
SUBJECT: MOTOR POOL

ADOPTED DATE: MAY 6, 1996

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- 1) Priority use of vehicle:
 - a) Transportation of clients/direct services
 - b) Providing other direct client services
 - c) General staff use
 1. Out-of-town travel
 2. In-town travel
- 2) Requirements for vehicle use:
 - a) County employees only may operate county vehicles
 - b) Employees must have current/valid drivers license and use seat belts
 - c) Insurance needs are covered by Cass County
 - d) Defensive driver training
- 3) Reservation of vehicle for use:
 - a) Reservation sheet in Auditor's Office for vehicles in Courthouse lot and in Social Services second floor reception area for vehicles in Annex lot
 1. Reserve date and time
 2. Estimated length of use
 - b) Log book in vehicle
 1. Record mileage and destinations

NOTE: For further instructions, see attached Motor Pool Procedures. Also, employee responsibilities for using a motor pool vehicle are further defined in the Cass County Personnel Policy Manual, Fleet Vehicle Policy 2.60.

HISTORICAL REFERENCE DATE: MAY 6, 1996

MOTOR POOL PROCEDURES

1. Sign out log (i.e. date and time) in Auditor's Office to reserve vehicles from Courthouse lot and in Social Services accounting office to reserve vehicle from Annex lot.
2. Client transportation/direct services takes priority of vehicle usage.
3. If vehicle is in need of gasoline or other items, the following instructions should be used:
 - a. Gasoline may only be charged at Holiday gas stations and only to fill up county vehicles (they have the make/model), mileage and license numbers of county vehicles). Holiday has instructions to deny any attempt to purchase gasoline for an unauthorized vehicle. Holiday gas stations are at various locations in Fargo.
 - b. Each vehicle will have a Holiday credit card assigned to it, located in the mileage log book folder (in each vehicle), and should not be used for any other vehicle.
 - c. Please do not leave vehicle with an empty gas tank or in a messy condition at the end of use. Remember, you could be the next person to use it.
4. Maintenance of vehicles:
 - a. Oil change/lube every 3,000-4,000 miles.
 - b. Wash and clean vehicle every month (at least).
5. Report any mechanical problems or accidents involving the vehicle to Auditor's Office/Social Services accounting office, using "Equipment/Vehicle Repair Request Form."
 - a. Call Auditor's Office/Accounting Office for approval of repairs, e.g. flat tires, over-heating or any other emergency repairs.
 - b. Accidents should be reported to the local authorities immediately. In addition, a Cass County Government accident form must be completed.
6. A log will be kept in each vehicle and must be completely filled out after each use (i.e. beginning and ending mileage, destination and purpose).