

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5100-13-01 LGL 2007-0015
TITLE: MOTOR POOL VEHICLES EFFECTIVE DATE: April 20, 2007 REVISION EFFECTIVE DATE: August 14, 2013	

1.0 GENERAL.

1.1 On occasion, City employees may need to travel to other City facilities or various work-related locations. The City has three (3) cars available to these persons for their use.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED.

This policy shall apply to all City divisions and departments.

3.0 REFERENCES.

SMC 12.07.040

4.0 DEFINITIONS.

None

5.0 POLICY.

5.1 It is the policy of the City of Spokane to have available non-assigned vehicles for use by City employees for municipal purposes.

6.0 PROCEDURE.

6.1 Location / Information.

Three (3) pool cars are available to City Hall employees, two (2) at the Bosch's Parking Lot Motor Pool located at Lincoln and Bridge Streets and one (1) in the City Hall parking lot connected to the charging station. Call 625-6700 for information.

6.2 Reservations.

6.2.1 Employees are encouraged to make advance reservations for use of a pool vehicle.

6.2.2 When making a reservation for a vehicle, call the above number 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 All drivers will be required to present a valid driver's license (RCW 46.20.220).

6.4 Examples of available vehicles:

6.4.1 Vehicles available at City Hall located in Bosch's Parking Lot:

- a. Two (2) Honda Prius Hybrids

6.4.2 Units available in the City Hall parking lot:

- a. One (1) Nissan Leaf Electric Car

6.5 Return of Vehicles

6.5.1 Vehicles must be returned to place of pickup.

- 6.5.2 Vehicles must be clean and filled with fuel in order to avoid additional charges.
- 6.5.3 The Nissan Leaf must be plugged into the charging station when returned.
- 6.5.4 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.
- 6.5.5 After-hours return instructions will be supplied as needed.

6.6 Billing for Use of Vehicles

- 6.6.1 Motor pool charges will be billed on the monthly Fleet Services departmental billing.
- 6.6.2 Using departments, as requested at the time of rental, will be billed for the rental charges.
- 6.6.3 Additional charges are as follows:
 - a. Fuel tank less than half full – ten dollars (\$10.00) or actual amount of fuel needed, whichever is greater.
 - b. Vehicle returned dirty – actual charges incurred to wash and vacuum the vehicle
 - c. Vehicles may be fueled at the Broadway fuel site at 2616 East Broadway Avenue or at the Central Garage at 1410 North Normandie Street using the gray fuel fob on the key ring. Vehicles may be washed and vacuumed at Broadway also. Alternatively, a Mr. Car Wash ticket can be issued at either the Normandie location or the Utility Garage at 914 East North Foothills Drive. These charges will bill to the Motor Pool, not to the using department.
- 6.6.4 Rental rates are determined yearly based on actual maintenance costs.

6.7 Rentals for out-of-town travel and multiple day usage

- 6.7.1 The Motor Pool no longer rents vehicles for out-of-town travel or multiple day usage. Available alternatives are:

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- a. Carpool
- b. Personal vehicle
- c. Enterprise Rent-a-Car at West 3rd 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:



City Attorney (CAsst)

7-17-13

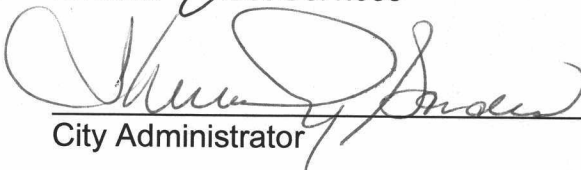
Date



Director - Fleet Services

7-30-13

Date



City Administrator

7/30/13

Date