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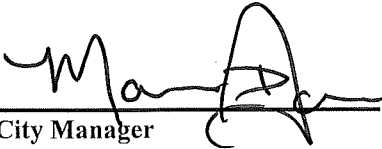
**Motor Pool and Rental Vehicle Policy**

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Date Effective

January 1, 2016

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City Manager

Revision Date Effective

June 1, 2020

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Code Number

GS 21

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General Services

Responsible Department

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**Objective:**

The City of Charlotte is committed to operating its vehicle fleet responsibly through efficient and effective practices. The City of Charlotte Motor Pool program and Rental Vehicle program will promote a reduction in overall fleet costs, make more efficient use of the city's fleet, and offer environmental benefits.

**Policy:**

City employees with offices in CMGC, Old City Hall, or the Judge Clifton Johnson building are required to use a motor pool vehicle (when available) when transportation is needed to conduct in-county and/or out-of-county city business. City business includes: site visits, local meetings, presentations, out-of-town conferences and meetings, and overnight work trips not requiring air travel. An approved rental vehicle should be used when any one of the scenarios listed below apply:

- Travel includes more than 300 miles round trip, or
- Travel includes staying out of county more than two nights.

Exceptions to the Motor Pool and Rental Vehicle Policy requirements above include:

- Staff who receive a vehicle stipend,
- Employees that are assigned a staff car, and
- Employees who are not requesting mileage reimbursement for use of a personal vehicle.

It is the responsibility of the department to approve, monitor, and manage the department's travel expenditures, rental vehicle process, and employee expense reimbursements based on business needs and available funding. Employees are expected to be good stewards of public funds when traveling and conducting city business. Employees should use the most economical mode of transportation for city business, with consideration for time constraints, productive hours, and distance to destination. In addition, employees are expected to adhere to the City of Charlotte's Code of Ethics and exercise good judgment.

**1. Eligibility**

- A. In accordance with the Driving Authorization Policy, only city employees who have been granted Driving Authorization based on a review of the driver's Motor Vehicle Record (MVR) conducted by Risk Management are authorized to drive a

vehicle to conduct city business.

- B. All city employees who have Driving Authorization are eligible to participate in the motor pool and rental vehicle programs, regardless of the employee's work location. In accordance with Fleet and Motorized Equipment Asset Management Policy: Generally, motor pool vehicles will not be used to transport non-city employees except as necessary to conduct city business. However, when the vehicle is used by a city employee for an out-of-town business trip, the spouse or other immediate family members may ride if approved by the director. The driver must always be someone granted Driving Authorization by the City of Charlotte.
- C. Staff who receive an automotive stipend or are assigned a city vehicle:
  - i. Should not use a motor pool or rental vehicle for travel that is covered by stipend as stipulated under the Senior Management Automotive Policy unless a specialized vehicle is needed (i.e. Pick-up truck or van);
  - ii. Are encouraged to use the motor pool or rental vehicle for any travel that would not be covered by stipend under the terms of the Senior Management Automotive Policy or would not be deemed appropriate for use of the assigned city vehicle; and
  - iii. Will receive reimbursement at the U.S. General Services Administration (GSA) Government-furnished automobile rate per mile if a motor pool vehicle is not available, the rental vehicle contract is not economically feasible, and the staff member is approved by the Assistant City Manager to drive a personal vehicle. The U.S. GSA per mile rate is significantly lower than the GSA Privately Owned Automobile reimbursement rate which typically covers the cost of fuel and vehicle wear.

## **2. Incidental Travel**

Travel to meals and incidental transportation use: During the course of business and/or out-of-county trips, motor pool or rental vehicles may be used to travel to and from restaurants, informal meeting locations, and for similar incidental transportation needs.

## **3. Mileage Reimbursements and Vehicle Availability**

- A. Any requests for mileage reimbursements should be submitted as specified by the Employee Travel and Expense Reimbursements Policy.
- B. Employees who choose not to use a motor pool or rental vehicle: Mileage reimbursement equal to the GSA Government-furnished automobile rate, ***which is lower than the GSA Privately Owned Automobile reimbursement rate***, will be distributed to employees when out-of-town travel includes specific logistics that would make motor pool or rental vehicle use infeasible, such as an extended stay for non-business purposes, non-business travel that is beyond Incidental Transportation Use during the stay, and other uses not permitted within the Fleet and Motorized Equipment Asset Management Policy. Circumstances should be

documented on travel forms, mileage forms, or the rental vehicle business case form.

- C. Authorized exceptions: Mileage reimbursement equal to the GSA Privately Owned Automobile reimbursement rate will only be distributed to employees whose office is located in CMGC, Old City Hall, or the Judge Clifton Johnson building if:
  - i. A motor pool vehicle was unavailable; or
  - ii. A department director or designee pre-approves an exception based on a specialized business need, circumstances that are unavoidable and/or impractical for motor pool or rental vehicle usage, or a reasonable accommodation under the Americans with Disability Act (ADA).

Exceptions should be reviewed and documented on any travel or mileage forms.

- D. Rental Vehicles: The use of a rental vehicle requires a business purpose explanation included with the Travel Request in Concur. Subject to department guidelines, charges for rental vehicles under the city contract may be paid on a city P-Card authorized for travel expenses, direct billed using city purchase order at time of booking, booked with a travel agency, or paid by the employee and included with employee's Travel Expense Report following the trip.

The use of a rental vehicle is justified when approved out-of-town travel is needed (plane travel required, 300 miles round-trip, or more than 2 nights out of county), as per the scenarios laid out in the Motor Pool and Rental Vehicle Policy. Please note: the city will not pay additional expenses resulting from arriving earlier or staying later than necessary to conduct official city business. Personal use beyond incidental use that creates additional expenses can include partial cost of the rental vehicle and fuel, which may result in the traveler being fully or partially responsible for the cost of the rental vehicle, based on business purpose. The employee shall bear the difference in cost when renting a vehicle from a class that exceeds the cost of a standard vehicle on the State's contract for short-term vehicle rentals.

Department directors are able to approve rental vehicles in times of emergency or outside of general criteria listed above, such as an instance where a motor pool vehicle is not available, and an employee does not have a personal vehicle.

Department travel coordinators will be responsible for scheduling, reserving, and processing rental vehicle request for departmental use.

- E. To optimize use of the limited number of vehicles in the motor pool, Fleet Management may restrict usage based on projected mileage, distance, and other similar criteria.

#### **4. Responsibilities**

- A. Motor Pool and Rental Vehicle users are responsible for:

- Maintaining a driving record compliant with the City of Charlotte driving authorization requirements specified in the Driving Authorization Policy,
- Completing all relevant training requirements, and
- Following the Procedures for Motor Pool usage as detailed in Appendix A.

B. Departments are responsible for:

- Promoting usage of the Motor Pool and Rental Vehicle programs, and
- Ensuring requests for mileage reimbursement for staff assigned to CMGC, OCH, or the Judge Clifton Johnson building are submitted with the following documentation:
  - A copy of the motor pool reservation (date and time) screen denying the motor pool vehicle usage request;
  - Documentation of exception granted by department director or designee; or
  - Business justification provided with preapproval for rental vehicles.

C. Fleet Management is responsible for:

- Providing staff support and oversight of the Motor Pool program,
- Providing maintenance for all motor pool vehicles,
- Communicating any restrictions on use of motor pool vehicles (i.e. based on projected mileage and length of reservation) in order to optimize use of pool vehicles,
- Purchasing replacement vehicles and cascading replaced vehicles to other departments, and
- Analyzing hard and soft dollar savings, analyzing other benefits to the city, and providing periodic reports to the city manager.

D. Fleet Motor Pool Coordinator is responsible for:

- Serving as the primary contact for Motor Pool questions,
- Facilitating the Motor Pool software module for reservations and check-in for all motor pool vehicles,
- Monitoring to ensure motor pool vehicles are fueled, cleaned, and operational, and
- Scheduling motor pool vehicles for preventive maintenance.

E. Risk Management is responsible for:

- Reviewing MVRs to determine driving eligibility,

- Issuing Driving Authorizations,
- Maintaining a master list of all employees, contractors, and volunteers who are Authorized Drivers, and
- Consulting with departments on driving accidents and issues.

F. City Procurement is responsible for:

- Monitoring usage of the rental contracts to determine actual expenditures and advising accordingly, and
- Monitoring the expiration of the state contracts and consulting with the state on any re-solicitation and contract award plans.

## 5. References

This Policy aligns with and complements the following City Policies and Plans:

- Driving Authorization Policy,
- Vehicle Accident Reporting Policy,
- Fleet & Motorized Equipment Asset Management Policy,
- Employee Travel and Expense Reimbursements Policy,
- Senior Management Automotive Policy,
- Americans with Disabilities Act: Access in Employment Compliance,
- Internal Environmental Operations Plan, and
- Strategic Energy Action Plan.

Updated versions of the referenced documents are available on CNET.

U.S. General Services Administration Mileage reimbursement rates:

<https://www.gsa.gov/travel/plan-book/transpiration-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

## 6. Definitions

- **Driving Authorization:** Authorization granted for an individual to be designated as an Authorized Driver based on a review of the driver's Motor Vehicle Record (MVR) conducted by Risk Management.
- **GSA Government-furnished automobile rate:** Federal mileage reimbursement rate used by City of Charlotte for mileage reimbursements for City employees whose office is located in CMGC, Old City Hall, or the Judge Clifton Johnson building that choose not to use a motor pool vehicle.
- **GSA Privately Owned Automobile reimbursement rate:** Federal mileage reimbursement rate used when no Government-furnished vehicle is available, an

authorized exemption has been pre-authorized, or for citystaff who do not currently have an office located in CMGC, Old City Hall, or the Judge Clifton Johnson building.

- **Incidental Transportation Use:** Minor travel that is typically expected during business travel such as travel to restaurants, informal meeting locations, local shopping, etc.
- **Motor Pool:** A centrally managed group of motor vehicles intended for the use of personnel.
- **Motor Pool Coordinator:** A Fleet Management employee responsible for the daily logistics of running the City's motor pool.
- **Motor Pool User:** Any person driving City vehicles on City business that meets the criteria of this policy and maintains a City of Charlotte Employee Driving Permit.
- **Rental Vehicle:** Car, truck or van not owned by the city that is rented for a specific use, such as business travel to a work-related function (conference, workshop, offsite meeting), and typically issued for long distance travel that is outside of Mecklenburg County.

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## Appendix A - Motor Pool Requirements and Usage Procedures

1. Motor Pool Structure
  - A. The Motor Pool will have various types of vehicles, including, but not limited to: electric vehicles, hybrid sedans, sport utility vehicles, trucks, mini-vans, and passenger vans.
  
2. Reservation of Vehicles
  - A. City-owned motor pool vehicles are only to be used for official City business and associated Incidental Transportation Uses.
  - B. Vehicles can be reserved from the Motor Pool Coordinator using FASTER (For instructions and a demo on using the FASTER system, visit CNET).
  - C. Vehicles should only be reserved for the time the vehicle is to be used.
    - i. If the vehicle is not checked out within 30 minutes of the beginning of the reservation, the Motor Pool Coordinator may cancel the reservation and make the vehicle available for other users. (Ex: If appointment is at 10:00 AM the vehicle will need to be checked out by 10:30 AM or the vehicle will be made available to other drivers).
    - ii. If approved by a user's supervisor, motor pool users will be allowed to take motor pool vehicles home when city business is conducted after normal business hours or when a travel schedule makes it impractical to pick up or drop off a motor pool vehicle during normal business hours.
  - D. Vehicles will be located in the CMCG Parking Deck. When a reservation is made, the FASTER system will inform the user of the specified parking space within the parking deck.
    - i. Each vehicle must be parked in its assigned space to ensure that it is easy for the next person to locate that vehicle.
  
3. General Vehicle Use in accordance with City policy (Motor Pool & Rental Vehicles)
  - A. Vehicles shall be used in a responsible manner within the equipment's design and configuration specification.
  - B. Personnel operating City-owned motor vehicles must comply with motor vehicle traffic laws of the State and local jurisdiction.
  - C. Operating a City-owned vehicle or equipment while under the influence of alcohol, illegal drugs, and/or prescription drugs which may inhibit the ability to operate a vehicle or equipment is strictly prohibited. Moreover, personnel shall not consume alcohol or illegal drugs while operating City-owned vehicles (HR 4 Maintenance of a Drug and Alcohol-Free Workplace).
  - D. When not in use, vehicles shall be parked at an assigned, approved location, with the keys removed. Assets shall be secured within the vehicles. Vehicles shall be locked and windows rolled up.
  - E. Motor pool users shall report loss of or damage to fleet and equipment. Damage to the vehicle, property damage caused by the vehicle, and accidents shall be reported in accordance with City policy (MFS 8 - Vehicle Accident Reporting Policy). Loss due to theft shall be immediately reported to local law

enforcement authorities, the operator's supervisor, and the Motor Pool Coordinator. Lost or damaged vehicles shall be reported to Fleet Management and Risk Management.

F. Use of tobacco products, including smokeless tobacco, in City vehicles is prohibited.

4. Vehicle Maintenance & Fueling – Motor Pool

A. Employees using the Motor Pool are responsible for ensuring that the interior of the vehicle is clean when checking the vehicle in after use. Any accumulated trash or debris must be removed from the vehicle and disposed of.

B. If an employee reserves a vehicle that is not clean, the condition of that vehicle should be reported to the Motor Pool Coordinator. Fleet Management shall act to correct any issues.

C. Each motor pool vehicle will have a fuel card with corresponding PIN. It is the responsibility of staff using the vehicle to refuel the vehicle when the fuel tank is less than half full.

i. If an employee checks out a vehicle with less than half a tank of fuel, the employee should report the violation of the policy to the Motor Pool Coordinator upon returning the vehicle.

5. Damage Reporting – Motor Pool

A. Employees using a Motor Pool vehicle should visually inspect each vehicle for any dents, damages, etc. before the vehicle is driven.

B. Any new damage detected should be reported to the Motor Pool Coordinator. Fleet Management shall act to correct any issues.

C. It is important to conduct pre-trip inspection. If an employee does not report any new damage that is present, that employee could be held responsible for damage reported by the next driver.

D. Employees involved in a motor vehicle crash while operating a City-owned vehicle must call law enforcement to the scene and follow the instructions for accident reporting as prescribed in the Vehicle Accident Reporting Policy. Copies of the instructions are also included in the reservation packet.

E. Any damage expenses incurred will be charged to the department of the associated driver.

6. Enforcement of Policies

A. If an employee is considered to have violated any aspect of the Motor Pool and Rental Vehicle policy or procedure, Fleet Management will send a notice to the employee's supervisor.



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**Appendix B – Rental Vehicle Insurance Coverage**

**Typically, the city contract rates include insurance coverage for the following (except for 15 passenger cargo vans, which are addressed below):**

**Included in the rate - Damage Waiver:** The Rental Car Vendor waives or reduces the renter's responsibility for loss of, or damage to, the rental vehicle, including but not limited to towing, storage, loss of use, administrative fees, and/or diminishment of value, subject to the terms and conditions of the rental agreement and applicable laws. A Damage Waiver is not insurance.

**Included in the rate - Supplemental Liability Protection (SLP):** SLP provides the renter and authorized drivers with up to \$1 million combined single limit for third party liability claims. The Rental Car Vendor provides third party liability protection up to the applicable minimum financial responsibility limit at no charge to the renter, and Policy provides excess third-party liability insurance coverage from the applicable minimum financial responsibility limits to \$1 million. This is a summary only. SLP is subject to the terms, conditions, provisions, limitations, and exclusions in the supplemental liability insurance excess policy.

NOTE: In order to take advantage of the inclusive protection program through the 975B State of NC ground transportation program, the City of Charlotte's designated Account Number must be referenced in the reservation process.

**Employees are advised to purchase the following additional coverage:**

**Personal Accident Insurance (PAI)** is offered at the time of rental for an additional daily charge. If accepted, the PAI contained in the policy provides the **renter and renter's passengers** with accidental death, accident medical expenses, and ambulance expense benefits.

**Personal Effects Coverage (PEC)** is also offered for an additional daily charge. The coverage contained in the policy insures the personal effects of the **renter, additional drivers, or any member of the renter's immediate family who permanently resides in the renter's household** who is traveling with the renter, against risks of loss or damage. Benefits are payable in addition to any other insurance coverage the renter or passengers may have. PAI/PEC is subject to the provisions, limitations, and exclusions of the PAI/PEC policy.

If renting a **15-passenger cargo van**, all of the coverage above (Damage Waiver, Supplemental Liability Protection & Personal Accident/Personal Effects) needs to be added to the rental rate. The insurance coverage advised above will be reimbursed by the City upon the submission of valid receipts, per the City Travel Policy.