

Vehicle Rental – Pool Cars for Employee Business Use

Governing Policies: Minneapolis Code of Ordinances Chapter 30. City Vehicles 30.10
Equipment Services Policy and Procedure Manual: December 2004
History of Procedure: Department Approval: 12/2004 Last Revision Date: 8/24/2006
Administering Department: Public Works Contact: Robin G. Harris Phone: 673-3478

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.