

**May 11, 2010****SUBJECT:****ORIGINATING DEPARTMENT:****County Vehicle Pool****County Administrator****Page 1 of 2****POLICY:**

- a. It shall be the policy of the Board of County Commissioners that a group of passenger vehicles (a vehicle pool) be available for use by Citrus County employees for County business purposes. Such use shall be considered a privilege and subject to conformance to all the requirements of this administrative regulation. Violation of these requirements may, among other actions, result in loss of this privilege.
- b. The pool shall be made up of vehicles that are currently underutilized within existing departments/office/divisions. These vehicles will be considered for replacement in accordance with existing County procedures.
- c. Certain vehicles in the pool are higher mileage and older and shall be designated for in-County usage only. The other vehicles are suitable for out-of-County travel. For in-County travel, those vehicles designated for in-County travel will be assigned first.
- d. Maintenance expenses (including mechanical failures) will be budgeted for and managed by the Office of Fleet Management. Fuel expenses will be allocated to using departments/office/divisions on an equitable basis. The cost to repair damages caused by a user of a vehicle will be assigned to the using department.
- e. The Lecanto Government Building Customer Service Specialist is designated to perform the duties of dispatcher for this program and will have a key box and maintain sign-out/sign-in sheets. Such sheets shall be remitted monthly to the Office of Fleet Management.
- f. There will be no smoking in pool vehicles.

**PROCEDURE:**

- a. The County Administrator or designee shall administer a procedure that maximizes the usefulness of vehicles in this car pool while providing protection to the assets contained herein. The procedure shall as a minimum include provisions for the following:
  1. Use of sign-out/sign-in sheet sufficient to determine use of and location of vehicles.
  2. A reservation practice.
  3. Reporting and responsibility for damages.
  4. Responsibility for fueling.
  5. Responsibility for maintenance and cleaning.

6. Assignment of parking spaces.
  7. A procedure to be followed in the case of unexpected mechanical failure or other loss of use of a vehicle.
- b. The County Administrator or designee may amend the pool car usage procedure to better use the vehicles or to better protect the County's assets. Such amendment, however, will be in full compliance with the policies set out herein.
  - c. The County Administrator may amend the sign-out/sign-in sheet to better use the vehicles or to better protect the County's assets.