



TOWN OF HILLSBOROUGH PERSONNEL POLICY

POLICY 212

LAST REVISED 11/4/02

SUBJECT: POOL CAR POLICY

PURPOSE: To define the appropriate maintenance and use of the Town's pool cars.

STATEMENT OF POLICY:

It will be the responsibility of the Police Department to designate personnel to ensure the mechanics of each pool car is maintained in a safe and serviceable condition. Each pool car will be kept clean.

Signing Out of Pool Cars

An employee needing the use of a pool car must have the approval of their supervisor. An employee may obtain keys to a pool car by signing out for a vehicle at their department's designated location. The employee may request any vehicle that is not reserved and is available.

Reserving Pool Cars

An employee may also reserve a pool car by filling out the sign-up sheet designating the date and time the vehicle is needed. This list is also found in their department's designated location.

Filling Out Log Books

Each employee using a pool car will be responsible for filling out the Vehicle Logbook, which is located in each vehicle. This will be done each time a vehicle is returned. The vehicle logbook information will show the name of the driver, date, time out, time in, odometer out, odometer in, total miles driven and gallons of fuel added, if any.

Damage to Vehicles

In each logbook, there is a damage report card. If, for any reason, a vehicle is damaged, note the damage on the card and initial it. When the vehicle is returned notify the Police Services Technician of the damage so that it may be repaired.

Accidents

If an employee should have an accident, the local police department in the

jurisdiction that the accident occurs in shall be called for a report. Each vehicle contains an envelope containing an accident information package. It is self-explanatory and must be filled out and turned in to the City Clerk. Advise the Communications Officer at the Hillsborough Police Department as soon as possible about the accident so arrangements can be made for towing or repairs.

Mechanical Problems

If a mechanical problem is noted, sign out another vehicle and advise the Police Services Technician so the vehicle can be scheduled for repair. If a vehicle develops a mechanical problem away from the Town, call the Hillsborough Police Department at 650-375-7470.

Fueling and Cleaning

Each employee is responsible for refueling pool cars. Each employee should fill the vehicle after each use if possible or necessary. If the fuel gauge shows less than one half full, fuel will be added. Each employee is responsible for removing their personal belongings from the vehicle.

Periodically, and at least three times a month, pool cars will be cleaned inside and out. This will be the responsibility of Police Department personnel.

Parking

One pool car will be parked in the main parking lot with a sign designating the parking spot. The other cars are to be parked in the back lot across Walnut.