

## VEHICLE POOL

### I. PURPOSE:

The following guideline establishes policies and procedures for the utilization of City Pool Vehicles by City Employees.

### II. POLICY:

It is the policy of the City of Little Rock that the Fleet Services Department will administer a fleet pool for by all City Employees not assigned a regular City Fleet Unit in order to accomplish City business in a regular and orderly manner.

### III. DEFINITIONS:

- A. Fleet Unit: A City-owned vehicle or piece of equipment of a value of \$1,000.00, or greater, that is motorized, self-propelled and/or attached to or pulled behind a self-propelled unit.
- B. Customer: Any Department or contracting organization which uses the services of the Fleet Services Department.
- C. Service Center: A facility operated and managed by the Fleet Services Department providing any or all of the following functions: fueling service (major or minor); regionalized fleet unit maintenance (major or minor); or specialized fleet unit maintenance.
- D. Pool Vehicle: A fleet unit owned by the City of Little Rock which is not assigned to a specific Department and is maintained at a central location for use by individuals who have not been assigned a regular Fleet Unit.

### IV. RESPONSIBILITY:

- A. The Fleet Services Department Director is responsible for revising the contents of this guideline and to furnish necessary guidance and/or information to ensure compliance with this guideline.
- B. Department Directors are responsible for the dissemination of these procedures to all employees.
- C. Pool vehicle operators are responsible for compliance with the rules set forth in this guideline.
- D. The Fleet Services Department is responsible for maintaining information pertaining to inventory, registrations and titles for all City-owned fleet units.

E. The Fleet Services Department is responsible for storage and safeguarding titles and registrations (pink slips).

**V. PROCEDURE:**

Department Directors will determine which employees in their respective Department will operate City Pool Vehicles. They will ensure adherence to the following procedures:

- A. Pool Vehicles will be utilized on a daily check-out basis. The individual checking out a City Pool Vehicle will provide their name, Department, mileage out and in, and time out and time returned. Vehicles will be checked out from the Human Resources Department in City Hall by requesting and filling-in the above information on a City pool vehicle Trip Ticket. The information provided on these tickets, which are sent to the Fleet Services Department, must be complete and accurate to ensure proper billing to Departments of City pool vehicle users. Additional fees are assessed for failure to complete trip tickets. Each employee checking out a fleet unit must sign as the driver and may be asked to show a copy of their driver's license. Only individuals, including temporary or part-time employees, holding current Arkansas Driver's License will be allowed to operate City pool vehicles.
- B. If mechanical defects are discovered while operating a pool vehicle, the Operator will note the defect on the trip ticket and inform the dispatcher upon returning the fleet unit.
- C. If an employee is involved in an accident while operating a City pool vehicle, the Operator shall follow City policy pertaining to reporting vehicular accidents as outlined in the City Procedure Guideline Index #4050 'Fleet Unit Accidents / Incidents.' In addition, a copy of this guideline may be obtained from the Fleet Services Department.
- D. All employees are expected to adhere to the traffic laws of the City of Little Rock and the State of Arkansas. Employees are to utilize sound judgment and defensive driving measures when operating City pool vehicles.
- E. Individuals signing out City Pool Vehicles will be responsible for any parking or traffic citations incurred while the fleet unit is under their control.
- F. City Pool Vehicles will be parked in their assigned spaces, locked and then signed in when returned.
- G. Any City Pool Vehicle intended for utilization outside Pulaski County requires acknowledgement from the Fleet Services Department Director.
- H. All personal belongings of employees will be removed when the fleet unit is returned and signed in. The Fleet Services Department will not be responsible for personal or other articles left in City Pool Vehicles.
- I. City Pool Vehicles will be issued on a first-come, first-served basis. Fleet unit requests will be made in person at the Human Resources Department Public Administrative Services Desk.
- J. Pool vehicles will be utilized only for official City business.

- K. Employees receiving a car allowance are not authorized to use City Pool Vehicles; however, exceptions may be made in cases of an emergency.
- L. Pool vehicles are intended for specific trips within Pulaski County. If a fleet unit is required on a daily basis, arrangements are to be made with the Fleet Services Department for permanent or temporary assignment of a fleet unit.
- M. Pool vehicles will be returned by 5:00 PM each day.
- N. Pool vehicle operators are to inspect the assigned fleet unit before its use and report any damage found to the dispatcher before driving the fleet unit off the lot. If a fleet unit operator fails to report damage before using the fleet unit, this will result in the operator's Department being charged for the repairs.
- O. The Operator's Department will be responsible for the repair cost of any damage resulting from an accident determined to be the fault of the City Operator.

Approved:



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Bruce T. Moore  
City Manager