

MOTOR POOL ADMINISTRATION

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1. GENERAL

- 1.01 This practice outlines the policies and procedures for the administration of company motor pools and the assignment and usage of motor pool vehicles.
- 1.02 This practice is reissued to include procedures formerly contained in Southwestern Bell Practice SW 720-030-902, Company Owned Passenger Vehicles, and to add new reporting requirements.
- 1.03 The purpose of motor pools is to provide the transportation needs of employees who are required to travel within the scope of their duties when public transportation is not productive or economical.

2. DESCRIPTION

- 2.01 A motor pool consists of one or more non-assigned vehicles at any location where employees have a need to obtain transportation for conducting business.
- 2.02 Motor pools are generally operated by Automotive Operations and managed by a Motor Pool Dispatcher. The dispatcher may be a first level manager, garage attendant, clerk or other individual.
- 2.03 Automotive Operations shall determine the type and number of vehicles needed for each pool based on a usage study (Form SW-1875, Motor Pool Usage Study, Exhibit 1).

3. ADMINISTRATION

- 3.01 The dispatcher is responsible for forwarding Form FASW-6300A, Pool Car Assignment Record (Exhibit 2), to Comptrollers each month for cost distribution to the using departments. A report shall also be distributed to each user's department for review of pool car usage.
- 3.02 All cars shall be in good and safe operating condition when available to the users.
- 3.03 The glove compartment of each vehicle shall contain all information the driver will need to obtain service for emergency repairs, towing, fuel purchases, etc. Form SN-468, Trouble Ticket (Exhibit 3), used to refer trouble when the vehicle is returned to the pool, shall be included.

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- 3.04 Public transportation (taxi, bus, airline) should be considered as an alternative to use of a company vehicle when it is more economical and/or will avoid an idle company vehicle at an airport, training school, conference, seminar, etc.
- 3.05 If a vehicle needs repair or some unusual condition exists due to misuse or improper handling, or a vehicle is being used for other than motor pool purposes, a report shall be prepared including all details. The report shall be forwarded to the appropriate manager of the department involved and to Automotive Operations for appropriate action.
- 3.06 Any evidence of misuse or abuse of a company vehicle will cause suspension of motor pool driving privileges pending an investigation by the motor pool coordinator and the driver's immediate supervisor.
4. AUTHORITY TO USE MOTOR POOL VEHICLES
- 4.01 FASW-6300 shall be presented to the Motor Pool Dispatcher to obtain use of a pool car.
- 4.02 Approval for extended usage (two or more days) is outlined in O.P. 48, Passenger Vehicle and General Transportation Practice.
5. MANAGEMENT'S RESPONSIBILITY
- 5.01 Management's responsibility will include these functions:
- A. Assigning pool cars.
  - B. Recording pertinent assignment data.
  - C. Coordinating the scheduled maintenance and repair of pool cars.
  - D. Establishing procedures for routine servicing operations (checking fluid levels, tire inspections, etc.) at minimal one week intervals.
  - E. Renting supplemental vehicles.

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6. USER RESPONSIBILITY

- 6.01 Responsibilities of the employee while using a company vehicle on company business are outlined in O.P. 48. Additional responsibilities are:
- A. The windshield and windows of the vehicle shall be kept clean at all times.
  - B. The vehicle shall be returned with all waste paper and trash removed from the vehicle.
  - C. The user shall follow the instructions concerning fuel purchases, mechanical failure and towing procedures, etc., which are found in the glove compartment.

7. PROCEDURES TO OBTAIN AND RETURN MOTOR POOL VEHICLES

- 7.01 An employee shall make a verbal request to the motor pool dispatcher and present the FASW-6300, their company identification card and driver's license. Shaded items on the form are to be completed by the employee. The responsibility code originating shall be that of the motor pool dispatcher.
- 7.02 The motor pool dispatcher shall assign a vehicle and add to the FASW-6300 the vehicle number, state license number, actual time the vehicle was checked out and the odometer reading.
- 7.04 The FASW-6300 is to be completely filled out and approved before the keys are presented to the client.
- 7.05 The C copy of the form shall be retained at the motor pool while the vehicle is in use. The user shall retain the A/B copies until the vehicle is returned.
- 7.06 The user should note any body damage on the vehicle and notify the dispatcher before leaving the motor pool area so they will not be held accountable for previous damage.
- 7.07 When returning a motor pool vehicle, the user shall:
- A. Return the vehicle to the garage from which it was procured.
  - B. Note any mechanical problems on a trouble ticket found in the glove compartment.

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- C. Return the keys and any Universal Credit Card slips for fuel or invoices for emergency service to the motor pool dispatcher along with the A/B copy of the FASW-6300. The position of the gas gauge needle and the odometer reading shall be entered on the form.
- 7.08 The motor pool dispatcher shall inspect the vehicle for any visible damage and for any evidence of misuse or abuse.
- 7.09 The motor pool dispatcher shall complete the FASW-6300 by entering the actual time and date the vehicle is returned. Total usage shall be figured in hours and miles and the information entered under the Summary of Usage portion as well as under user information.
- A. Each form has five days' usage (one line per day); each line is limited to eight hours. The hours are to be reported in 1/4 hour increments and with decimals as shown in the example below:
- |             |   |      |
|-------------|---|------|
| 6-1/4 hours | = | 6.25 |
| 4-1/2 hours | = | 4.50 |
| 3-3/4 hours | = | 3.75 |
| 2 hours     | = | 2.00 |
- 7.10 The completed FASW-6300 A copy is sent to Comptrollers; the B copy is retained for analysis by the motor pool dispatcher or other Automotive Operations personnel.

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EXHIBIT 2

FORM FASW-6300

FASW 6300A  
(Rev. 1-82)

Retention Period: 3 Months

### POOL CAR ASSIGNMENT RECORD

Shaded areas to be completed by applicant.

	AM
	PM
Applicant Name & Title-Print or Type	Date _____ Time _____
Responsibility Code-Originating	
	AM
	PM
Destination	Expected Return (Date & Hour)
Motor Vehicle No. _____	Dispatcher _____

Summary of Usage	Date	Time	Odometer Reading
IN		AM PM	
OUT		AM PM	
Total Usage		Hrs. _____	Miles _____

Note Position of Gas Gauge on Return

Purpose of Trip

User Information						
Location Code	Job Number	Account Code	Function Code	EC	RC-C	Hours

Signature of User \_\_\_\_\_ Title \_\_\_\_\_

Section \_\_\_\_\_ Telephone No. \_\_\_\_\_

Approval \_\_\_\_\_ Telephone No. \_\_\_\_\_

Title \_\_\_\_\_ Telephone No. \_\_\_\_\_

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EXHIBIT 3

FORM SN-468



Southwestern Bell Telephone

SN-468 (Rev. 1-89)

Retain 1 year, until \_\_\_\_\_

MOTOR VEHICLE TROUBLE TICKET

Motor Vehicle No. \_\_\_\_\_

Item No.	Trouble With	✓	Nature of Trouble
1.	Engine		
2.	Carburetor		
3.	Fan		
4.	Ignition System		
5.	Battery		
6.	Lights		
7.	Clutch		
8.	Transmission		
9.	Differential		
10.	Steering		
11.	Brakes		
12.	Radiator & Pump		
13.	Springs		
14.	Speedometer		
15.	Body		
16.	Fenders		
17.	Tires		
18.			
19.			
20.			
21.			
22.			

Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

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