yard is kept in the glove box. A commercial gas credit card is available to be checked out if use of the vehicle is anticipated to require refueling outside of the City of Richmond. Requests for the gasoline credit card require prior supervisory authorization. Keys and the gas credit card are to be

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returned promptly and not passed along to other employees.

Remember -- the employee signing out the vehicle is responsible. No pool car can be held or reserved for future use. In the event a vehicle is required to be kept overnight, the "Pool Car Use Permission Slip" (Exhibit AP 507-2) must be signed by the respective supervisor and submitted to the Finance Department before the vehicle is taken. A pool car vehicle may be kept overnight only if due to a late night or early morning business activity, or if out of town. Always provide reasonable time estimates for returning car pool vehicles to allow others to plan their trips. In consideration of energy saving measures, users are encouraged to combine trips with others attending the same meetings. If for some reason a trip exceeds the time estimated, please call (510) 620-6740 to let the Finance Department know that arrival will be later than expected.

- D. Each person who signs out a pool car vehicle shall have the responsibility for inspecting the vehicle for damage and inventory, prior to operation. The driver must enter the information on the Pool Car Vehicle Inspection Sheet (Exhibit AP 507-3), and record the beginning and ending mileages.
- E. Seat belts shall be worn by all persons riding in City vehicles. Employees shall not ride in the back of truck cabs.
- F. All pool car vehicles windows and doors shall be locked when unattended. Personal property left in vehicles is at the employee's own risk.
- G. Vehicles are like offices, and drivers should be considerate of passengers and future drivers. Therefore, smoking will not be permitted in pool car vehicles.
- H. Each driver is responsible for using the pool car gas card to refill the car with gasoline at the City's 32nd Street Pumping Station, at Nichol Park or at the City's Corporation Yard at 13th Street and Chanslor Avenue when the gauge is down to 1/4 tank.

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- I. Each driver is responsible for the outer cleanliness of the pool car vehicle and should have the vehicle washed when needed. Employees must identify the vehicle as a City of Richmond vehicle and obtain a receipt showing the City vehicle number, date and signature of the employee. The receipt must be returned to the Finance Department with the keys. Car washes may be obtained at the following locations where standing order contracts are maintained:

Kacees World of Water, 2900 Hilltop Mall Road
Richmond Gas & Mart & Car Wash, 4040 Macdonald Avenue
Super Car Wash, Inc., 12925 San Pablo Avenue

- J. In the event that service is required for the vehicle that causes it to be inoperable, the City Corporation Yard may be telephoned for assistance at telephone number (510) 231-3035 or 231-3020. After 3:30 pm., Police Dispatch may be called at (510) 620-6933.
- K. Upon return, each person signing a pool car vehicle back in shall complete the Pool Car Vehicle Inspection Sheet (Exhibit AP 507-3) and return it to the Finance Department with the keys and the credit card. Employees will record the mileage, the amount of gas in the tank, and leave the vehicle in clean condition containing the inventory of items listed on the Vehicle Inspection Sheet.
- L. Use of the “Garage Service Order” cards (Exhibit AP 727-1) is encouraged. Close cooperation shall be maintained with the Public Works garage to ensure proper and timely servicing and repair. Occasionally vehicles will not be available due to servicing and repair.
- M. Reporting damage to City vehicles: Employees who observe or are involved in an accident or damage involving City employees or equipment shall immediately report the accident to the Office of Risk Management and shall take the following steps:
 1. Fill out a City of Richmond “Accident/Incident/Damage Report” (Exhibit AP 108-1) and file the report with the City Attorney with a copy to the Office of

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Risk Management.

2. If an eye witness to the cause of the damage, record any license number or other information relevant to identify the persons causing the damage.
 3. When practical, call the person available to take pictures of the accident [supervisor, Safety Officer (AP 453) or Risk Manager (AP 401)].
- N. The Accident/Incident/Damage Report shall contain the following information when applicable:
- Auto license number
 - Driver's license number
 - Description of damage and diagram
 - Location of damage
 - Date and time of accidents and/or observation
 - Names and addresses of persons, or their employees causing damage
 - Name of persons and/or identity of property injured
 - Employer of person and/or owner of property injured
 - Insurance.
- O. There are designated parking spaces located in the pool car parking lot on the west side of City Hall. All pool car vehicles are to be parked in the designated stalls by number. If privately owned vehicles are illegally parked in an assigned parking space, the Police Patrol Watch Commander (620-6643) is to be notified by the driver of the City vehicle. After notifying the Police Department of the illegally parked car, the pool car is to be parked directly behind the illegally parked vehicle bumper to bumper.
- P. Abuse of pool car privileges, such as not returning keys, repeated late car returns or involvement in repeated accidents, will result in denial of future pool car privileges.

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- Q. Pool car vehicle usage will be applied to the employee's department budget at the rate of \$3.00 per hour charged out.