

FLEET SERVICES DEPARTMENT POOL CAR TRIP TICKET

USING DEPARTMENT		VEHICLE CONDITION	
Dept	Division	MECHANICAL AND BODY CONDITION	
Supervisor's Signature and Employee ID #:		<input type="checkbox"/> Good	<input type="checkbox"/> Defects
Destination:		Comments:	
Beginning Odometer		CLEANLINESS ACCEPTABLE	
Ending Odometer		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total Mileage Driven		REPORTABLE INCIDENT	
End of Trip Fuel <input type="checkbox"/> E <input type="checkbox"/> 1/8 <input type="checkbox"/> 1/4 <input type="checkbox"/> 3/8 <input type="checkbox"/> 1/2 <input type="checkbox"/> 5/8 <input type="checkbox"/> 3/4 <input type="checkbox"/> 7/8 <input type="checkbox"/> F		(Accident, Mechanical Problems, etc.)	
		For Dispatcher Use Only	
		Unit # _____	Date _____
		Time Out _____	Time In _____
		Time in Use _____	Dispatcher _____

Employee / Operator Agreement – I have received and read the instructional information sheet on the duties and responsibilities of a City of Little Rock vehicle operator. These instructions include procedures to follow in the event of vehicle accidents, roadside breakdowns, preventative maintenance and safe driving polices. I agree to follow the guidelines outlined in The City of Little Rock Fleet Services Department Vehicle Fleet Management brochure.

Employee _____

Date _____

POOL CAR OPERATOR INSTRUCTIONS

1. Vehicles will be operated and managed in accordance with procedure guideline number 4100 (VEHICLE POOL)
2. The vehicle user is responsible for completing all information on this form outside the "DISPATCHER" block.
3. In case of accident the Central Communications (371-4829) and Fleet Services Department (918-4200) **MUST** be notified, regardless of how minor the accident. Be prepared to give vehicle number, location, description of accident, and if injuries are involved.
4. In case of mechanical problems notify Fleet Services Operations at 918-4240.
5. Vehicles will be dispatched during dispatcher's normal office hours. If vehicle is required before or after those hours, user must contact dispatcher at close of previous day or immediately at beginning of following day to obtain or turn in keys and trip ticket.
6. Vehicles must be returned immediately upon return from authorized trip. Vehicles must NOT be dispatched and held for a later scheduled trip. Advance reservations will be accepted.
7. Any defects or malfunctions will be noted on the trip ticket and reported to the dispatcher upon return. Safety related defects must be immediately reported to Fleet Services. Vehicle must not be driven unless advised by a representative of Fleet Services.
8. Supervisors will be notified of users turning in vehicles in an unacceptable state of cleanliness.
9. Upon completion of trip, this completed form and vehicle keys will be returned to the dispatcher.