



Fleet Services County Vehicle Users Policy - 2017

It is the policy of the Board of Supervisors to support a Rideshare Program utilizing County vehicles for regular full time County employees, or with employees of any other public entity with which the County has entered into a Memorandum of Understanding for participation in the County Vehicle Program. Commuter Services works proactively with Fleet Services to ensure County Vehicle participants understand specific Automotive Fleet Policies and Regulations.

Participants of the County Vehicle Program are required to abide by the following terms and conditions. All participants in the group are required to submit acknowledgement of this policy to Commuter Services. Failure to submit an acknowledgement of this policy may result in disbandment of the County Vehicle from the County Vehicle Program.

Fleet Services Responsibilities

- It is the responsibility of Fleet Services to maintain essential, safe, presentable, and identified transportation equipment to County Vehicle participants.
- Work directly with County Vehicle groups to schedule repair and maintenance appointments.
- In the event that major repair or maintenance work is necessary, that Fleet Services will provide a Rideshare loaner or Fleet rental vehicle for the group.
- Reserves the right to remove a vehicle from service for any reason as they deem appropriate. Fleet Services will do their best to replace the vehicle with another; however this practice cannot be guaranteed by either Fleet Services or Commuter Services

County Vehicle Group Responsibilities

- Only drivers authorized by Commuter Services are allowed to operate the County Vehicle. Authorizations are given once a pull notice from the DMV in Sacramento is electronically transmitted. Authorizations are provided so long as the driver license is in good standing with the DMV with no active or anticipated suspensions, FTAs, or other negative occurrence(s).
- All participants should inspect the vehicle for damage to the exterior/interior (i.e. dents, scratches, stains, etc) prior to departure. Upon return of the vehicle, Fleet services and participant(s) should re-inspect the vehicle for damage.
- It is the group's responsibility to refuel vehicle and coordinate vehicle maintenance on personal time; not on County time.
- It is each employee's responsibility to use their own employee identification number when refueling the County Vehicle. If an employee is having trouble refueling the County Vehicle, they are to contact Fleet Services directly to address and resolve the refueling issue.
- All groups must plan to refuel their vehicles at the fueling facilities provided by The County of Riverside. Please be advised that in the event the group or a participant chooses to use their own money to fuel the County Vehicle at a non-County fuel yard, it is to be understood that the group/employee will not be reimbursed.

- Participants will be given a set number of keys for each vehicle. Upon return of the vehicle, all keys must also be returned to Fleet Services. Other general rules for key usage are:
 - Keys can be made by contacting the Fleet yards that provide this service. See attachment for locations that are able to provide this service. It is recommended that an appointment be made with Fleet Services to have this service done.
 - In the event a group needs additional key(s) made, it is the responsibility of the individual(s) of the group to obtain the keys from Fleet Services on their own personal time.
 - Commuter Services recommends that any additional key(s) be requested at the same time a service or repair is being provided in an effort to save personal time and miles on the vehicle.
- Keys that require a chip and are coded are very expensive to obtain. Therefore, you should exercise extreme care not to lose these keys and make sure that they are ALL returned when the Vehicle is given back to Fleet. Depending on the situation, extra or spare keys could be charged back to Commuter Services. This is the responsibility of the group, not Commuter Services.
- All County Vehicles are non-smoking vehicles, and each participant must comply with the non-smoking rules.
- In the event a group is supplied with a rental County Vehicle, it is still the responsibility of the group to continue recording the mileage of that rental County vehicle in the mileage log. **Mileage logs must be completed in their entirety; other than the comment section, no field should be left blank.**
- County Vehicle maintenance and repairs must be coordinated with the nearest Fleet Services. Appointments are to be made for all repair and maintenance issues. Please see attachment on Fleet Services yards and contact information. If necessary, Fleet Services will provide a Rideshare loaner or a Fleet rental for the convenience of the group upon approval from Commuter Services.
- **There are two types of Fleet vehicles that are provided to groups in the event their vehicle must be left at Fleet for an extended period of time, and it is important that all groups understand the difference:**
 - **Rideshare loaner: Assigned to Commuter Services and kept on-hand at certain Fleet Service yards for the sole purpose of providing a County Vehicle group a loaner at no additional cost to Commuter Services. This will be the default method of assignment by Fleet Services in the event the group is in need of a temporary replacement vehicle.**
 - **Fleet rental: Fleet Services charges Commuter Services a daily rental fee and per-mile fee, which is one of the largest expenses that we try to save in an effort to keep the monthly fare cost low.**
- When a group's assigned vehicle is in for service and ready to be picked up, the group is required to return the rental vehicle in a timely manner. Failure to turn the rental back in to Fleet Services in a timely manner will result in additional expense to the County Vehicle Program, and will be factored in each quarter as an overhead expense. Keeping a rental vehicle for an unnecessary period of time will result in an increase in County Vehicle Program Monthly Fare structure.
- When returning a Rideshare loaner or a Fleet rental, as a courtesy to other County employees, each participant in the group is responsible for making sure the vehicle has been refueled, trash is discarded and all necessary forms are properly completed.

Fleet Service Garages

- Banning (fuel and car wash facility only)
1628 S. Hargrave, Banning, 92220
Phone: N/A
- Cabazon (rental, keys, fuel, car wash and repair/maintenance facility)
50208 Main Street, Cabazon, 92230
Phone: 951-922-7370
- County Circle Fleet Services (rental, fuel and car wash facility only; no repairs until further notice)
4066 County Circle, Riverside, 92503
Phone: 951-358-5555 or 951-358-4049
- Hemet (rental, fuel, repair/maintenance facility; call for car wash availability during workday)
824 N. State Street, Hemet, 92543
Phone: 951-766-2510 or 951-358-4049
- Indio (rental, fuel, car wash, SMOG, and repair/maintenance facility)
82-775 Plaza Avenue, Indio, 92201
Phone: 760-775-0337
- Moreno Valley (rental, fuel, and repair/maintenance facility)
25241 Cottonwood, Moreno Valley, 92553
Phone: 951-485-4605
- Murrieta (Southwest) (rental, fuel, car wash and repair/maintenance facility)
30755-V Auld Rd, Murrieta, 92563
Phone: 951-600-6590
- Perris (fuel and car wash facility only)
308 San Jacinto Avenue, Perris
Phone: N/A
- Riverside – Orange (rental (Key Valet System; make reservation through Rubidoux Fleet), fuel and car wash facility only)
4293 Orange Street, Riverside, 92501
Phone: 951-955-4660 or 951-955-4662
- Riverside – Rubidoux (rental, SMOG, keys, fuel, car wash, key-cutting and repair/maintenance facility)
5293 Mission Blvd., Riverside 92509
Phone: 951-955-4666

ACKNOWLEDGEMENT OF RECEIPT

We are in receipt and understand the Fleet Services County Vehicle Users Policy for 2017. Our signatures below state that we have read and understand the Fleet Services County Vehicle Users Policy, and will abide by the terms and conditions as set forth by Fleet Services.

Member Approval: *(Signature required from each registered team member)*

Signature:

Print Name:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Please return this acknowledgement to the County Vehicle Coordinator, Commuter Services, Mail Stop 1008. We understand that we are to keep the original Fleet Services County Vehicle Users Policy for 2017 in our vehicle at all times for immediate reference.