

**TITLE: MOTOR POOL VEHICLES**

EFFECTIVE DATE: April 20, 2007

REVISION EFFECTIVE DATE: August 14, 2013; June 27, 2024

1.0 GENERAL.

1.1 Occasionally, City employees or departments may have daily, weekly, or monthly vehicle needs which do not warrant permanently assigned City vehicles. Fleet Services maintains a limited number of unassigned motor pool vehicles to meet these temporary needs.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED.

This policy shall apply to all City divisions and departments, excluding the Spokane Police Department.

3.0 REFERENCES.

SMC 12.07.040  
RCW 46.20.220  
ADMIN 0620-24-26 (as updated or amended from time to time)

4.0 DEFINITIONS.

None.

5.0 POLICY.

5.1 It is the policy of the City of Spokane to provide a suitable number of unassigned motor pool rental vehicles for use by City employees for temporary transportation needs.

## 6.0 PROCEDURE

### 6.1 Location and Vehicle Information

One compact passenger vehicle is permanently assigned to the City Hall parking lot and is available to City Hall employees during normal business hours for short term rentals. (1 week maximum). Additional vehicle(s) may be requested for City Hall if there is sufficient demand. All remaining motor pool vehicles are available to rent from Fleet Services at 915 N Nelson Street. Available vehicles include passenger sedans, midsize SUVs, and light duty pickups. Fleet Services pool vehicles are available for both short-term and long-term rental. Call Fleet Services for current availability.

### 6.2 Reservations.

6.2.1 Employees are encouraged to make advanced reservations for use of a pool vehicle. Non-reserved vehicles will be available on a first come, first served basis.

6.2.2 When making a reservation for a vehicle, call or email Fleet services and be prepared to provide the following information:

- a. Pick up date.
- b. Pick up time (as close an estimate as possible).
- c. Estimated return time.
- d. Name of person making reservation and name of persons who will be using the vehicle.
- e. The department number that will be billed for the rental.

### 6.3 Driver Requirements

6.3.1 All drivers must possess a valid driver's license (RCW 46.20.220).

6.3.2 Drivers must comply with all vehicle usage requirements as set forth in City of Spokane Policy 0620-24-26 (Vehicle Usage and Accidents).

6.3.3 Drivers must report vehicle damage, maintenance issues, or breakdowns immediately to the Fleet Services Department.

### 6.4 Return of Vehicles

6.4.1 Vehicles must be returned to place of pickup.

- 6.4.2 Vehicles must be clean and filled with fuel to avoid additional charges.
- 6.4.3 Electric vehicles must be plugged into the charging station when returned.
- 6.4.4 The pickup ticket showing return mileage, date, and time must be returned with the vehicle and keys. Charges will be accrued until the paperwork and keys are returned.
- 6.4.5 After-hours pick up or return instructions will be supplied as needed.
- 6.5 Billing for Use of Vehicles
  - 6.5.1 Motor pool charges will be billed on the monthly Fleet Services departmental billing.
  - 6.5.2 Using departments, as requested at the time of rental, will be billed for the rental charges.
  - 6.5.3 Additional charges are as follows:
    - a. Vehicle returned with fuel level below level when picked up - twenty dollars (\$20.00) or actual amount of fuel needed, whichever is greater.
    - b. Vehicle returned excessively dirty - actual charges incurred to wash, vacuum, or detail the vehicle.
    - c. Vehicles may be fueled at the Broadway fuel site at 2616 East Broadway Avenue using the gray fuel fob on the key ring. Fuel will be billed to the using department. Vehicles may be washed and vacuumed at Broadway also. Alternatively, a vendor car wash ticket can be obtained from Fleet Services. Costs of normal car wash is included for short term rentals. Only costs to clean excessively dirty vehicles, interior spills, garbage, or odors will be billed to the using department.
  - 6.5.4 Rental rates are determined yearly based on actual capital and maintenance costs. Updated price sheets are posted on Fleet Services SharePoint page.
- 6.6 Rentals for out-of-town travel
  - 6.6.1 Motor Pool vehicles are not to be used for out-of-town travel. Available alternatives include:

- a. Carpool.
- b. Personal vehicle mileage reimbursement.
- c. Enterprise Rent-a-Car at West 3<sup>rd</sup> Avenue and Division Street. City Account #45WA805. Phone 509-458-3340

7.0 RESPONSIBILITIES

The Fleet Services Department shall administer this policy.

8.0 APPENDICES

None.

APPROVED BY:

Michael J Piccolo  
Michael J Piccolo (Jun 26, 2024 16:39 PDT)  
City Attorney

Jun 26, 2024  
Date

Richard Giddings  
Director – Fleet Services

Jun 27, 2024  
Date

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Jun 27, 2024  
Date












# ADMIN 5100-24-01 (Motor Pool Vehicles)

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