



King County
Records and Elections Division
Records Management Section

Department of
Executive Administration
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February 17, 1989

TO: POLICY/PROCEDURE MANUAL STATIONS

FM: Records Management Section,
Records and Elections Division,
Department of Executive Administration

RE: King County Motor Pool Operating Procedures
Manual FES 12-1 (AP)

This memo transmits Administrative Policy FES 12-1 (A-P), "King County Motor Pool Operating Procedures Manual."

Please file this policy in your AP manual.

If you have any questions, please call Nancy Craver, Records Management Officer, at 6-1572.

INF71B
MB0217



King County Administrative Policies and Procedures

General Administrative Policies & Procedures

Title

King County Motor Pool -
Operating Procedures Manual

Document Code No.

FES 1231 (AP)

Department/Issuing Agency

Public Works - Fleet Administration

Effective Date

December 22, 1988

Approved

[Signature]
12/12/88

1.0 SUBJECT TITLE: King County Motor Pool - Operating Procedures Manual

1.1 EFFECTIVE DATE:

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: (1) Rental Rates; (2) Driver Training; (3) Trip Tickets; (4) Inspection; (5) Motor Pool

1.4 TABLE OF CONTENTS:

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Procedure for Reporting and
Valuing the Use of King
County Vehicles Appendice 10.1

King County Executive
Orders, Policies and
Procedures - Use of King
County Vehicles Appendice 10.2

King County Dispatch
Vehicle Request Form Appendice 10.3

King County Motor Pool
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Motor Pool Repair Request Appendice 10.5

King County Work Authorization
Agreement Appendice 10.6

Daily Gas and Oil
Report Appendice 10.7

Daily Gas/Diesel and
Oil Report Appendice 10.8

King County Accident Report Appendice 10.9

State of Washington Motor
Vehicle Collision Report Appendice 10.10

2.0 PURPOSE: To provide to all user agencies the policies and procedures governing the use of Motor Pool vehicles, service and driver's responsibilities.

3.0 ORGANIZATIONS AFFECTED: Applicable to all King County Executive departments, offices and agencies.

4.0 REFERENCES:

4.1 "Procedures For Reporting and Valuing the Use of King County Vehicles" (Appendice 10.1)

4.2 Executive Orders, Policies and Procedures - "Use of King County Vehicles" (Appendice 10.2)

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5.0 DEFINITIONS:

- 5.1 "Assigned Car" means a vehicle permanently assigned to an agency and rented on a monthly basis.
- 5.2 "Dispatch Car" or "Unassigned Car" means a vehicle issued for a single trip or for less than three working days and rented on an hourly basis.
- 5.3 "Temporary Assignment" means a dispatch vehicle which is temporarily assigned for a period of not less than one month nor more than ninety (90) calendar days. Rental is on a monthly basis.
- 5.4 "Class" means a designation for a group of vehicles, usually determined by the size, type and usage of the vehicle. For example, class 71 is a compact size general use assigned vehicle.
- 5.5 "Size" means classification of vehicle by size (1) sub-compact; (2) Compact or (3) Standard (full size).

6.0 POLICIES:

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- 6.1 Authorization and Use of Dispatch Vehicles
- 6.2 Dispatch Rental Rates
- 6.3 Authorization and Use of Assigned Vehicles
- 6.4 Assigned Vehicle Rental Rates
- 6.5 Temporary Assignment of Vehicles
- 6.6 Replacement Policy
- 6.7 Private Car Use Reimbursement
- 6.8 Authorization for Driving Outside King County
- 6.9 Requirement for Driver Training (Driver Improvement Course)
- 6.10 Commercial Credit Cards
- 6.11 Procedures

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6.1 Authorization and Use of Dispatch Vehicles

- 6.1.1 Any King County budgeted agency or other agencies that are authorized by the County Executive having a non-King County government agency code number for billing purposes may use Motor Pool vehicles.
- 6.1.2 Any employee of King County and/or authorized agency may use a Motor Pool vehicle if his/her manager has provided the Motor Pool with a written authorization (King County Dispatch Vehicle Request Form) for that employee to use Motor Pool services on behalf of that agency. (Appendix 10.4)
- 6.1.3 The agency manager must check to see that an employee has a valid Washington State driver's license before authorizing the employee's use of King County cars.
- 6.1.4 All persons driving a County vehicle must present a valid Washington State Driver's license to the Dispatcher for that class of vehicle (Motorcycle License, Chauffeur's License) and must show the license to the Dispatcher each time a vehicle is checked out of the pool.
- 6.1.5 The Office of Fleet Administration may request the driving records of all King County vehicle operators from the State Department of Licensing and may notify employee's supervisor, Dispatch Office and Safety Office of employee having suspended license.

6.2 Dispatch Rental Rates

- 6.2.1 The hourly use dispatch rental rates are rounded to the next nearest whole hour of use and begins when the trip ticket and keys are picked up. Rental ends when the trip ticket and keys are returned to the Dispatch Office.
- 6.2.2 A minimum of two (2) hours shall be charged for each trip.
- 6.2.3 The maximum hours per day charged for a car shall be twelve (12) hours. Charges will be assessed for use from 8 a.m. to 8 p.m. of each day, including weekends and holidays. If the car is kept overnight, the charges will cease at 8 p.m. and shall resume the next morning at 8 a.m. The charges shall continue until the keys and trip ticket are returned.
- 6.2.4 A maximum of eight (8) hours for evening use shall be charged for vehicles used after 4:00 p.m. and returned the next morning. After midnight no further charges will accrue if the vehicle is returned at 8 a.m. the next day. The charges will continue until the keys and the trip ticket are returned.

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- 6.2.5 Hourly rental rates shall be determined by the size and type of vehicle used. The categories are: standard, compact and sub-compact size sedans, station wagons, vans and trucks. Rates shall be adjusted at the beginning of each calendar year. However in special situations, rates could be adjusted at any period in the year.
- 6.2.6 Rental rates for temporary assignment of dispatch vehicles will be charged based on the average monthly cost and usage experienced by each respective classes of dispatch vehicles. For example, if dispatch vehicles average 1,200 miles a month, the monthly rate will be based on 1,200 miles per month times the O&M cost per mile plus monthly replacement reserve.

6.3. Authorization and Use of Assigned Vehicles

- 6.3.1 Motor Pool vehicles may be assigned to a single employee or retained within the agency for use by several employees at the agency manager's discretion.
- 6.3.2 County employees may at times need to drive a County vehicle home in the conduct of County business and may do so by providing proper justification and receiving prior written approval from the Department Director or his/her authorized representative (Administrative Policies and Procedures - "Use of King County Vehicles").
- 6.3.3 A change of assigned vehicle can be made by sending a written request to the Fleet Administrator stating the different type of class of equipment desired and justification for the change. If the Fleet Administrator determines the request is reasonable, the requested vehicle will be obtained or assigned.
 - 6.3.3.1 If an agency wishes to upgrade or purchase a vehicle that is more expensive than the replacement cost of the one presently assigned the requesting agency may be charged the difference.
 - 6.3.3.2 A revised rental rate for the new upgrade vehicle shall be charged when the new vehicle is placed in service.
- 6.3.4 Departments/Agencies with assigned vehicles continually being driven less than 500 miles each month may be asked to consider relinquishing the assigned vehicle and instead make use of dispatch vehicles as an alternative.

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- 6.3.5 Departments that determine that they no longer need an assigned vehicle must return the vehicle to the Motor Pool. Vehicles returned to the Motor Pool may be requested to be reassigned back to the department within the same calendar year at no extra charge. Credit cannot be given to agencies when returning assigned vehicle.

6.4 Assigned Vehicle Rental Rates

- 6.4.1 Monthly rental charges for assigned vehicles consist of four elements: replacement costs, maintenance costs, operating cost and overhead. The monthly replacement portion of the rental cost represents current replacement value (purchase price divided by months of estimated life) for the class of vehicle adjusted for inflation each year.
- 6.4.2 The operating cost portion represents gasoline, oil, tires, batteries, parts, maintenance, labor, other costs, and overhead costs expressed as a cost per mile. These costs are computed annually (actual costs for each vehicle class divided by average number of miles driven by each vehicle class). The rental rates are re-computed and adjusted each calendar year. The vehicle class designations currently in use are:

M-57 Public Safety CPO Patrol (Motor Pool Maintained)
M-58 Public Safety CPO Patrol (Contract Maintained)
M-59 Public Safety Extended Service Vehicles
M-60 Public Safety Standard
M-61 Public Safety Compact
M-62 Public Safety Sub-Compact
M-63 Public Safety CPO Patrol Standard
M-64 Public Safety Patrol Compact
M-65 Public Safety Traffic Standard
M-66 Public Safety Traffic Compact
M-67 Public Safety Motorcycle
M-68 Public Safety Misc.
M-70 General Use Standard Car
M-71 General Use Compact Car
M-72 General Use Sub-Compact Car
M-73 Passenger Van
M-74 Cargo Van
M-75 Pick-up Truck
M-76 Pick-up Truck, Sub-Compact
M-77 Animal Control Truck
M-79 Pick-up Truck, Sub-Compact Diesel
M-80 Standard Dispatch Car
M-81 Compact Dispatch Car
M-82 Sub-Compact Dispatch Car
M-83 Van/Pick-up Dispatch Truck

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6.5 Temporary Assignment of Vehicle

- 6.5.1 A vehicle may be assigned to a department or individual on a temporary basis. Temporary assignment shall be for a minimum of one month but not to exceed three months, unless a new request is made by the agency and approved by Fleet Administration.
- 6.5.2 Approval of assignment of a temporary vehicle will be dependent on availability of vehicle in the Motor Pool.

6.6 Vehicle Replacement

- 6.6.1 Vehicles will be replaced on the basis of a prescribed standard criteria as outlined herein.
 - 6.6.1.1 The following minimum mileage replacement criteria will be considered for King County vehicles:

(1) General Purpose Automobiles	80,000 miles
(2) Police Patrol Vehicles	80,000 miles
(3) Police Traffic Vehicles	80,000 miles
(4) Police Motorcycles	45,000 miles
 - 6.6.1.2 Vehicles which do not meet the above criteria will not be removed from the fleet for replacement unless the affected agency or the requestor submits written justification for these exceptions to the Fleet Administrator for his review and approval, documenting extenuating circumstances. Some of these circumstances may be:
 - 6.6.1.2.1 Accident damage to the vehicle.
 - 6.6.1.2.2 Excessively high repair/operating costs of the vehicle.
 - 6.6.1.2.3 Continued operation of the vehicle which would represent a safety hazard.
 - 6.6.1.2.4 Excessive downtime, which makes it economically unfeasable to retain the vehicle.

6.7 Driving Outside King County

- 6.7.1 County vehicles may not be driven outside of King County without authorization by the driver's division manager.

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6.8 Requirement for Driver Training (Driver Improvement Course)

- 6.8.1 Employees routinely assigned driving responsibilities shall be trained in defensive driving. Division managers shall contact the Safety and Workers Compensation Office to coordinate this training as needed.

6.9 Commercial Credit Cards

- 6.9.1 Fleet Administration may issue commercial credit cards to divisions and/or individuals as required to perform assigned tasks.
- 6.9.1.1 Individuals whose job responsibilities are of a 24 hour nature.
- 6.9.1.2 Individuals who must travel outside King County.
- 6.9.1.3 Credit cards may be issued when King County fueling facilities are not readily available to fleet users.

6.10 Marking of King County Cars

- 6.10.1 All County vehicles are required by law (RCW 46.08.065) to have identifying markings. Vehicles used in mass transportation, driver training, or by law enforcement agencies for undercover or confidential investigative purposes are exempt from the requirement. The law specifies that the King County Insignia (or other insignia incorporating the words "King County" into the design) shall not be less than six inches in diameter at its smallest dimension. The agency, department, or division name shall appear on both sides of the vehicle in letters at least 1 1/4 inches high. Vehicle operators and agency managers must ensure their respective vehicles are in compliance with this statute.

6.11 Motor Pool Billings

- 6.11.1 Fleet Administration shall prepare monthly billing for Motor Pool services and shall submit same to the Office of Financial Management-Accounting Service for processing. Billing shall include charges for rental of assigned cars, dispatch car use and charges for any other services or materials provided by the Motor Pool.

6.12 Parking in the King County Garage

- 6.12.1 King County Assigned Vehicles

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6.12.1.1 Authorization to park assigned County vehicles in the County Garage shall be obtained from Facilities Management.

6.13 King County Garage Access Card

6.13.1 The loaning or transferring of assigned "King County Garage Access Card" for the purpose of parking in the County Garage is prohibited.

6.14 Use of Seat Belts

6.14.1 Driver and passenger of King County vehicles shall wear seat belts at all times when the vehicles is being operated.

6.15 Traffic Violation

6.15.1 Vehicle parking and moving violation citations are the responsibility of the vehicle operator. Citation fines should be paid promptly.

6.16 Smoking in Vehicles

6.16.1 Smoking in King County vehicles is prohibited.

6.17 Insurance Coverage

6.17.1 Any authorized King County employee acting in good faith within the scope of their employment is covered by the County's self-insured program while driving a County car.

6.17.2 County employees acting in good faith within the scope of their employment are covered by the County's self-insured program while passengers in County cars.

6.17.3 A Travel Accident Life Insurance policy becomes effective for both driver and County employed passengers for each individually authorized trip outside the County.

7.0 PROCEDURESTable of Contents, Section 7.0

7.1 Reserving and/or obtaining Dispatch Vehicles

7.2 Temporary Assignment of Vehicle

7.3 Operating Automated Fuel Pumps

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7.4 Reporting Fuel Usage

7.5 Vehicle Accident Reporting

RESPONSIBILITY	ACTION	
	7.1 Reserving and/or Obtaining a Dispatch Vehicle	
Manager	7.1.1	Dispatch car should be reserved the day before it is needed and provide the Dispatcher with the driver's name, agency name, time and date of return and "low org" number.
Driver	7.1.2	When picking up the reserved dispatch vehicle, provide the Dispatcher with a "King County Dispatch Vehicle Request Form" signed by the driver's manager. (Appendices 10.4)
	7.1.3	Before entering the vehicle perform a "walk-around" inspection of the vehicle to determine general condition. any body damage noted should be immediately reported to the Dispatcher. All vehicle systems shall be checked for proper operation prior to moving the vehicle from the garage.
	7.1.4	Ensure that the vehicle is adequately fueled before leaving the garage.
	7.1.5	When returning the vehicle, park on the designated level, write the stall number, mileage, malfunctions or irregular operations of the vehicle, and if the car needs washing or cleaning, on the trip ticket and return the car keys, trip ticket and Garage Access Card to the Dispatch Office.
	7.1.6	When returning a dispatch vehicle, if a parking stall is not available on the designated parking levels, drive to the Dispatch Office where the Dispatcher will direct the driver to an available parking stall.

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| Driver | 7.1.7 | If the Dispatch Office is closed when returning the vehicle place the completed trip ticket, keys and Garage Access Card through the mail slot in the Dispatch Office door. |
| | 7.1.8 | If the Garage door is down when returning the vehicle, the driver shall gain access to the garage by use of the "County Garage Access Card" which is issued with the vehicle keys and trip ticket. |
| Dispatcher | 7.1.9 | When possible coordinate vehicle requests for possible carpooling. |
| | 7.1.10 | Issue keys, garage access card and trip ticket for dispatched vehicle. Trip ticket will indicate location of the vehicle in the garage, vehicle number, starting mileage and departure time. (Appendice 10.5) |
| | 7.1.11 | When necessary, issue appropriate vehicle fuel card to driver. |
| | 7.2 | Temporary Assignment of a Vehicle |
| Manager | 7.2.1 | Submit written request to Fleet Administrator requesting such assignment, giving date vehicle is needed, type of vehicle needed, date vehicle will be returned and budget charge number. |
| | 7.3 | Operating Automated Fuel Pumps |
| Driver | 7.3.1 | Know the vehicle odometer reading (mileage) before attempting to use the machine. |
| | 7.3.2 | Locate the fuel card reader to activate the fuel pumps. Fuel card reader is located (1) on or near the fuel island or (2) inside the oil house at computerized fuel sites. |
| | 7.3.3 | Follow "prompts" displayed on the screen through each step of the procedure. (Instructions are also posted on the machine itself.) Be sure to enter correct odometer readings into the fueling system. |

Fuel Site Coordinator 7.3.4 Contact Fleet Administration for any problem connected with the operation of automated fuel pumps.

7.4 Reporting Fuel Usage

Driver 7.4.1 For manual fuel sites, complete all fields on the "Daily Gas/Diesel and Oil Report" form upon completion of dispensing fuel (Appendice 10.8 and 10.9)

7.4.2 For all fuel sites, complete all appropriate fields of a "Daily Gas/Diesel and Oil Report" form for all oil issues.

7.4.3 When automated fuel sites are on the manual system, see 7.4.1 above.

7.5 Vehicle Accident Reporting

7.5.1 King County is self-insured for automobile liability. If you are involved in an accident while operating a County vehicle, ensure that the following procedures are followed:

Driver 7.5.1.1 STOP AND IDENTIFY YOURSELF TO THE OTHER PARTY.

7.5.1.2 Complete the King County Accident Report Form found in the glove compartment of your vehicle. Record the date, time and location of the accident, names and address of occupants of other vehicle(s), description and license numbers of other vehicle(s) involved, the name of the driver's insurance company and policy number and the names and addresses and telephone numbers of any witnesses. Answer the questions on the back side of the form and describe how the accident happened, distribute the form as follows: one copy to the Motor Pool Garage Supervisor, one copy to the Office of Safety and

Worker's Compensation, 210 Terminal Building, King County International Airport, one copy to Vehicle Operator's Supervisor, and one copy to the Office of Risk Management, Room 615, King County Administration Building. (Appendix 10.10)

- 7.5.1.3 Complete the State of Washington Motor Vehicle Collision Report if the accident involved injuries to any person or property damage that might exceed \$500. A copy of the State of Washington Motor Vehicle Collision Form can be found in the glove compartment of your vehicle or can be obtained from any law enforcement agency. In the section of this form where the name of your insurance company is requested, insert "Self-insured Certificate No. 33." Turn a copy of the completed form into the law enforcement agency within whose jurisdiction the accident occurred (for example, within Seattle city limits, the Seattle Police Department, in unincorporated King County, the King County Police). Copy no. 4 must be forwarded to the Office of Risk Management, Room 615, King County Administration Building. (Appendix 10.11)
- 7.5.1.4 DO NOT GIVE ANY STATEMENTS OR DISCUSS WHO IS RESPONSIBLE FOR THE ACCIDENT WITH ANYONE OTHER THAN THE LAW ENFORCEMENT AUTHORITIES. If the accident is serious and/or there are bodily injuries, notify Risk Management, 296-7432 as soon as possible following the accident.

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7.6 Vehicle Injuries to King County Employees

Driver/Passenger	7.6.1	Injury sustained through a vehicle accident by a County employee is covered by the King County Self-Insured Worker's Compensation Program. Injury must be reported to that office the day they occur, if possible, telephone 296-0510. (Please refer to King County Safety Standard No. 13, "Accident Reporting", published in August, 1980.)
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7.7 Special Service Requests

Agency	7.7.1	Agencies that want special Motor Pool services or equipment, which are not already covered in the general rental rate, shall complete a King County Work Authorization Agreement, including all applicable charge numbers, and submit it with a memo stating reason for request for special service or equipment to the Fleet Administrator. Some examples of requested services are: (1) equipment repair; (2) radio installation or repair; (3) special fabrication and labor. (Appendix 10.7)
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7.8 Scheduled Maintenance - Assigned Vehicle

Agency/Driver	7.8.1	Ensure that the vehicle is taken to the County Motor Pool Garage for scheduled maintenance as indicated on the "Maintenance Due" sticker located on the instrument panel of the vehicle.
Motor Pool Supervisor	7.8.2	Perform scheduled maintenance on all County vehicles in accordance with established maintenance schedule. Current maintenance schedule is: 7.8.2.1 General purpose vehicles - 6,000 miles or four months. 7.8.2.2 Public Safety Patrol/Pursuit cars - 4,000 miles. 7.8.2.3 Perform a safety check on all vehicles receiving maintenance service in accordance with current preventative maintenance program.

7.9 Unscheduled Maintenance

- | | | |
|-----------------------|---------|---|
| Driver | 7.9.1 | Emergency Repairs - Normal Work Hours 7:30 am - 4:30 pm, Monday through Friday. |
| | 7.9.1.1 | Shall, <u>if the vehicle is safe to drive, take vehicle to the Motor Pool Garage and complete a "Motor Pool Repair Sheet."</u> (Appendice 10.6) or; |
| | 7.9.1.2 | Call the Motor Pool Garage Supervisor 296-5050, stating the nature of the problem, indicating that the vehicle is either <u>inoperable</u> or <u>unsafe</u> to drive. |
| Motor Pool Supervisor | 7.9.1.3 | Ensure that a mechanic or a tow truck is dispatched to the site of the vehicle. |
| Driver | 7.9.2 | Emergency Repair - After Normal Work Hours 4:30 pm - 7:30 am, Monday through Friday, weekends and holidays. |
| | 7.9.2.1 | Shall use his/her best judgment to get vehicle repaired or to the County Motor Pool Garage. (<u>See Section 9.0</u>) |
| | 7.9.2.2 | Ensure that department manager and Motor Pool Supervisor are informed of vehicle failure and the action taken as soon as possible. |

8.0 RESPONSIBILITIES

- 8.1 The King County Motor Pool unless otherwise authorized, is responsible for vehicle maintenance of the County Motor Pool fleet of passenger cars, light trucks and motorcycles.
- 8.2 County agencies are responsible for ensuring that their assigned vehicles are available to the Motor Pool Garage for all scheduled maintenance.
- 8.3 Fleet Administration is responsible for ensuring that Motor Pool and Garage charges are forwarded to the Office of Financial Management-Accounting Services in a timely manner.

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- 08.4 The user is responsible for keeping the assigned vehicle clean and reporting any vehicle malfunctions to the Motor Pool Supervisor immediately.

9.0 GENERAL INFORMATION

Any time a vehicle becomes unsafe to operate, the first and most important thing to remember is: Get off the road or out of traffic! Do not continue to operate a vehicle you have determined to be unsafe to drive. Certain vehicle emergencies may occur which can easily be remedied at a service station (for example; broken fan belt, radiator hose, etc.) If there was no credit card issued, the driver may make the necessary purchase, either by cash or by the use of his/her own credit card. He/she shall obtain a receipt with the equipment number and license number noted on it. The purchase must not exceed \$25 including tax. If estimated cost of repairs exceeds \$25 the driver shall have the vehicle towed to the County Garage. Reimbursement shall be obtained by presenting the receipt to the Fleet Administration Office. This type of purchase shall be made **only in an emergency** and the Garage should be notified, if possible, before the purchase is made. (See Section 7.9)

Below is a partial list of King County fueling sites which may be used by drivers of County vehicles:

Bruggers Bog	19547 25th Ave. N.E., Seattle
Cadman	19101 N.E. Union Hill Road, Redmond
County Garage	5th and Jefferson, Seattle
Diamond	20827 Auburn-Black Diamond Road, Auburn
Fall City	4343 Preston-Fall City Road S.E., Fall City
Issaquah	23240 S.E. 74th Street, Issaquah
Lake Young	16623 S.E. 176th St., Renton
Redmond	7733 Leary Way N.E., Redmond
Star Lake	26701 28th Ave. S., Kent
Summit	22801 S.E. 272 Street, Maple Valley
Sunset Pit	13831 18th Ave. South, Seattle

10.0 APPENDICES

- 10.1 Procedures for Reporting and Valuing the Use of King County Vehicles
- 10.2 Executive Orders, Policies and Procedures - Use of King County Vehicles
- 10.3 King County Dispatch Vehicle Request Form
- 10.4 King County Motor Pool Dispatch Trip Ticket

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- 10.5 Motor Pool Repair Request
- 10.6 King County Work Authorization Agreement
- 10.7 King County Daily Gas and Oil Report
- 10.8 King County Daily Diesel and Oil Report
- 10.9 King County Auto Accident Report
- 10.10 State of Washington Motor Vehicle Collision Report.

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PROCEDURES FOR REPORTING AND VALUING
THE USE OF KING COUNTY VEHICLES

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Revised
September 30, 1986

PROCEDURES FOR REPORTING AND VALUING
THE USE OF KING COUNTY VEHICLES

I. Introduction

In December 1985, the Internal Revenue Service (IRS) issued final regulations on taxing the personal use of employer-provided vehicles. The IRS considers commuting to and from work (including off-duty call-outs) in an employer-provided vehicle (other than those exempted - see Appendix A) as personal use. No exempt vehicle usage shall be reported.

The regulations have the effect of requiring that the imputed value of the personal use of an employer-provided vehicle be included in the employee's taxable income for income tax, social security (FICA) and PERS 1 purposes. King County, under an option provided by law, has elected not to withhold income taxes. FICA and PERS 1 contributions are withheld.

Department/Division Managers are requested to appoint a vehicle coordinator to implement these procedures for their Department/Division and to ensure that each employee who is assigned or commutes in a King County vehicle is aware of these procedures and to whom they are to report the data.

All employees are responsible for maintaining the required data for the reporting of their personal use of County vehicles.

The employee procedures for reporting information in compliance with the federal regulations will vary depending on two factors: (1) whether the employee is a "control employee" (see III below) and (2) whether the vehicle is unassigned (dispatched on a daily basis) or assigned.

II. King County's General Administrative Policies and Procedures - "Use of King County Vehicles"

It is important for all employees to comply with the Policies and Procedures on vehicle usage. The Executive Policy forbids personal use of vehicles except for approved commuting use and reasonable accommodation of meals, physical needs and approved breaks.

III. Definition of Control and Non-Control Employee

A control employee is defined as any elected official or any employee who is appointed by the County Executive and approved by the County Council (i.e., Executive Dept. Director, CAO, Board and Commission Members) per County Charter Sections 340.10 and 340.40. All other employees are "non-control" employees.

IV. Vehicle Log and Recordkeeping Procedures

A. Vehicle Log Form

For assigned vehicles, a log should be maintained for each vehicle rather than each employee. For unassigned vehicles, employees will maintain their own logs of all personal (commute) use.

Vehicle log forms can be obtained from department vehicle coordinators or the Motor Pool Dispatch Office at the time a vehicle is dispatched to an employee. Each department will produce and maintain a supply of vehicle log forms. It is important that all entries on the log be legible.

See Appendix C for two versions of the King County Vehicle Log, one for non-control employees (listing commute trips only) and the second for control employees (listing all trips).

Please note that the King County Vehicle Log for (Control Employee version) has a key to be used for the columns: "From," "To," "Name," and "Purpose of Trip". For example, in the "Purpose of Trip" column, except for the first item (A), "One-Way Commute," key description B through E have been left open so unique key descriptions may be used to meet your own needs. For those descriptions not in your key list, an appropriate description should be placed in the respective column. Ditto marks may be used to signify repetitive information or signature. Please see Appendix B for a sample log form.

B. Assigned Vehicles

Employees will need adequate records or sufficient evidence corroborating the total business and personal use of assigned vehicles not exempted per Appendix A. The records must be made "at or near" the time of use. A vehicle log will remain in each assigned vehicle at all times.

Control Employees using permanently assigned vehicles will record daily on the vehicle log each business and personal trip. Each trip entry must include all columns of the form.

Non-Control Employees will use the vehicle log (Non-Control Version) daily to record commuting trips because fringe benefit value is calculated on a per-trip basis.

C. Unassigned Vehicles

All control and non-control employees will maintain their own log to reflect commuting use of unassigned vehicles.

D. Commuting in Vehicle Assigned to Another Employee

Employees who commute in vehicles assigned to another employee are personally responsible for reporting the total number of commute trips (non-control employees) or the number of personal miles (control employees) for the month by obtaining a copy of the respective log form.

E. Special Commute Trip Interpretations

The IRS considers trips made from home by on-call employees who must respond to an after-hours emergency as a separate commute in addition to their regular commute.

If an employee incurs only one round trip commute in the month, the IRS considers this inconsequential and no reporting is required.

A commuting trip is considered to be personal use for the driver and each rider.

V. Submitting Monthly Data for Payroll Reporting

The vehicle logs for each calendar month must be submitted about the 8th (determined by the particular department) of the following month to the department vehicle coordinator (or payroll clerk) for the 20th payday transmittal. The employee may keep a copy of the log for his/her own records.

Data will be totaled by employees, with resulting data entered, at the bottom of the last log page, before submitting logs, as follows:

Control Employees

Assigned Vehicles - For each vehicle, subtract the beginning from ending odometer readings for the month to determine total miles. Add up all the business miles (do not include commuting miles) and subtract this from the total mileage. The difference is considered by IRS to be your personal miles. The personal miles are divided by the total miles resulting in the Personal Use Factor.

Unassigned Vehicles - Total the number of personal (commute) miles.

Non-Control Employees

Total the number of one-way commuting trips.

VI. Valuation Rules (For Vehicle Coordinator or Payroll Clerk)

A. \$1.50 One-Way Commute Rule (Non-Control Employee)

Per the IRS regulations, King County will report the commuting value of the personal use by each non-control employee of an employer-provided vehicle as \$1.50 per one-way commute.

B. Monthly Lease Value Rule (Control Employee)

The monthly lease value for a vehicle assigned for more than 7 days in the calendar month to a control employee is \$193.15. The auto fringe benefit value for a given month equals the Personal Use Factor (Section V - "Control Employees") times \$193.15, plus 5.5¢ per personal mile (for gas).

C. Daily Lease Value Rule (Control Employee)

The daily lease value is \$25.75 for a vehicle which is (a) assigned to a control employee for a period of 7 days or less and (b) used for personal commuting during that period. The auto fringe benefit value for a given month equals the Personal Use Factor for that vehicle (Section V - "Control Employees") times \$25.75 times the number of days of assignment, plus 5.5¢ per personal mile (for gas).

D. Cents Per Mile Special Rule (Control Employees)

When control employees travel in vehicles not assigned to themselves, the personal (commute) miles on that vehicle are valued at 22.5¢ per mile for the first 15,000 vehicle miles in the year and 11¢ per mile thereafter.

VII. Posting to Payroll (For Payroll Clerk)

A column entitled "Auto Fringe" may be added to the departmental payroll time sheet form for posting to the 20th payday the total Auto Fringe Benefit Value of the prior month for each employee. Alternatively, a separate record form may be used.

The payroll clerk posts (RI entry code) the Auto Fringe Benefit Value dollar amount in the "Regular Amount" column to "Earn Code" (DOE) No. "AB" on the Time Card Entry form.

Original logs will be retained in department payroll offices for six years.

VIII. Paycheck and W-2 Reporting

The paycheck will reflect higher amounts of Social Security and PERS 1 deductions for the vehicle fringe benefits. There is no other effect on net pay. (On the paycheck stub, the auto fringe benefit value amount will appear on the left side as an earning and on the right side as an offsetting deduction, which is necessary to accomplish the tax treatment.)

On the year-end W-2 tax reporting form, the auto fringe benefit value total will be displayed (in Box 16A) and it will also be included in the total taxable wage/compensation figure (in box 10).