

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: LOANER VEHICLES

APPROVED: 
Marilyn L. Rawlings, FLEET MANAGER

DISTRIBUTION:

Fleet Management
County Departments

PURPOSE:

Fleet Management vehicles are loaned on a short-term basis. Due to a limited number of vehicles available, loaners are given on a first come first served basis. If available, complementary vehicles are available for use while major repairs are being done in the shop. Loaners are not given out for A or C Services.

Loaner vehicles may be reserved for out-of-County travel with a two-week written notice at per day cost plus mileage charge. Vehicles are given on a first come, first served basis without written notice.

PROCEDURES:

All loaner vehicles and keys will be issued and returned to the Service Writer's desk. Required information will be entered in the motor pool module or loaner book.

Prior to departure, the department user should conduct a visual inspection of the vehicle condition, fuel card availability and level, etc. Any damage or problem should be reported to the service desk.

The vehicles will be picked up and returned to the front of the Fleet Office Building. Fuel tank must be full and ending mileage reported to the Service Writer. If you experienced any mechanical or other type problems with the vehicle, report this at the service desk.

Out of town loaner charges will be billed to the department on the regular monthly billing.

Revision Date: April 2012
Revision Date: June 2013