



# ADMINISTRATIVE REGULATION

## OFFICE OF THE CITY MANAGER

**Number:** AR 601  
**Responsible Department:** Public Works  
**Established/Effective Date:** 3/29/1983  
12/16/1985  
**Latest Revision Date:** October 1, 2023  
**Next Review & Reauthorization Date:** October 1, 2025

### SUBJECT: City-Owned Pool Vehicles & Operation

1. **Purpose:** The purpose of this administrative regulation is to establish a policy and procedure for the use of city-owned pool vehicles operated City employees.
2. **Authority:** Charter of the City of Huntington Beach, Section 401.
3. **Applicability:** This regulation covers the assignment, use, and maintenance of City-owned pool vehicles and shall apply to all City departments and employees. Additional regulation on use of City-owned and assigned vehicles is found in [AR 604 City Vehicle Use Assignment](#).
4. **Policy:** A pool of City-owned automobiles will be maintained by the Public Works Department for use by qualified City employees as transportation when necessary during the course of an employee's official duties or as a loaner when an assigned vehicle is out of service.
5. **Responsibilities:** The Public Works Department shall be responsible to provide an adequate number of pool vehicles and to perform all maintenance and repair of the vehicles. Annually during budget preparation, the Fleet Operations Supervisor shall review the City's pool vehicle needs and submit the necessary budget request for consideration if pool vehicle needs are not being adequately served by the City's existing pool.
  - 5.1. Employees authorized to drive a pool vehicle on official business must possess a valid California driver license for the class of vehicle they will be operating.
  - 5.2. Employees requesting and using pool vehicles shall be responsible to:
    - 5.2.1. At time of reservation, provide Public Works with information necessary to ensure employee authorization and suitability of the pool vehicle to be assigned.
    - 5.2.2. Familiarize themselves and conform to all rules for operation of City vehicles including proper documentation and reporting if involved in an accident.
    - 5.2.3. Prior to operating, familiarize themselves with the assigned pool vehicle and the location and operation of all switches and controls. Employee must also conduct a basic safety inspection to ensure proper working condition of all gauges, lights, safety belts, tires, wipers, rear view and side view mirrors, door locks, bakes, turn signals, etc.
    - 5.2.4. Re-fuel pool vehicle at the City Yard facility or other City-owned fuel site and return it with a full tank of gas.
    - 5.2.5. Have the vehicle washed at the car wash under contract with the City, as necessary during use and/or before returning.



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#### 6. **Procedures:**


- 6.1 Pool vehicles shall be reserved in advance with as much notice as possible. Availability is limited, generally first come-first served, and not guaranteed.
- 6.2 For employees based at Civic Center, pool vehicles are reserved and keys checked out from the Public Works front desk, located on the 1<sup>st</sup> Floor. For employees based at other locations, pool vehicles are reserved and keys checked out from the Public Works Fleet Operations section at the City Yard.
- 6.3 Pool vehicles are intended for immediate use. Pool vehicles use may not be checked out to exceed one day unless necessary for use as a loaner when assigned vehicle is out of service for extended period or as authorized by the Department Director.
- 6.4 Pool vehicles shall not be used for personal business or as transportation to and from home. Pool vehicles shall not be used during lunch hours or work breaks with the exception of situations where time and/or distance does not permit returning to Civic Center/City Yard to retrieve a personal vehicle.
- 6.5 Smoking is not allowed in any pool vehicle.
- 6.6 Employees shall refrain from using cellular phones and other electronic devices while operating/driving a City-owned vehicle in the course of conducting City business for safety. Employees shall abide by all California laws and safety regulation.

#### *Distribution:*

All employees may access the Administrative Regulations via the [SurfNet](http://www.surfnet.com) or City website: [www.huntingtonbeachca.gov/AR](http://www.huntingtonbeachca.gov/AR)

  
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Initiating Department

  
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Approved as to Form  
Michael Gates, City Attorney

  
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Al Zelinka  
City Manager



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### Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE