



## Policy and Procedure # 672

### Motor Pool Procedures

Approval: \_\_\_\_\_ Effective Date: 5/10/24

#### POLICY:

This policy addresses the use of the EFI motor pool. The motor pool provides for security, safety, and management of EFI vehicles. Department Directors, Supervisors, and Employment Program coordinator will be responsible for dispatching vehicles to their employees.

#### PROCEDURE:

1. Vehicles are for official business only and are not to be used for personal business or taken without permission from the Motor Pool.
2. Vehicles will be dispatched for use by Supervisors as needed for Residential employees. The Employment Program Coordinator will dispatch keys as needed for Employment Program employees. In the event there are not enough vehicles available within a department, vehicles may be "borrowed" from another department.
3. Drivers are restricted to EFI employees that meet EFI eligibility requirements and who are insured by our policy. Keys and vehicles will be issued only to authorized drivers.
4. Any driver may be asked to produce their valid Washington State Driver's License when picking up the keys for a vehicle.
5. The employee to whom the vehicle is dispatched is responsible for the safe operation, maintenance and cleanliness of the vehicle.
6. Passengers are restricted to:
  - A. EFI employees.
  - B. EFI residential clients and guardians.
  - C. Employment Program clients and program participants.
  - D. Representatives of County, State and Federal Agencies having a contractual or oversight relationship with EFI.
7. Out of pocket vehicle expenses will be reimbursed only if reasonable and necessary. Receipts are required and the Department Director must have a written explanation signed by the driver. EFI will not reimburse for consequential living or travel expenses should the vehicle break down. If a breakdown occurs, call the supervisor or Department Director for instructions.
8. The Department Director reserves the right to furnish any suitable vehicle to their employees.



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9. Periodically employees may be asked to obtain a current driving abstract from the DMV.
10. The maintenance technician, Supervisors, and Employment Program Coordinator will be responsible for setting up and maintaining a tracking system for vehicle maintenance schedules.
11. Vehicles will be dispatched in the following manner:
  - A. On the day of the trip, pick up the keys from the Supervisors office.
  - B. If you require the vehicle before 8:00AM, pick up the keys the day before.
  - C. If you require the vehicle Saturday or Sunday, pick up the keys on Friday.
12. Each driver who is issued or operates a vehicle at any time will perform the pre-operation and safety checks for that vehicle.
13. Vehicles will be returned in the following manner:
  - A. Ensure vehicle has at least one-half tank of fuel.
  - B. Park vehicle in approved space.
  - C. Turn off lights, windshield wipers and radio.
  - D. Remove all trash from the vehicle.
  - E. Remove all personal and professional non motor pool items from the vehicle.
  - F. Return vehicle keys to the Supervisor or Employment Program Coordinator or, if after hours, put the keys in the drop box.