

SECTION 301 - ASSIGNMENT OF COUNTY VEHICLES MAINTAINED BY GENERAL SERVICES DEPARTMENT

A. Authorization

1. The General Services Department or designee shall approve all departmental requests for permanent vehicle assignment to employees, except requests for Public Works vehicles, which shall be approved by the Director of Public works.
2. The assignment of vehicles shall be in accordance with the following:
 - a. The General Services Department or designee may reassign vehicles between departments or functions based on overall County priorities and needs.
 - b. General Services may exchange assigned vehicles between assignees to provide for optimum utilization of the overall fleet.

B. Permanent Vehicle Assignment

3. General Criteria

All permanent vehicle assignments shall be governed by the following criteria:

- a. The vehicle will be driven a minimum of 7,000 miles per year on County business; or
- b. The vehicle is specially equipped to meet the work needs of the department. Vehicle in this category include those:
 - 1) Designed to carry special equipment or heavy tools; or
 - 2) Specially marked to carry out enforcement duties; or
 - 3) Used to transport Human Services Department, Health Services Agency and Public Guardian clients.

2. Annual Review

Annually, on or before January 31, the General Services Department or designee and Director of Public Works shall review the permanent vehicle assignments to assure conformance with these guidelines. The ANNUAL REPORT ON PERMANENT AND REGULAR OVERNIGHT VEHICLE ASSIGNMENT form shall be completed as part of the annual review.

3. General Services Vehicle Assignment Request Form

Request for permanent assignment and/or replacement of County vehicles shall be submitted on a "REQUEST FOR ASSIGNMENT OF COUNTY VEHICLE" (Form GSD-71) to the General Services Department. General Services will review and when appropriate approve the request. Appeals of the decision may be made to the County Administrative Officer.

C. Short Term Assignment of County Vehicles

1. General Services maintains a "pool" of County vehicles for assignment departments with a limited or short-term need.
2. Pool vehicles are available at the Fleet Operations Center, 691 Ocean Street and the Emeline campus.
3. To obtain use of a pool vehicle, all employees intending to drive must provide a GL org key for billing purposes and present a valid driver's license to the staff at the Fleet Operations Office. Note that the person checking out the vehicle is the only authorized driver. In unusual cases where checkout cards and/or driver's licenses cannot be presented for valid reasons, limited waivers may be granted by prior arrangement with and approval of the Director of General Services or his/her designee.
4. Pool vehicles are generally checked out for one day or less. Vehicles may be checked out for two or more days by a request submitted in advance, stating time period needed, number of persons using vehicle, purpose, destination, and date and time of expected return. Since the quantity of pool vehicles is limited, requests will be filled at the discretion of the Director of General Services or designee.