

PROCEDURE MANUAL

10-03



MICHIGAN STATE POLICE

Use of Pool Vehicles

Purpose: This manual provides guidance for the reservation and use of department pool vehicles. These procedures apply to all pool vehicles assigned to the Michigan State Police Headquarters.

Effective Date: May 09, 2024

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Definitions:

Term to be Defined: Text

Section 1: Reserving Pool Vehicles

Pool vehicles are for short-term driving only. If a vehicle is needed for more than two weeks, worksite commanders must request a seasonal vehicle through the Fleet Unit. Division approval is required to obtain seasonal vehicles. Do not reserve a pool car if it will be left in an airport parking lot while traveling.

1.1 Creating a Reservation

Pool vehicles can be reserved using the Outlook email addresses listed below. All members have been granted permission in Outlook to view the pool car calendars. Vehicle descriptions can be found in the contact properties in Outlook.

MSP-HQPOOLCar1@michigan.gov MSP-HQPOOLCar2@michigan.gov

MSP-HQPOOLCar3@michigan.gov MSP-HQPOOLCar4@michigan.gov

MSP-HQPOOLCar5@michigan.gov MSP-HQPOOLCar6@michigan.gov

MSP-HQPOOLCar7@michigan.gov

- a. Select the Outlook calendar of the desired pool vehicle. Create an appointment within that calendar that includes:
 - i. The beginning and end times of the reservation. Do not select "All day event."
 1. 14 days is the maximum length a vehicle can be reserved. Consecutive reservations to extend the 14-day limits are prohibited.
 - ii. Travel destination
 1. Include the name and address of the destination.
 - iii. Approximate round trip mileage
 1. Total roundtrip mileage, including multiple destinations.

- iv. Name of driver
 - 1. If reserving for someone else, include the name of the member who will be driving the vehicle.
- v. Contact information for driver
- b. If the vehicle is available, an email accepting the reservation will be sent to the scheduler. If a vehicle is not available, a “declined” email will be sent to the scheduler.
 - i. If no HQ pool vehicles are available, vehicles from the VTS motor pool can be reserved through [FleetCommander](#) at the set VTS rates for the fiscal year and motor pool location.
 - ii. A one-time [user registration](#) must be completed including coding for billing.
 - 1. Members should contact the Fiscal Manager Unit to obtain the correct coding, which is entered into FleetCommander and approved by the Fleet Unit.

1.2 Modifying Reservations

Reservations are required to be modified or cancelled when necessary.

- a. In the event a driver is unable to return at the scheduled time, the driver must either personally extend the appointment through Outlook or contact their work unit to do so and also contact anyone who may be affected by the extension.
- b. If travel plans change or are canceled, the driver must modify or delete the appointment, so the vehicle is available to be reserved.

1.3 Retrieving Vehicles

- a. Vehicle keys are located behind the lobby security desk in a metal box on the wall under the photograph of the Director. Keys may be picked up and dropped off at any time. The keys are labeled with a corresponding pool vehicle number. Drivers should pick up the keys matching the pool vehicle number indicated on the confirmation.
 - i. If the keys for the reserved vehicle are not available, check with the security desk or check Outlook for the phone number of the driver who previously reserved the vehicle to check the status of their return.
 - ii. Do not take another pool vehicle without a reservation.
- b. Pool vehicles are in the gated lot outside the entrance of HQ. Signs are posted indicating reserved spaces for each pool vehicle.
- c. Personal vehicles should be parked in the general parking area. A personal vehicle may only be parked in the gated lot if taking a pool car overnight or returning after dark.

1.4 Returning Vehicles

- a. Park all pool vehicles in their assigned space. If the space is taken, advise the Fleet Unit or send an email to the [Fleet Manager](#) if after hours.
 - i. Vehicles are to be backed into their assigned space, allowing for ease of access should the vehicle need to be jump started or have other maintenance performed.

- b. Keys must be returned immediately upon return, so the vehicle is available for the next driver.
- c. Members shall ensure the vehicle's fuel tank is filled to a minimum of three-quarters.
- d. Fuel and car washes may be obtained at any location that accepts the State of Michigan Fleet Fuel card or at VTS between the hours of 8 a.m. and 4 p.m., Monday through Friday.
- e. To fuel a vehicle, drivers must enter the last six digits of their employee ID and the current odometer reading when purchasing gasoline.
- f. Each driver is responsible for obtaining routine maintenance if it becomes due while in their possession.
 - i. Contact MAP/Wheels at 800-937-8149 for the closest service station.
 - ii. Report completed maintenance to the Fleet Unit upon return.
 - iii. Maintenance or repair concerns should be reported to the Fleet Unit upon the driver's return.
 - iv. If the vehicle has serious issues affecting future reservations, contact the [Fleet Manager](#) upon return.

Section 2: Crash Reporting

Members are required to report any collision in accordance with Procedure Manual 10-01 – Department Vehicles: Crash Reporting and Investigation.

Review Responsibility:	Budget, Financial, and Facilities Division; Fleet Unit
Accreditation Standards:	N/A