



ELBERT COUNTY PUBLIC WORKS POLICIES AND PROCEDURES

TITLE Fleet Pool Vehicle Policy and Procedure	Approval Date 2/20/2019
POLICY CUSTODIAN Public Works- Road & Bridge Division	Revision Date

PURPOSE: To identify maintenance intervals and potential issues within the County-owned pool fleet. To decrease downtime and increase the longevity of vehicles by properly maintaining pool vehicles.

DEPARTMENTS RESPONSIBLE: Public Works – Road & Bridge Division

DEPARTMENT(S) AFFECTED: All employees eligible for pool car use

POLICY:

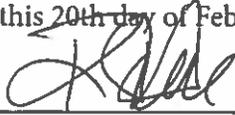
Employees will follow a specific sequence of actions to properly checkout a pool vehicle. This will ensure that vehicles are reserved in an orderly manner, are receiving proper physical maintenance and repairs, and there is accountability of the individual reserving the vehicles.

PROCEDURES:

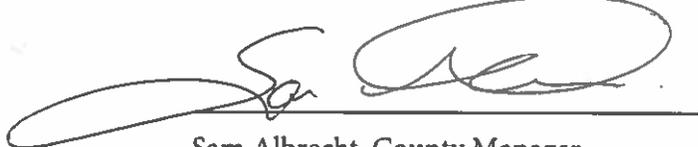
1. Employees must follow the guidelines in the Employee Handbook, Section 8:2, in regard to laws of driving and reporting accidents or tickets to supervisors.
2. Employees will be asked to provide a copy of their County ID and Colorado driver's license before being issued the keys to the vehicle.
3. Each vehicle must be reserved through the Fleet Manager by emailing the Pool Vehicle Reservation Form (Exhibit A).
4. To pick up a vehicle, please go to the Fleet Managers office to get the keys at the agreed upon time. An Elbert County Vehicle Inspection Form (Exhibit B) will be given to the person checking out the vehicle to note any issues found on the vehicle prior to taking the vehicle and after returning.
5. To return a vehicle, employees must remove all personal belongings, clean out trash and refuel the vehicles. If there are any issues with the vehicles that need to be addressed, please let the Fleet Manager know. The keys can be returned to the Fleet Manager or dropped off in the box on the Public Works shop door.
6. If a problem with a vehicle is encountered while operating the vehicle, follow these instructions:
 - a. Minor problems or difficulties: Employee should notify the Fleet Manager by emailing the completed Vehicle/Repair Service Request Form (Exhibit C). Copies of this form are located in the Road and Bridge break room.
 - b. Major problems or difficulties: Employee must immediately notify the Fleet Manager, 720-281-6193. The Fleet Manager will make the arrangements to have the vehicle either towed or repaired and arrange additional transportation as necessary.
7. If two or more employees are requesting the same vehicle on the same day, it will be checked out on a first-come, first-served basis. However, if one of the employees need the capacity of a vehicle, they will be given priority and the original employee that reserved the vehicle will be assigned another vehicle and notified. The destination of travel may also be a consideration when assigning a vehicle.

Elbert County Public Works
Fleet Vehicle Policy and Procedure

Approved and Adopted this 20th day of February, 2019.



Rory Hale, Director of Public Works



Sam Albrecht, County Manager



ELBERT COUNTY GOVERNMENT

Public Works Department
Road & Bridge Division
Office 303-621-3157 Fax 303-621-3159
PO Box 116, 215 Comanche St, Kiowa, CO, 80117

POOL CAR RESERVATION FORM

DEPARTMENT:

NAME OF EMPLOYEE:

DEAPRTURE DATE:

PICKUP TIME:

RETURN DATE:

RETURN TIME:

DESTINATION:

PURPOSE OF TRAVEL:

POOL VEHICLE OF CHOICE:	Ford Explorer	<input type="checkbox"/>
	Ford Escape	<input type="checkbox"/>
	GMC Yukon	<input type="checkbox"/>
	Senior Bus	<input type="checkbox"/>
	9 Passenger Van	<input type="checkbox"/>

EMAIL COMPLETED FORM TO: ethan.mease@elbertcounty-co.gov

Department:

Date:

Driver Name:

Mileage:

Last 6 of VIN:

License #:

Inspection Items

(Inspect for visible leaks and visual condition)

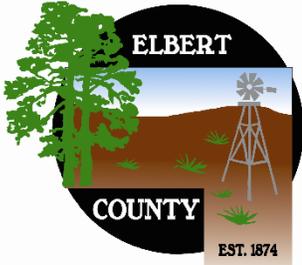
- Registration / Insurance Cards
- First Aid Kit
- Fire Extinguisher
- Wipers/Washers
- Headlights (High/Low)
- Turn Signals (Front/Rear)
- Emergency Flashers
- Tail Lights/Back-Up Lights
- Interior Lights
- Horn
- Mirrors/Glass
- Heat/Defrost/A/C
- Tires (Wear, Inflation)
- Loose/Hanging Objects
- Dents/Scratches
- Obvious Leaking Fluids

Check Fluid Levels

- Engine Oil
- Transmission
- Washer Fluid
- Coolant
- Fuel Level

Additional Services/Notes

- 1)
- 2)
- 3)



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Vehicle Repair/Service Request

Vehicle Number # _____ License Plate # _____	Vehicle Odometer <i>(DO NOT REPORT TENTHS OF A MILE)</i> _____	Today's Date: _____ Department: _____
Employee Requesting Service: _____		
Contact # _____		
<p>Please list reason(s) for service. <i>Describe</i> unusual vehicle performance observed; noises, handling/feel, odors, visible defects, drips, leaks, smoke, warning lights, etc. <i>When</i> did they occur: After warm-up? When cold? During braking? At all speeds?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
IF YOU CANNOT DESCRIBE THE ACTUAL FAILURE CLEARLY, PLEASE DISCUSS WITH ETHAN.		
Prepared By: _____		_____
Name (PRINTED)		Signature

EMAIL COMPLETED FORM TO: ethan.mease@elbertcounty-co.gov