

XII. MOTOR POOL FLEET

A. General

Equipment Services will maintain a motor pool fleet to provide vehicles for official County business use on a temporary basis. Upon request, any County Department (not only those assigned fleet units) may use a motor pool unit.

EXCEPTION: Motor Pool Fleet vehicles should not be used for travel in which a grant will reimburse the employee for usage of a personal vehicle but will not reimburse the County for use of a motor pool vehicle.

B. Fleet Description

Fleet size and vehicles contained in the Motor Pool will be determined by Commissioners' Court. (currently 16 units)

C. Term of Use

1. Temporary Use

Based on availability, a Motor Pool unit may be loaned to any County department requesting its use. Such request for use must be signed by the Department head or authorized agent.

The term "temporary" shall be construed to mean "of short duration." Examples for use would be for a "loaner" to be used while a unit is in for repairs, or for use by a department for a special trip, etc.

2. Extended Use

Any extended use of a Motor Pool unit must be requested by the Department head and approved by the Manager of Equipment Services.

Jeff Bond

Subject: FW: Grant departments not allowable for reimbursement of motor pool charges

From: Jeff May
Sent: Tuesday, November 06, 2012 4:00 PM
To: Jon Kleinheksel
Subject: Grant departments not allowable for reimbursement of motor pool charges

Jon,

I would like to add wording to the policy for motor pool vehicles as follows:

Motor Pool fleet vehicles should not be used for travel in which a grant will reimburse the employee for usage of a personal vehicle but will not reimburse the County for use of a motor pool vehicle.

This currently applies to WIC and to most grants for Homeland Security.

Jeff May
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From: Janna Benson-Caponera
Sent: Tuesday, November 06, 2012 3:14 PM
To: Jeff May
Subject: Departments not allowable for reimbursement of motor pool charges

Jeff,
Below are the departments that have grants that will reimburse for personal vehicle mileage only and not motor pool.
Healthcare
Homeland Security (for the Bioterrorism, CRI, and RBF grants)

Thanks,

Janna M. Benson-Caponera
Grants and Payroll Manager
972-548-4638