

ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 601
Sections: 1-6
Effective Date: March 29, 1983
Revised Date: December 16, 1985

SUBJECT: Car Pool Operation

1. Purpose. The purpose of this administrative regulation is to establish a uniform policy and procedure for the use of department pool vehicles by city employees.
2. Authority. Charter of the City of Huntington Beach, Section 401.
3. Application. This regulation shall apply to all city employees.
4. Policy. A pool of automobiles, available to licensed city employees, may be maintained and operated by a department with cars issued on a trip basis.
5. Responsibilities. Each of the applicable department heads or their designee will operate that department's car pool and issue cars to licensed drivers on a first come, first serve basis with consideration of the purpose of the trip, condition of the auto, and distance to be driven.

Procedure.

6.1 An employee shall request use of a department pool vehicle through the Department head or the designee for use of a pool car and provide such information as may be needed to ensure suitability of the unit to be assigned and employee authorization.

6.2 It is the responsibility of the driver to put fuel into the autos at the City Yard facility and to drive the vehicle to the car wash under contract to the city, if washing is necessary.

6.3 Drivers must conform to all rules for operation of city vehicles including calling police in the event of an accident and filling out the forms required by the city's Risk Manager.

6.4 Employees shall check out cars for immediate use. Cars may not be checked out to exceed one day unless authorized by the Department Director.

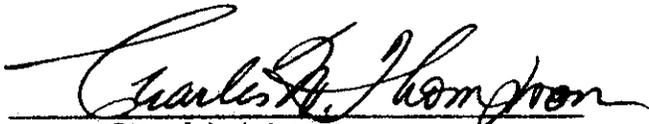
6.5 Pool cars shall be used for City business only. They shall not be used for personal business or as transportation to and from home. They shall also not be used during lunch hours or work breaks with the exception of situations where time does not permit returning to City Hall to retrieve a personal vehicle.

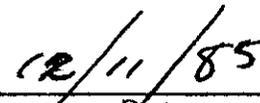


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6.6 The department head or their designee may suspend car pool rights to drivers who violate safety rules, hold onto keys without using an assigned vehicle, take cars without permission, use cars for personal business, or return cars without at least one quarter tank of gas.


City Administrator


Date

