

Administrative Board Rule #12¹

Car Pool Regulations

Purpose

The City Car Pool is established to provide transportation for persons engaged in official city duties. Car pool regulations are issued for the guidance of persons using this service.

Responsibility for Maintenance and Operation

Passenger vehicles in the Car Pool are supplied and maintained by the Department of Public Property.

Responsibility for Use

The Mayor, members of City Council, other elected City Officials, Members and Executive Directors of Boards and Commissions, the City Representative, the Managing Director, the Finance Director, the Personnel Director, the City Solicitor, department heads and their deputies, are responsible for the proper use of the Car Pool for both themselves and their employees.

These persons are requested to observe the hours of operation of the Car Pool and regulations concerning pickup and delivery of passengers.

Regular Hours

The regular hours of service at the Car Pool are from 8:00 A.M. until 5:00 P.M., Monday through Friday. Authorized users are encouraged to utilize the Car Pool during this period.

Evening Hours

Car Pool service is available for authorized users during work week evenings if special arrangements are made by a responsible officer with the dispatcher before 4:00 P.M. of the day for which service is requested.

Weekends and Holidays

Car Pool service is available for authorized users during weekends and holidays if special arrangements are made by a responsible officer and approved by the Commissioner or Deputy Commissioner of the Department of Public Property before 4:00 P.M. on Friday or the day preceding a holiday.

¹Established April 30, 1956.

Out-of-Town Trips

Cars will not be dispatched more than 30 miles from City Hall unless approval is received from the Office of the Managing Director before scheduled departure time.

Advance Notice

During regular service hours a request for a vehicle should be telephoned one-half hour in advance of the time required. The City Automatic telephone number is 2409.

Pre-Trip Information

Authorized users requesting a vehicle must inform the dispatcher by telephone of the time and place the vehicle is required, the number of passengers, the destination and the telephone number of the caller.

Local Trips

A Car Pool vehicle will return for reassignment if the chauffeur must wait more than ten minutes for initial pick up of his passengers. The maximum waiting period after delivery of passengers at their destination is one-half hour, at which time the vehicle will return for a new assignment.

Loan of Vehicles

Unchauffeured Car Pool vehicles will be temporarily furnished upon request, to a department in the course of official City business. Departmental drivers must possess a current Pennsylvania operator's license and observe all rules regarding Car Pool operations.

Delivery Service

Cars are available for inter-agency delivery of packages and portable materials. The offices involved are asked to assist by carrying packages to and from the vehicle.