

BERKELEY COUNTY MOTOR POOL

POLICIES AND PROCEDURES

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Department/Issuing Agency: **Fleet Management**
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- 1.0 PURPOSE:** This document shall provide to all user departments, offices and agencies the necessary Policies and Procedures relating to the utilization of the Berkeley County's Motor Pool program. Also, to place emphasis on professional customer service, safe and efficient transportation and efficient use of the County's Motor Pool vehicles and other required units.
- 2.0 ORGANIZATIONS AFFECTED:** Applicable to all Berkeley County Departments, Offices and Agencies budgeted by Berkeley County.
- 3.0 DEFINITIONS:** The following terms shall have the following meanings:
- 3.1 "Motor Pool Vehicle": A County vehicle that is driven by a County employee or authorized designee for a single trip over a period of a partial day, full day or no more than five days. Vehicle is to be used for official County business only.
- 3.2 "Motor Pool Clerk": The Administrative Assistant working in County Departments. These individuals are responsible for distributing keys and related forms, keeping Fleet Management apprised of vehicle and/or driver problems and any other necessary coordinating efforts.
- 3.3 "Waiver": A one-time departure from the established policy or procedure in order to meet a specific or unusual need. This "waiver" is submitted to the Director of Fleet Management, in the form of a written or electronic request along with accompanying justification information.
- 3.4 "Designated Parking Area": Areas set aside in the Procurement Department (223 North Live Oak Drive) , the Administrative Building – Supervisor's Office (1003 Highway 52) and Goose Creek Service Center – Veteran Services (303 North Goose Creek Boulevard) for use of parking the County Motor Pool vehicles. No other vehicles, including "other County vehicles" will be allowed to park in these designated areas.
- 3.5 "OTHER": A special type of reservation whereby a user department requires a unique type of transportation unit, other than an automobile (i.e. van, truck, etc).

4.0 POLICIES:

4.1 MOTOR POOL:

- 4.1.1 There are a limited number of vehicles available on a “first-come first-serve” basis for use by County employees or authorized designees representing the County on official business.
- 4.1.2 There are no special units (i.e. vans, trucks, etc.) available from the Motor Pool fleet. These “OTHER” type units are directly coordinated by the Fleet Management Department with help from other County Departments fleet.
- 4.1.3 Motor Pool vehicles are for quick “turn-over” trips. Therefore, if you need a vehicle for more than five days, please contact the Deputy County Supervisor.
- 4.1.4 Motor Pool vehicles, reserved for more than one (1) day, may not be parked at an airport, bus or train station while the user travels by other means.

4.2 HOW TO REGISTER AS A MOTOR POOL DRIVER:

- 4.2.1 Read the Motor Pool Policies and Procedures manual.
- 4.2.2 Go to BIC (under Fleet Management Department) to take the Motor Pool on-line test. A passing score is required and the test score will be system forward to the Motor Pool Clerk.
- 4.2.3 Complete the on-line driver registration.
- 4.2.4 Submit a completed Acknowledgement of Responsibility Form signed by Department Director to the Fleet Management Department.
- 4.2.5 Motor Pool Clerk approves driver in the Motor Pool System.

NOTE: State Fleet Card: All Motor Pool drivers are required to also sign up for the State Fleet Card Program. A pin number will be issued to each driver for access to the State Fleet Program, which requires 72 hour notice. (The State Fleet Card Policies and Procedures and on-line test is on the BIC – under Fleet Management Department).

4.3 AUTHORIZATION AND USE OF MOTOR POOL VEHICLES:

- 4.3.1 Given that County has a limited number of Motor Pool vehicles, the vehicles will be allotted on a “first-come first-serve” basis.
- 4.3.2 Any County employee or authorized individual, as designated by the County Supervisor, Deputy County Supervisor, Department Head, or Agency Head may utilize a Motor Pool vehicle so long as he/she meets the responsibilities and requirements as defined in this Policies & Procedures Document.

4.3.3 All authorized persons driving a County Motor Pool vehicle will be subject to annual driver's license checks conducted by Safety & Risk Management. If the license shows that it is suspended or lists multiple citations for speeding or other unsafe moving violations, the employee will be suspended from driving a County owned vehicle and will be required to take the next available Defensive Driving Training class.

4.3.4 All Motor Pool vehicles have County Government ("CG") license plates and other markings affixed to the vehicle. These plates, logo decals, data and other numbers are readily visible and discernible to the general public. It is not uncommon for government officials or the general public to question the County about usage or driving behavior. Therefore, your driving behavior and manners should reflect a positive image on behalf of the County.

4.3.5 Personal business is NOT to be conducted while utilizing a Motor Pool vehicle.

4.4 MOTOR POOL RESERVATIONS:

4.4.1 To initiate a Motor Pool reservation, simply go to the County's Intranet Home Page (BIC).

You are reminded to anticipate your needs/requirements well in advance. This should insure availability of a Motor Pool vehicle.

4.4.2 Key/Travel Log Pickup & Drop-Off Locations and Times:

Public Works Area: Procurement Department
8:00 a.m. - 4:00 p.m. (Pickup/Drop-off)
For Drop-Off after Hours: The Drop Box at Building Front Entrance.

Administrative Building: Supervisor Department:
8:30 a.m. - 4:30 p.m. (Pickup/Drop-off)
For Drop-Off after Hours: The Drop Box at Side Entrance to Supervisor's Garage.

Goose Creek Area Goose Creek Service Center (VA- Office)
9:00 a.m. - 4:30 p.m. (Pickup/Drop-off)
For Drop-Off after Hours: next day.

4.4.3 If you have any questions regarding the Motor Pool operations, process or any other related concern, call Fleet Management Department at 719-4121, between the hours of 8:00 a.m. – 4:00 p.m., Monday - Friday.

4.5 SPECIAL "OTHER" RESERVATIONS:

4.5.1 If you require a type of vehicle not contained in the motor pool (i.e. 15 passenger van, 4x4 truck etc.), please contact the Fleet Management Director at 719-4121.

4.5.2 Fleet Management Department's hours of operation are 8:00 a.m. - 4:00 p.m. Monday - Friday.

4.6 RESERVATION CANCELLATION/CHANGE:

- 4.6.1 Cancellation/Change notice shall be given a minimum of twenty-four hours prior to the scheduled reservation date.
- 4.6.2 Saturday and Sunday trips shall be canceled at least by noon the previous Friday.
- 4.6.3 A cancellation which requires rescheduling will be treated as a new reservation.
- 4.6.4 Requestors are asked that any or all issues relating to Reservation cancellations/changes be addressed by either email or phone contact to the appropriate Reservation Clerk:

Public Works Area	:	Procurement	@	719-4120
Administration Building:		Supervisor	@	719-4094
Goose Creek Area		Veteran Services	@	719-4023
“OTHER” Reservation:		Fleet Management Director	@	719-4121

4.7 MOTOR POOL VEHICLE MARKINGS:

- 4.7.1 All County Motor Pool vehicles shall have the following markings: “CG” license plate, logo decals on front driver-and-passenger side doors, and a “Motor Pool” plus the “vehicle data # (4 digits)” affixed to the rear of the vehicle (ex. **Motor Pool 0000**).

4.8 USE OF SEAT BELTS:

- 4.8.1 Driver and all passengers of County Motor Pool vehicles **are required to** wear seat belts at all times when the vehicle is being operated.

4.9 SMOKING IN VEHICLES:

- 4.9.1 Smoking in County Motor Pool vehicles is **prohibited** at all times.

4.10 USE OF CELL PHONES:

- 4.10.1 Driver should minimize use of cell phone while operating a County Motor Pool vehicle. Driver should use a “Hands Free” phone when available. If necessary, the driver should safely pull off the road, park legally, set the transmission in “PARK” and respond accordingly. **NO TEXTING – PER STATE LAW.**

4.11 VEHICLE SECURITY:

- 4.11.1 All County Motor Pool vehicles when left unattended must have **all** the windows fully closed and **all** doors locked.

4.12 VEHICLE INSPECTIONS:

- 4.12.1 Prior to all trips, a **“MANDATORY”** Exterior/Interior Vehicle Inspection must be performed by the driver.
- 4.12.2 The items to be checked on the “Exterior” Vehicle Inspection include the following: Scrapes; dents; scratch (es); glass (cracks, dings, etc.); Trunk area: Spare tire and fire extinguisher; license plate; tires (properly inflated); exterior mirrors; and cleanliness.
- 4.12.3 The items to be checked on the “Interior” Vehicle Inspection include the following: Vehicle Registration; Insurance Card; Accident Reporting Guidelines Form; foot and parking brakes; emergency flashers; turn signals; headlights; windshield wipers; seatbelts; and cleanliness.
- 4.12.4 If any problems are noted during the inspection, the driver is responsible for insuring the vehicle is **NOT** operated, informing the Motor Pool Clerk of the problem (s) and noting the problem (s) on the Travel Log Form.

4.13 REPORTING ACCIDENTS:

- 4.13.1 All accidents/property damage must be reported in accordance with the Accident Reporting Guidelines as established by Risk Management. The guidelines are contained on a card located in the vehicle glove compartment. These guidelines must be strictly adhered to. **NO EXCEPTIONS!** Also, please be sure to notify Fleet Management Director at 719-4121.

4.14 REPORTING MECHANICAL AND PHYSICAL DAMAGE PROBLEMS:

- 4.14.1 All mechanical problems, physical damage and all appearance issues must be reported to the Fleet Management Director, and properly noted on the Travel Log Form.

4.15 DESIGNATED PARKING AREA:

- 4.15.1 Motor Pool Designated Parking Areas are located in the Public Works Area, Administration Building – Supervisor, and Goose Creek Service Center.
- 4.15.2 All Motor Pool vehicles must be parked in this designated area and at the designated Motor Pool location- **NO EXCEPTIONS!**
- 4.15.3 If unable to park the Motor Pool vehicle in the designated area, the driver is to report this immediately to the Fleet Management Director and state where the vehicle is parked.
- 4.15.4 Using a Motor Pool vehicle that is not parked in the designated area is no excuse for not returning the vehicle to the designated area and Motor Pool location upon return from your trip.

4.16 AFTER-HOURS USAGE/POSSESSION:

- 4.16.1 The County recognizes the occasional need for after hour usage/possession of a Motor Pool vehicle.
- 4.16.2 Any authorized Motor Pool user in need of a Motor Pool vehicle after 5:00 p.m. or before 7:00 a.m., shall request picking up key early from the Motor Pool unit location in the reservation. Check on the department work schedule to get the keys prior to their office closing time.

4.17 MOTOR POOL DRIVER RESPONSIBILITIES:

- 4.17.1 Driver shall be familiar with and knowledgeable of all Policies and Procedures as they relate to proper utilization of County Motor Pool vehicles as well as any relevant Personnel policies and procedures as they may relate to this document.
- 4.17.2 Each individual requesting to use a Motor Pool vehicle must have a valid driver's license and sign the **Acknowledgment of Responsibility Form.** The original of this form will be maintained by the Fleet Management Director.
- 4.17.3 Driver will turn in the **Motor Pool Travel Log Form** immediately upon completion of trip. Driver will insure information accuracy.
- 4.17.4 Driver shall have in his/her possession at **all** times a **valid** driver's license that covers the type of vehicle he/she will be driving.
- 4.17.5 Driver shall report all accidents/damage to County property per the defined guidelines for Accident Reporting as promulgated by Risk Management. A missing guidelines card is no excuse for not following proper procedures for reporting.
- 4.17.6 Driver shall perform a mandatory Exterior/Interior inspection prior to each use. Mechanical malfunctions, property damage, missing paperwork, etc. must be notated on the **Motor Pool Travel Log Form** and mentioned to the Fleet Management Director.
- 4.17.7 Driver shall follow the driving laws, rules, regulations, etc. of the state where the vehicle is being operated and obey all posted signs, traffic lights and law enforcement officer's direction.
- 4.17.8 Driver should refuel the vehicle **after every use or if the fuel tank is less than 1/2 .**
- 4.17.9 Driver shall insure all personal belongings and trash are removed from vehicle after each use. Dust or dirt on floors is not considered trash.
- 4.17.10 Driver shall insure that all windows are closed and doors are locked when vehicle is unattended.

4.17.11 Driver shall return vehicle to the designated Motor Pool Parking Area at the originating location.

4.18 TRAFFIC VIOLATIONS:

4.18.1 Any authorized County Motor Pool driver operating a County Motor Pool vehicle shall be responsible to legally satisfy any traffic citation(s) issued when the County owned Motor Pool vehicle is involved, whether for a standing or moving violation.

4.19 FAILURE TO COMPLY:

4.19.1 Failure to comply with established Motor Pool Policies and Procedures may result in the suspension or termination of an employee's rights to use a County Motor Pool vehicle and/or possible disciplinary action as determined by the employee's department, office or agency head.

4.20 MISUSE/NEGLECT OF MOTOR POOL VEHICLES:

4.20.1 County employees, who misuse Motor Pool vehicles, may be subject to disciplinary action, depending upon the magnitude and the frequency of the misuse. Misuse can include any of the following:

- Moving violation of traffic laws;
- Careless operation that results in damage to the vehicle or injury to persons or property;
- Use of vehicle for unauthorized commuting purposes; or
- Use of Motor Pool vehicle contrary to the provisions of policy document.

4.20.2 Discipline of the employee for misuse of a Motor Pool vehicle is the responsibility of the employee's department, office or agency head.

4.21 VIOLATION OF MOTOR POOL POLICIES AND PROCEDURES:

4.21.1 Users who violate the Motor Pool Policies and Procedures will be warned by the Fleet Management Director. Examples:

- 4.21.1.1 "No-Show" reservation
- 4.21.1.2 Failure to refuel vehicle as required
- 4.21.1.3 Failure to clean-up vehicle
- 4.21.1.4 Failure to park vehicle in the designated parking area and location
- 4.21.1.5 Failure to report mechanical malfunctions/property damage
- 4.21.1.6 Any other items that necessarily incur cost burdens on the Fleet Management staff

- 4.21.2 • First violation: verbal warning from Fleet Management Director
- Second violation: Written warning to driver and copy their Director from Fleet Management Director
- Third violation: Written warning/meeting with driver, their Director, Deputy Supervisor and Fleet Management Director

5.0 PROCEDURES:

5.1 REQUESTING RESERVATIONS:

5.1.1 Motor Pool vehicles should be reserved at least twenty-four hours in advance of requested date and time, or as soon as an anticipated requirement is known. Again, reservations are on a “first-come first-serve” basis.

5.1.2 To initiate a Motor Pool reservation, simply go to BIC. Then simply:

5.1.2.1 Click on Motor Pool Reservation form;

5.1.2.2 Fill in **all** fields;

5.1.2.3 Click on “Submit”

You will then receive a “*Requested Motor Pool Reservation*” screen. This screen can be printed for your record keeping purpose. Once your reservation request is processed, you’ll receive a “*Reservation Confirmation*” notice along with a Reservation number.

After a driver secures a reservation, they can also print a copy of the travel log.

5.1.3 “OTHER” vehicle requests/reservations will be handled by the Fleet Management Director at 719-4121.

5.1.4 The Requestor shall provide the following information when requesting a reservation:

5.1.4.1 Vehicle Type

5.1.4.2 Vehicle Location

5.1.4.3 Pickup Date

5.1.4.4 Return Date

5.1.4.5 Driver’s Name

5.1.4.6 Number of Passengers

5.1.4.7 Contact Name, Phone Number, Department Name

5.1.4.8 Email address

5.1.4.9 Destination

5.1.5 The Requestor will receive a reservation confirmation with a reservation number shortly thereafter. If there is no reservation Confirmation within two (2) hours of submitting, then please contact the Fleet Management Director.

5.2 PICKING UP MOTOR POOL VEHICLES:

5.2.1 The driver should pick up the vehicle keys and a copy of the Motor Pool Travel Log at either the Procurement Department between the hours of 7:30 a.m. – 3:30 p.m., the Supervisor Office between the hours of 8:30 a.m. - 4:30 p.m., Monday – Friday, or the Veteran Services, Goose Creek Service Center between the hours of 9:00 a.m. - 4:30 p.m., Monday – Friday.

- 5.2.2 Prior to entering the reserved vehicle, the Driver shall perform an Exterior/Interior vehicle inspection and condition check as defined within the Policies section under DRIVER RESPONSIBILITIES and as outlined on the Motor Pool Travel Log Form.
- 5.2.3 If the vehicle is required for a Saturday, Sunday or a Holiday, the keys and Travel Log form can be picked up on the last working day before the reservation date.
- 5.2.4 Any special arrangements can be coordinated through the respective Motor Pool Clerk as long as all policies and procedures are followed.
- 5.2.5 A “no-show” situation may incur a warning to the user and multiple “no-show” situations may incur a suspension or eventual loss of privilege for using Motor Pool vehicles.

5.3 RETURNING MOTOR POOL VEHICLES:

- 5.3.1 The driver shall return the Motor Pool vehicle to the designated Motor Pool Parking area.
- 5.3.2 The driver shall insure that all windows are closed, the doors are locked and all trash has been removed from the vehicle.
- 5.3.3 The vehicle keys, along with the Travel Log Form, are to be returned to the respective Motor Pool Clerk within thirty minutes of return. After hours, the driver can drop off the keys and the form at the proper location; Drop Box (Purchasing & Public Works Building – Front Entrance), Drop Box at Side Entrance to the Supervisor’s Garage (Administration Building), or next working day (Veteran Services). Regardless of the drop-off point, the driver must ensure that the keys and Travel Log are returned by start of business the next normal workday.
- 5.3.4 Any mechanical malfunctions, physical damage or appearance issues must be reported in writing on the Motor Pool Travel Log Form and verbally conveyed to the Fleet Management Director.
- 5.3.5 Failure to comply with these steps may incur disciplinary action to the user and possible loss or termination of privileges to utilize a Motor pool vehicle.

5.4 BREAKDOWN/EMERGENCY SERVICE:

- 5.4.1 Anytime a Motor Pool vehicle becomes unsafe to operate, the FIRST and MOST important thing to remember is: GET OFF THE ROAD OR OUT OF TRAFFIC! Do not continue to operate the vehicle that you have determined to be unsafe to drive.
- 5.4.2 If a driver experiences a mechanical breakdown during the hours of 7:00 a.m. - 3:00 p.m., Monday - Friday, please contact the Maintenance Shop Manager for guidance as to how to proceed for repairs. You are also requested to notify your Immediate Supervisor as to what has occurred. Any procedures established within your department, office or agency must be followed as well.

- 5.4.3 If a driver experiences a mechanical breakdown after the above stated hours and/or days, the driver should contact his/her Immediate Supervisor for guidance in handling the situation. Also, please notify Maintenance Shop as soon as possible at 719-4123.
- 5.4.4 Regardless of the situation, the driver shall take whatever steps are necessary in securing their safety and well-being, as well as, securing and safeguarding the vehicle.
- 5.4.5 If the driver is more than 100 miles or cannot get in touch with the Maintenance Shop, then the driver is requested to insure that the vehicle be taken or towed to a recognized dealership (i.e. Ford to a Ford dealership, Chevrolet to a Chevrolet dealership, etc.).
- 5.4.6 Any out-of-pocket expenses incurred should be reported to the driver's Immediate Supervisor and reimbursement issues are resolvable by the user department policies.

5.5 FUELING OF MOTOR POOL VEHICLES:

- 5.5.1 The Motor Pool vehicle should have **1/2 tank of gas** upon start of trip.
- 5.5.2 Vehicles within the area of Moncks Corner are required to be refueled at the County-owned fueling site located at the Public Works area. The four-digit pin number for the County fueling card is the vehicle number (examples: vehicle 924 pin number is 0924; vehicle 1150 pin number is 1150).
- 5.5.3 If your trip will require distances outside the County (i.e. out-of-area, state, etc), then you will need to use the State Fuel Card. Each Motor Pool driver should have a six-digit pin number from completing the State Fuel Card Program. Card receipts shall be turned-in to the Fleet Management Department upon return from trip. Please include driver's name and vehicle number on each returned receipt.
- 5.5.4 Whenever the Motor Pool vehicle can be refueled at a county-owned site, this is to take precedence over retail purchases. **NO EXCEPTIONS!**
- 5.5.5 Remember; please follow the safety measures provided:
 - A. No Smoking
 - B. Turn-off Ignition
 - C. Limited use of Cell Phone
 - D. Do Not Leave Vehicle Unattended
 - E. **TURN OFF PUMP AND RETURN NOZZLE TO DISPENSER CRADLE WHEN FUELING IS COMPLETED**
 - F. Regardless of fueling location, always observe all Posted Rules and Regulations
 - G. **THINK: Safety First**

6.0 RESPONSIBILITIES:

6.1 FLEET MANAGEMENT DEPARTMENT:

- 6.1.1 Acts as primary contact for all Motor Pool issues/procedures.
- 6.1.2 When driver returns keys and **Motor Pool Travel Log**, the reservation is closed.
- 6.1.3 Report Motor Pool vehicle malfunctions, property damage, cleaning requirements and any other vehicle condition/issues to the Fleet Management Director immediately upon trip return or by next workday.
- 6.1.4 Report driver infraction to the appropriate Department contact person.
- 6.1.5 Provide whatever assistance is required in insuring that the Motor Pool Program runs both efficiently and effectively and at the same time assuring customer attention and satisfaction.
- 6.1.6 Insure that an adequate number of Motor Pool vehicles are available to user departments for short term transportation requirements.

6.2 MAINTENANCE SHOP:

- 6.2.1 Insure that all Motor Pool vehicles are properly serviced; PM's and repaired on an "as scheduled/as required basis".
- 6.2.2 When requested by the Fleet Management Department, provide whatever assistance is needed in fulfilling the request. This shall be performed in a timely manner.
- 6.2.3 Provide any guidance or assistance to user-departments, offices, or agencies so long as this does not interfere with actions taken by the Fleet Management Department and the guidance and assistance conform to stated Policies and Procedures.

6.3 COUNTY DEPARTMENTS, OFFICES AND AGENCIES:

- 6.3.1 Department Director is responsible for insuring the following:
 - 6.3.1.1 Respective user(s) are authorized to utilize a Motor Pool vehicle for official County business.
 - 6.3.1.2 Respective user(s) is informed of and knowledgeable of all Motor Pool Policies and Procedures and the requirements within same.
 - 6.3.1.3 Disciplining any users who may warrant such action as determined by the Fleet Management Director.
 - 6.3.1.4 Insuring all users are qualified.

6.4 MOTOR POOL USERS:

- 6.4.1 Comply with all Policies and Procedures of the Motor Pool Program.
- 6.4.2 Recognize that the Motor Pool vehicles are shared among a lot of departments, offices and agencies and therefore respect for the vehicle is a priority.
- 6.4.3 Remember, you are driving a well-marked vehicle and your behavior should reflect a positive image of the County.
- 6.4.4 Sign the **Acknowledgement of Responsibility for Motor Pool Operations** Form prior placing a reservation for a Motor Pool vehicle.

7.0 EXCEPTIONS (USE OF PERSONAL VEHICLE)

- 7.1 There may be times when a Personal Vehicle may be used:
 - 7.1.1 If a Motor Pool vehicle is not available, the driver should print proof that a Motor Pool vehicle was not available at the time it was needed and submit this with their mileage request form to the Finance Department.

8.0 FUELING LOCATIONS

- 8.1 County-owned fueling site/address is:
 - Berkeley County Public Works Area
 - 223 North Live Oak Drive
 - Moncks Corner, S.C. 29461

9.0 APPENDICES:

9.1 FORMS

- 9.1.1 The following forms are available through either the Fleet Management Department or on the BIC:
 - A. ***Acknowledgment of User Responsibility*** (attached – Page 14)
 - B. ***Motor Pool Travel Log*** (attached – Page 15)
 - C. ***Motor Pool Vehicle Quick Trip Log*** (attached – Page 16)
- 9.1.2 The following screens are examples of the following:
 - A. ***Overview of Motor Pool Reservation Screen*** (figure 1 – Page 17)
 - B. ***Vehicle Selection & Trip Details*** (figure 2 – Page 18)
 - C. ***Motor Pool Reservation Confirmation Screen*** (figure 3 – Page 19)
 - D. ***Sample Email Notification*** (figure 4 – Page 20)

ACKNOWLEDGMENT OF RESPONSIBILITY FOR MOTOR POOL OPERATIONS

I, _____, have read the Motor Pool Policy and Procedures Manual and understand
(please print legibly)
fully that upon release of a county vehicle to me, I assume the following responsibilities:

1. To have in my possession at all times a **valid** Driver's license that covers the type of vehicle I will be operating.
2. To follow the driving laws, rules and regulations etc. of the state where the vehicle is being operated, and to obey all posted signs, traffic lights and law enforcement officer directions.
3. To observe commonly accepted rules of courtesy toward pedestrians and other drivers.
4. To familiarize myself with and abide by published "Berkeley County Motor Pool Policies and Procedures".
5. To report all accidents/property damage as defined by policies and guidelines (located in vehicle glove compartment) established by the Risk Management Office.
6. To perform an exterior/interior vehicle inspection to include checking all lights, brakes, windshield wipers and to insure that the vehicle registration, accident reporting guidelines and the insurance cards are in the glove compartment and other items as defined in the Travel Log Form.
7. To report all mechanical, physical, or other problems on the Motor Pool Travel Log Form.
8. To legally satisfy any traffic citations issued where the Motor Pool vehicle is involved, whether for standing or moving violations.
9. To properly care for the vehicle while it is in my custody and to lock the vehicle at all times while unoccupied.
10. To pay any traffic or parking fines incurred by me.
11. To insure that I, and all occupants of the vehicle under my operation, wear a seatbelt at all times while the vehicle is in operations.
12. To limit use of cell phone while vehicle is in operation (use "hands-free" system when available). **NO TEXTING.**
13. To insure there's **No Smoking** in vehicle at all times.
14. To permit only County employees or other persons on official County business to be transported in the vehicle.

Signature of Operator

Phone

Date

Driver's License Expiration Date

Director Signature

Director Name (Print)

Date

Department Name

Department Number

It is the responsibility of the Department Director to verify the current status of the above employee's eligibility (including a valid driver's license) to drive a County Motor Pool vehicle.

MOTOR POOL TRAVEL LOG

Date: _____ Vehicle MP#: _____ Reservation #: _____
Driver's Name: _____ Dept. Name: _____ Telephone #: _____

Motor Pool Vehicle Location: _____

Date/Time Out: _____ Date/Time In: _____
(Must be filled in) (Must be filled In)

Odometer Out: _____ Odometer In: _____ Miles Driven: _____

Destination: Local ☐ Out-of-Area ☐ Out-of-State ☐

DRIVER RESPONSIBLE FOR THE FOLLOWING :

You **must perform** the following vehicle inspections. *If a problem exists, just check () the appropriate box and describe in the "Comments" section below. Otherwise, **do not** check () the box. If problems exist, do not operate the vehicle.*

1. **Exterior Vehicle Inspection:**

Scrapes ☐; Dent(s) ☐; scratch (es) ☐; glass (cracks, dings, etc) ☐;
Trunk area - Spare Tire ☐; Fire Extinguishers ☐; License Plate affixed to rear of vehicle ☐;
Tires (properly inflated) ☐; Exterior Mirror(s) Working ☐; Clean ☐

2. **Interior Vehicle Inspection:**

Glove Compartment - Vehicle Registration ☐; Insurance Card ☐;
Accident Reporting Guidelines Card ☐; Foot and Parking Brakes ☐;
Emergency Flashers ☐; Turn Signals ☐; Headlights ☐; Windshield Wipers ☐;
Seatbelts (broken or frayed) ☐; Clean ☐

- A. To have in your possession at all times a **valid** Driver's License
- B. To insure that **all** occupants wear seatbelts at all times while vehicle is in operation
- C. To insure there's **No Smoking** in vehicle at all times
- D. To limit use of cell phone while vehicle is in operation (use "hands-free" system when available)
- E. To report all accidents and/or property damage in accordance with established guidelines
- F. To be familiar with and know all Motor Pool Policies and Procedures
- G. To return vehicle to proper, designated parking area at the original Motor Pool location
- H. To return the key and this Form immediately upon completion of utilization, or no later than location start of business the next workday
- I. To return vehicle with **NOT LESS THEN 1/2** tank of gas
- J. Personal business is **NOT** to be conducted while using a Motor Pool vehicle
- K. Vehicle returned after hours, drop key and Travel Log Form at the Drop Box (Front Entrance of the Purchasing & Public Works Building), Drop Box at Side Entrance of the Supervisor's Garage (Administration Building) or Next Working Day (Veteran Services 9:00 a.m.)

NOTE: A remote for opening the Live Oak gate is located on the sun visor

COMMENTS:

I have read and understand the above.

Driver's Signature:

**MOTOR POOL VEHICLE QUICK TRIP LOG – NO RESERVATION NEEDED
MAXIMUM OF 45 MINUTES – ONLY IF VEHICLE IS AVAILABLE
RESERVATION HAS PREFERENCE**

[illegible]

Overview of Motor Pool Reservation

In order for county employees to reserve a vehicle from the motor pool, they will use the form in figure 1 to generate a list of cars available during the desired date range.

- Go to BIC
- Click on Motor Pool
- Fill in all information

Add a new reservation

Select Reservation Dates & Driver

Please note that with a new change in the motor pool system, you will automatically receive an approval message. This approval may be subject to change.

Pick up at

Return at

Destination

You are listed as an approved driver

Select Driver ▼ [Become an approved driver](#)

Next

Figure 1. Begin Reservation.

Once the employee has selected a date range, they can select from the list of available vehicles and enter other pertinent data (figure 2.).

Add a new reservation

Select Vehicle

Vehicle	Location	
1360 - 2011 Chevrolet Impala	Procurement	<input type="radio"/>
1150 - 2007 Chevrolet Trailblazer	Procurement	<input type="radio"/>
1230 - 2008 Toyota Prius	Admin Building (Supervisors Office)	<input type="radio"/>
1154 - 2007 Chevrolet Impala	Admin Building (Supervisors Office)	<input type="radio"/>
1214 - 2008 Chevrolet Impala	Goose Creek Service Center	<input type="radio"/>
1573 - 2015 Chevrolet 1500 4x2 Ext Cab Pickup Truck	Procurement	<input checked="" type="radio"/>

of passengers

Figure 2. Vehicle Selection & Trip Details.

After the employee clicks the “Make Reservation” button, a reservation screen (figure 3.) will be displayed allowing them to send the trip details to an attached printer.

The screenshot displays a web interface for adding a new reservation. At the top, the heading "Add a new reservation" is followed by a horizontal line. Below this, the section "Confirm Reservation" contains a table of reservation details. The table has three columns: VEHICLE, PICK UP AT, and RETURN AT. The first row shows "1360 - 2011 Chevrolet Impala", "Wed, Apr 27, 2016 at 3:00 pm", and "Wed, Apr 27, 2016 at 7:00 pm". The second row shows "Paul McConnell", "0", and "Test". Below the table, there is a label "ADDITIONAL NOTES" and a text input field. At the bottom, there are two buttons: "Save Reservation" and "Cancel", separated by the word "or".

VEHICLE	PICK UP AT	RETURN AT
1360 - 2011 Chevrolet Impala	Wed, Apr 27, 2016 at 3:00 pm	Wed, Apr 27, 2016 at 7:00 pm
DRIVER Paul McConnell	PASSENGERS 0	DESTINATION Test

ADDITIONAL NOTES

or

Figure 3. Motor Pool Reservation Screen.

When a reservation is submitted, e-mail is automatically sent to a Motor Pool Clerk in order to alert them to the request. Text of a sample e-mail is shown in figure 4.

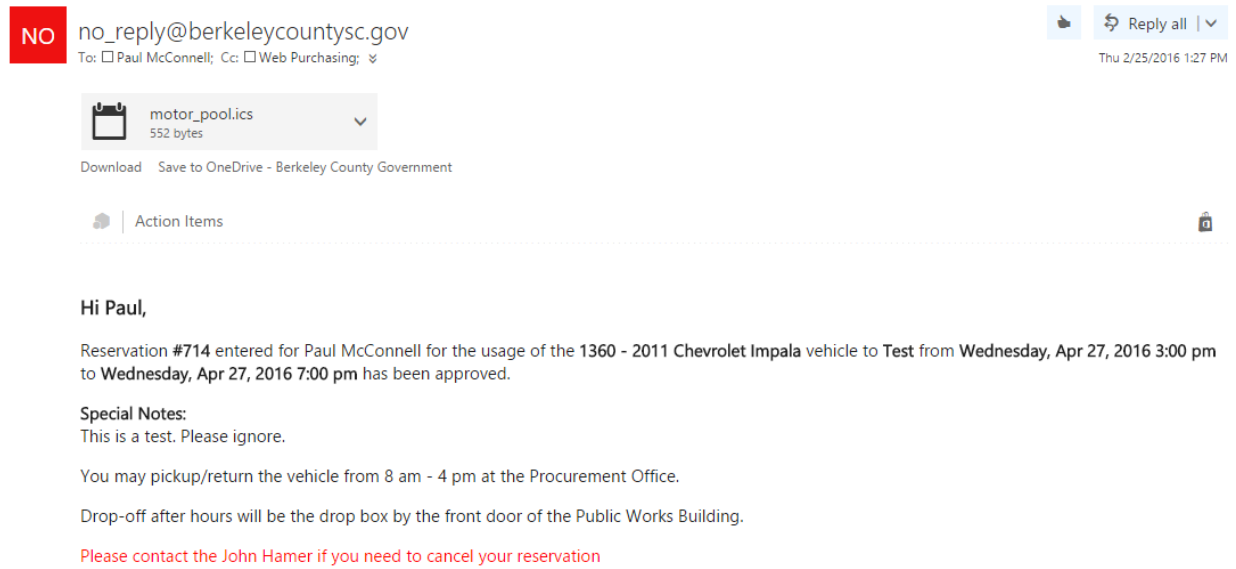


Figure 4. Sample E-mail Notification.