



SECTION: GA
TOPIC: VEHICLE 01
POOL SERVICE
DECEMBER, 2002

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: VEHICLE POOL SERVICE

The Printing and Services Division provides vehicle pool service for county departments. The vehicle pool consists of vehicles for county business use. Availability of the vehicles is limited due to the size of the pool and the need to equitably serve all customers. Usage of the vehicles is on a fee for service basis. The fee charged to the department is based on half day or full day usage.

END OF NARRATIVE



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1. The primary use of a county-owned vehicle shall be for official county business, such as a meeting away from an employee's normal workplace.
2. First time vehicle users must go through a driver checklist prior to using the vehicle. At this time a copy of your driver license will be put on file in the Printing and Services office.
3. Pool vehicles will be assigned on a first come, first serve basis. Although priority for longer trips will be considered when ample time (minimum of two full working days) is allowed when scheduling.
4. All drivers in County vehicles are required to comply with Wisconsin seat belt law and the "No Smoking" policy of Dane County. Drivers are personally responsible for the cost of all traffic citations and parking tickets.
5. **YOU MUST REPORT IMMEDIATELY BY TELEPHONE IF**, you are involved in an accident with:
 - any bodily injury
 - any rear-end collisions of another occupied vehicle, or
 - any damage greater than \$1000.
6. All other incidents or minor accidents must be reported to Printing & Services Division (608) 261-9778.

During working hours, contact the Risk Manager at 608-266-4134. After hours and on weekends, contact the Dane County Risk Manager through the Public Safety Communications Center by calling "911" if in Dane County or 608-267-3913 if outside Dane County.

END OF POLICY



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Forms Needed:

Pool Car Requisition 014-99-15(9/02)

Valid Driver's License

RESPONSIBILITY

ACTION

Requesting Department

1. Contact the Printing and Services office (266-4161) to reserve a vehicle. The following information is needed:
 - a) Date and time needed
 - b) Date and time of return
 - c) Driver's name
 - d) Department name/phone number
 - e) Destination

Printing and Services

2. Vehicle reservation is logged.

Licensed Driver

3. At time of pick-up, the driver is required to present valid driver's license and complete a Pool Car Requisition (014-99-15).
4. Prior to returning the vehicle, the gas tank should be filled to read 1/2 full or more using county-owned gasoline pumps whenever possible. Directions and instructions for the use of county-owned pumps can be obtained when a vehicle is picked up from Printing and Services.
5. Sign the Pool Car Requisition. Return keys and completed requisition to the Printing and Services Division. Retain the yellow copy of the requisition.

Printing and Services

6. Completes billing section of Pool Car Requisition.
7. Sends usage and charges to requesting department and Controller on a monthly basis.

END OF PROCEDURE