Vehicle Rental – Pool Cars for Employee Business Use

General Conditions
A. City vehicles may be used for City business only. Use of City vehicles for personal errands, lunches, etc. is prohibited.
B. Smoking is not allowed in any City vehicle.
C. Pool car users are responsible for the safe operation of the vehicle.
D. In case of accident, refer to the packet in the sun visor.
E. Road service is available at the Public Works Royalston Facility, 661, 5th Ave. N.
   Tel: 612-673-5481.
F. Cars can be rented for a half-day or a full day. Car rental will be billed to the user department according to the current rate structure. Contact Fleet Services for rental fees at 612-673-5481.

II. Procedures
A. Call 338-0333 24 hours in advance to reserve a car. Cars are not always available on short notice.
B. Complete a City of Minneapolis Car Pool Reservation Form (available from Central Stores) and have it signed by your departments authorized person. Forms are not available at the ramp.
C. Overnight use requires written authorization by the user’s department head and must be submitted with the Reservation Form.
D. Pick up keys and the car in the Haaf Ramp within one half hour of the reservation time or it may be given to others.
E. Inspect the car and report any damage to Fleet Services before leaving the ramp at 612-673-5481.
F. Refuel the vehicle before returning it: 1200 Currie Ave N., 1809 Washington St. NE, 6036 Harriet Ave. S., 6036 E. 44th St., 2710 Pacific St. N., 1809 Washington St. NE.
G. Remove all debris and personal items from the vehicle before returning it to the Haaf Ramp. There will be a charge for any clean-up if the above condition’s exists.
H. Return the top 2 copies of the completed form to the Haaf Ramp office. Retain the pink copy for your records.

III. Roles and Responsibilities
A. User: User department reviews employee’s driver’s license and authorizes vehicle use. The employee to whom the vehicle was checked out is personally responsible for payment of parking or traffic violation fines.
B. Public Works: Provides and maintains the vehicles in the pool car fleet, inspects vehicles when returned for general condition and body damages and bills departments for use of pool cars.