

STATE OF HAWAII

**DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

**DIVISION OF AUTOMOTIVE
MANAGEMENT**

CENTRAL MOTOR POOL

POLICIES AND PROCEDURES

EFFECTIVE APRIL 1, 2006

**POLICIES AND PROCEDURES
GOVERNING THE MANAGEMENT OF STATE MOTOR POOLS
DIVISION OF AUTOMOTIVE MANAGEMENT
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

FOR INFORMATION, EMERGENCIES, OR VEHICLE BREAKDOWN

During Working Hours (6:30 A.M. through 4:30 P.M.)

Dispatcher 586-0338
Motor Pool Supervisor 586-0345

All Other Hours -- **EMERGENCIES ONLY** -- Call Telephone Number assigned to your vehicle (Number affixed to dashboard)

FOR AUTHORIZATION AND CLEARANCE

Division Chief 586-0343

TABLE OF CONTENTS

Section 1	Establishment and purpose	Page 3
Section 2	Delegation of authority	Page 3
Section 3	Motor Pool	Page 3
Section 4	General objectives	Page 3
Section 5	Hours of operation	Page 3
Section 6	General policies	Page 3
Section 7	Procedures for requesting vehicles	Page 4
Section 8	Rental rates and billing	Page 5
Section 9	Travel logs	Page 6
Section 10	Policy for garaging/storing state-owned vehicles	Page 7
Section 11	Authorization for personal use of state-owned vehicle	Page 7
Section 12	Care and maintenance of vehicles	Page 7
Section 13	Emergency services	Page 8
Section 14	Towing services	Page 8
Section 15	Automotive services for non-pool vehicles	Page 9
Section 16	Accident Reporting Procedures	Page 9
Section 17	Automobile insurance	Page 9
Section 18	Publication of policies and procedures of operation	Page 10

Section 1 **Establishment and purpose.** The motor pool of the Department of Accounting and General Services was established pursuant to Act 77, Session Laws of Hawaii 1963 (Sec. 26-6, HRS). The purpose of the motor pool to provide safe and economical transportation for personnel of state agencies requiring the use of passenger vehicles to conduct official state business. The motor pool is responsible for the acquisition, operation, repair, maintenance, storage, and disposal of motor pool vehicles.

Section 2 **Delegation of authority.** The comptroller, having established an automotive management division and having staffed it accordingly, delegates his authority relating to the administration of the motor pool to the chief of the automotive management division, department of accounting and general services.

Section 3 **Motor Pool.** The comptroller declares that the motor pool shall consist of a fleet of state-owned vehicles which actively provides service to state departments. The motor pool garage is located at 869-A Punchbowl Street, adjacent to the state Transportation Building. On Maui, a Motor Pool office is located on the department of accounting and general services base yard grounds located at 755 Mua Street, in Kahului, Maui.

Section 4 **General objectives.**

The objectives of the motor pool are to:

- A. Assist state agencies in meeting their vehicular transportation needs;
- B. Maintain motor pool vehicles so that vehicles are safe and reliable;
- C. Maximize use of motor pool vehicles;
- D. Manage motor pool vehicle rental costs;
- E. Be self-sustaining.

Section 5 **Hours of operation.** The facilities and services of the motor pool shall be available daily from 6:30 a.m. to 4:30 p.m., Mondays through Fridays, except on state holidays. On Maui the Motor Pool shall operate between the hours of 6:30 a.m. and 3:15 p.m.

Section 6 **General policies.**

- A. Motor pool vehicles shall be operated only by authorized state officials, state employees and others possessing a valid driver's license. Non-state employees providing services for the state may be permitted use of motor pool vehicles upon approval of the appropriate department head and written notification to the motor pool supervisor;
- B. Supervisors of authorized drivers of renting agencies shall verify, on a semi-annual basis, that drivers of motor pool vehicles possess current valid driver's licenses;
- C. Supervisors of drivers from renting agencies shall not allow a driver who does not have a valid drivers license to drive a motor pool vehicle;
- D. Motor pool vehicles shall be used for official state business only and transport only state personnel and other authorized persons;

- E. Operators of motor pool vehicles shall drive carefully and courteously;
- F. Operators shall obey all traffic laws, ordinances, rules, and regulations; and these policies and procedures;
- G. Fines and penalties for traffic violations, parking violations or crimes shall be the responsibility of the assigned driver ;
- H. All vehicles garaged at the motor pool shall be returned to the motor pool at the end of the day. When a motor pool vehicle is to be used overnight, a written request from the department head, subject to comptroller approval is required;
- I. Purchases of fuel, transmission fluid, coolant, oil, and/or any other product or service relating to the operation of a motor pool vehicle from unauthorized vendors shall be at the driver's expense except as provided in the section entitled Emergency Services;
- J. Drivers of motor pool vehicles shall perform daily pre-trip and post trip inspections of the vehicles and all discrepancies shall be reported to the motor pool supervisor promptly;
- K. Drivers shall complete and submit all forms required by the motor pool;
- L. Smoking is not allowed in motor pool vehicles;
- M. Drivers shall keep the motor vehicle clean and free of trash and personal property;
- N. Motor pool vehicle drivers found in violation of any of these policies and procedures or determined to be a detriment to driving a motor pool vehicle may be suspended from driving a motor pool vehicle. Other reasons for suspending drivers from operating motor pool vehicles include, but are not limited to, preventable car accidents and multiple traffic violations.

Section 7 **Procedures for requesting vehicles.** Offices of State agencies desiring to rent motor pool vehicles shall establish an account with the motor pool. Requests to establish a motor pool account must be in writing to the automotive management division chief and include the office that will be responsible for payment (Department, Division, Branch, Section, or Unit), the billing address, fund source, agency information, name of the supervisor, name of the contact person, telephone number of the contact person. In an emergency, state offices that do not have a motor pool account but that need to rent a motor pool vehicle may contact the motor pool supervisor.

- A. Motor Pool vehicles may be assigned for use as follows:
 - 1. Daily rental.
This arrangement allows agencies that do not require the use of a motor pool vehicle on a continuing basis to rent motor pool vehicles on a daily basis.
 - 2. Long-term rentals.
Requests for long-term rentals shall be submitted in writing to the automotive management division chief and include:
 - a. Reason(s) for the need of the vehicle(s);
 - b. Period of time vehicle(s) will be required; and
 - c. Type of vehicle desired.

If a request for vehicle(s) cannot be accommodated or is denied, the division chief shall suggest alternate means of transportation and the reasons for denial.

- B. Monthly rental vehicles with low average monthly mileage will be reviewed with the renting agency by the motor pool to determine if it is reasonable to continue monthly rental.

Section 8 Rental rates and billing.

- A. Motor pool vehicle rental rates are based on the cost of acquiring, maintaining, and operating vehicles. Rates and program parameters may be changed by the comptroller when such changes are necessary to ensure the cost of providing motor pool services. Rate changes shall take effect thirty days after notice has been given to agencies utilizing motor pool vehicles. The present rental rates for motor pool vehicles are as follows:

1. DAILY RATES:

Compact	\$20/day for the first 50 miles
Midsize	\$25/day for the first 50 miles
Full Size	\$30/day for the first 50 miles

*Mileage charge of .25 cents per mile after first 50 miles.

2. MONTHLY RATES:

Compact (Ford Focus or similar vehicle)

Under 7-years old \$450 plus \$0.18/mi. over 400 mi

Over 7-years old \$300 plus \$0.20/mi. over 400 mi

Midsize (Chevy Malibu or similar vehicle)

Under 7-years old \$480 plus \$0.20/mi. over 400 mi

Over 7-years old \$300 plus \$0.20/mi. over 400 mi

Full Size (Dodge Stratus or similar vehicle)

Under 7-years old \$520 plus \$0.25/mi. over 400 mi

Over 7-years old \$350 plus \$0.25/mi. over 400 mi

Pickup Trucks (1/4) ton

One rate: \$480.00 plus \$0.20/mi over 400 mi

Premium/Specialty/Sports Utility Vehicles/Vans/

1/2 Ton Pickup / Station Wagons

One rate: \$520.00 plus \$0.25/mi over 400 mi

- B. Monthly billing for collections shall be mailed to the responsible agency by the motor pool no later than the fifteenth day of the following month.
- C. All renting agencies shall have thirty days to make payment for services to the motor pool.
- D. Chronic or prolonged delinquency in payment shall be grounds for cancellation of vehicle assignment.

Section 9 Travel logs.

- A. Daily rental drivers of motor pool vehicles shall draw a pre-numbered Form AMD-MP-001, Request for Vehicles and Daily Travel Log. Before a motor vehicle is assigned by the dispatcher, the driver shall enter onto form AMD-MP-001, the rental date, department, division, program, name, drivers license number, license number of the motor pool vehicle, and the time vehicle was checked out. At the vehicle, the driver shall check the vehicle for existing damage, note damage and enter starting odometer reading onto Form AMD-MP-001. The driver shall report damage on Form AMD-MP-003 to the motor pool supervisor before leaving the motor pool. Upon return of vehicle to the motor pool the driver shall complete AMD-MP-001 and return the form to the motor pool office. The motor pool personnel shall check in the vehicle and issue the agency copy of AMD-MP-001.
- B. Monthly rentals:
 - 1. On the first working day of each month, drivers of motor pool vehicle shall complete (AMD-MP-002) Monthly Mileage Log, the month, year, equipment number, vehicle license number, department, division and program.
 - 2. During the month, drivers of monthly rentals may record each trip on the Drivers Daily Travel Log on the reverse side of AMD-MP-002. At the end of the last working day of each month, the driver shall enter the end mileage and the miles driven on AMD-MP-002. The completed form is to be turned in to the motor pool supervisor not later than the 5th of each month. Failing to submit mileage may result in higher mileage charges in ensuing months.

Section 10 Garaging/storing motor pool vehicles.

- A. Vehicles garaged/stored at the motor pool:
 - 1. Vehicles garaged/stored at the motor pool shall be returned to the motor pool at the end of each day or upon completion of use of the vehicle;
 - 2. The automotive management division chief's approval is required whenever a motor pool vehicle is used on Saturday, Sunday, or holidays. When work assignments require employees to use motor pool vehicles on weekends or holidays, an employee may be assigned a vehicle on the

preceding work day afternoon and arrange to have the vehicle garaged/stored at his private residence or at other locations as approved by the automotive management division chief;

3. If, it is necessary to garage/store a vehicle in a commercial parking facility, the associated fee shall be the responsibility of the driver or the renting agency.

B. Vehicles garaged/stored at satellite stations. Motor pool vehicles may be garaged/stored at other permanent locations on a continuing basis with the approval of the Automotive Management Division Chief.

Section 11 Authorization for Personal Use of a State Vehicle. The personal use of a government vehicle is prohibited by Chapter 105-1, H.R.S. Exceptions may be permitted subject to the provisions of Chapter 105-2, H.R.S. and the procedures contained in Administrative Directive No. 7, dated October 7, 1963. All permits for the personal use of a state vehicle require approval of the agency's Department Head and the Comptroller.

Section 12 Care and maintenance of vehicles.

A. The motor pool shall be responsible for the proper care and maintenance of its vehicles.

B. The driver shall be responsible for the following:

1. Performing pre-trip and post-trip inspections
 - a. Immediately reporting all discrepancies to the motor pool supervisor on Form AMD MP-003, Operator's Report of Vehicle Deficiency
2. Fueling the vehicle
3. Observing all traffic laws
4. Familiarizing himself/herself with the motor pool policies and procedures especially:
 - a. Monthly mileage reporting requirements,
 - b. Accident reporting procedures
 - c. Emergency procedures
5. Reporting all accidents and damages to the vehicle to the motor pool supervisor immediately,
6. Keeping the vehicle clean and free of trash
7. Making certain that accident information forms are available

C. The motor pool shall maintain records on each vehicle and services performed at specific intervals as recommended by the automobile manufacturers.

D. The following shall be checked when the vehicle is being fueled: 1) engine oil level; 2) coolant level; 3) battery water level; 4) proper inflation of tires; and 5)

visual inspection of the engine compartment for defects or improper adjustments.

- E. Drivers and/or agencies who rent motor pool vehicles on a long term basis and are authorized to have the vehicle garaged/stored at satellite stations or at a private residence shall return the vehicle to the motor pool for preventive maintenance services as scheduled by the motor pool. In addition, once each month, supervisors whose agencies are assigned long-term rental vehicles not garaged at the motor pool shall arrange to have these vehicles fueled and full service checked at the motor pool by motor pool staff. When a rental vehicle is being serviced, a loaner vehicle may be provided by the motor pool.

Section 13 **Emergency services.**

- A. Motor pool vehicle renters may be reimbursed for purchases of items necessary for the safe operation of a motor pool vehicle from sources other than the motor pool or from vendors pre-approved by the motor pool in certain situations and emergencies after consulting with the motor pool supervisor. In such events, vehicle operators must verify that invoices signed by them are accurate with respect to quantities and amounts charged. The driver's signature shall insure that the amounts are correct and the items have been received. The driver shall also ensure that the vehicle odometer reading, license plate number, make and model are recorded on the invoices when signing same.
- B. All emergency purchases will require the motor pool supervisor's or, in his absence, the division chief's approval before such purchases made.
- C. Emergency purchases after motor pool hours shall be limited to minor purchases only. Reimbursements by the motor pool for such purchases require an original invoice (or confirmation by the vendor that the invoice is an original), the vehicle for which the purchase was made, the odometer reading at the time of purchase, and be limited only for the good or service necessary. For emergency towing services after hours, see Section 14.

Section 14 **Towing services.**

- A. The motor pool supervisor or designee shall be notified when a motor pool vehicle requires towing services during the workday. If emergency towing is necessary after motor pool hours and the motor pool supervisor or the division chief cannot be reached for authorization, the tow service contractor (Telephone number affixed to the dashboard of each vehicle) shall be notified and the vehicle shall be towed to the motor pool. The motor pool supervisor shall be notified of any towed vehicle at the start of the next working day. Otherwise, any storage charges shall be borne by the user agency.

- B. Generally, towing fees shall be the responsibility of the motor pool. However, towing service fees resulting from poor driver judgment, include but not limited to, driving off paved roads, hitting stationary objects, and parking illegally will be charged to the agency.

Section 15 Automotive services for non-motor pool vehicles.

- A. Gasoline, oil, maintenance services, and minor repairs may be arranged and furnished by the motor pool for state-owned vehicles. Prior arrangements for servicing and repairs are necessary before any work is scheduled with the motor pool supervisor.

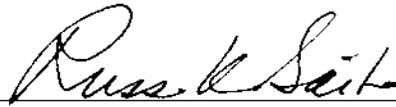
Section 16 Accident reports.

- A. In case of an accident, drivers of motor pool vehicles shall promptly report the accident to the police and complete accident report form (RMA-002, State of Hawaii, Drivers Report of Accident), which is kept in the glove compartment of each vehicle. The form is to be completed at the scene of the accident and used as a reference to complete Form RMA 001, Automobile Loss Notice. A copy of the RMA-002 should be sent to the DAGS-Risk Management Officer. The motor pool staff shall assure that that RMA-002 is in the glove box of each motor pool vehicle. The driver of a motor pool vehicle involved in an accident shall also complete Form RMA-001, Automotive Loss Notice and submit the form to the motor pool supervisor by next working day following the accident. If for any reason the driver is unable to complete the form, the supervisor shall complete the RMA-001 and forward the completed form to the motor pool supervisor. The motor pool will not provide a loaner vehicle until it receives a completed Form RMA-001.
- B. The driver of any motor pool vehicle that is involved in an accident must promptly report the accident to the police and, thereafter, the motor pool supervisor and their respective supervisors. All accidents must be reported to the police and the motor pool supervisor even though another vehicle is not involved or there are no apparent injuries or damages.
- C. The original Form RMA-001 shall be submitted to the motor pool and the agency shall retain a copy for its files.

Section 17 Automobile Insurance. All state-owned vehicles are insured and in compliance with the Hawaii No-Fault Law. Coverage includes no-fault benefits (or personal injury protection), residual bodily liability and property damage liability. Coverage protects state officials, employees, and other authorized licensed drivers operating vehicles owned by the State. Medical benefits are provided under the state workers' compensation law when state drivers or employee passengers sustain injuries.

Section 18 **Publication of policies and procedures of operation.**

- A. The automotive management division chief, or his designee, shall prepare and make available to all employees using motor pool vehicles the following: 1) policies and procedures governing the operations of the motor pool; 2) accident reporting procedures and reporting forms, current no-fault cards, and certificate of ownership, all to be contained as part of the kit to be kept in the glove compartment of each vehicle; and 3) any other information which, at the discretion of the comptroller, is pertinent to the efficient, safe, and economical operation of motor pool vehicles.
- B. The comptroller will periodically submit a report to the governor of the state of Hawaii, with a copy to the director of finance, on the operation of the motor pool and shall recommend such changes in these policies and procedures as may seem necessary and desirable.



RUSS K. SAITO, State Comptroller
Department of Accounting and General Services

Dated: 3/20/06