**TRANSPORTATION SERVICES**

**POOL CAR MANUAL**

**OCTOBER 10, 2017**

**Overview**

The School District of Philadelphia’s (SDP) Department of Transportation Services (DTS) provides pool cars for staff traveling for official SDP business purposes only. DTS retains a Pool Car fleet of five vehicles for staff use. Vehicles may only be used by appropriately licensed drivers. Failure to provide accurate information or to notify DTS of any changes to the status of your driver license will result in the immediate and permanent disqualification from using Pool Cars and Zipcars. **Failure to comply with any of the procedures written below could result in the immediate and/or permanent disqualification from Pool Car reservations.**

**Basic Usage**

1. Pool cars are to be used by authorized personnel conducting official SDP business only. Personal use is not allowed. Pool cars must only be driven by staff that have completed a Pool Car Authorization (PCA) Form which has been approved by DTS.
2. Pool cars are available for reservation between 6:30 am – 6:00 pm. Vehicles must not be taken home. **Extended reservations and special circumstances must be approved by the Requestor’s Chief and the Fleet Services Manager.**
3. The Pool Car Vehicle Authorization Form must be fully completed with the Department Head’s signature **and submitted to DTS Dispatchers at least 24 hours in advance**. This form delineates specific reservation details as well as the following employee acknowledgements:
	1. Assurance that SDP Pool Cars will only be used as stated and in accordance with SDP Policies.
	2. Statement of current and valid driver license and consent to periodic license checks.
	3. Acknowledgement that GPS Tracking Devices are installed in SDP Vehicles and that SDP has the right to monitor activity.
4. Please ensure that when returning the pool car to DTS, there is no less than 3/4’s of a tank of fuel in the car. Vehicles may be filled with gasoline using an active City of Philadelphia or SDP fuel site. The location and hours of operations for fuel sites can be found on the City of Philadelphia’s Office of Fleet Management website at <http://www.phila.gov/fleet/Fuel.html>. If the vehicle will not fuel at a city site, immediately contact DTS to report your location.
5. Any mechanical problems or issues should be reported immediately to DTS upon discovery by calling Dispatch at 215-400-4350.
6. Upon receiving the keys, the driver is responsible for visually checking the car for any reportable damage **PRIOR TO DEPARTURE.** **Any damages reported after departure will be assumed to have occurred while the vehicle was in the current driver’s possession.** Reportable damage includes:
	1. Dents larger than the size of a golf ball
	2. Missing paint larger than the size of a golf ball
	3. Any crack in a windshield or windows of vehicle
	4. Any physical damage to interior of vehicle
7. Any damage to the vehicle during usage must be reported immediately in person or to dispatch at 215-400-4350. At the end of your trip, written details of the incident must be provided when you return the vehicle to DTS. Failure to immediately report damage to a pool car will result in the loss of future reservation privileges regardless of fault.
8. **PLEASE ENSURE THAT THE VEHICLE IS LEFT CLEAN. ALL TRASH IS TO BE TAKEN WITH YOU.**
9. **SMOKING IS PROHIBITED IN ALL POOL CAR VEHICLES.**

**Pool Car Reservation Process**

1. To reserve a Pool Car, complete the Pool Car Authorization (PCA) Form.
2. Deliver the PCA form in person and sign in with the Transportation Department located at 440 North Broad Street, 3rd Floor, Portal C, Suite 311 to the Dispatch Unit.
3. A Dispatcher will verify the vehicle availability.
	1. If available, a Dispatcher will confirm the reservation and provide:
		1. Copy of the completed PCA Form to include:
			1. Confirmed date and time
			2. Add vehicle number
			3. Approved
			4. Signature and Date
			5. Date and time to pick up the key
		2. Copy of the Pool Car Manual
		3. Post-Inspection Sheet and Instructions
4. When finished with your trip, complete the Post-Inspection Sheet and return it along with the keys to Dispatch staff.