



# Spartanburg County

Motor Pool  
Beginning July 1, 2013

# Purpose:

- ▶ To establish motor pool procedures, responsibilities, and guidance for all departments of Spartanburg County
- ▶ Introduction to available vehicles and equipment

# Vehicle Locations:

## **Spartanburg County Fleet Services**

290 Broadcast Drive  
Spartanburg, SC 29303

## **Spartanburg County Administrative Building**

*Mail Room – Downstairs*  
366 North Church Street  
Spartanburg, SC 29303

## **Community Development Building**

9039 Fairforest Road  
Spartanburg, SC 29301

# Motor Pool Vehicle Types

▶ Compact, Mid-Size, Full Size





# Motor Pool Charges

Each vehicle will be charged at the IRS Standard Mileage Rate of \$0.575 per mile

Motor pool charges will show on the monthly billing report for each department

*\* Monthly billing reports can be found on the Intranet under Fleet Services*



# Motor Pool Procedures

## ▶ Reserve a motor pool vehicle

- In advance via email

### Fleet Services:

April Spake [aspake@spartanburgcounty.org](mailto:aspake@spartanburgcounty.org)

Johnnie Lewis [jlewis@spartanburgcounty.org](mailto:jlewis@spartanburgcounty.org)

Randy Spake [rspake@spartanburgcounty.org](mailto:rspake@spartanburgcounty.org)

### Mail Room

Joyce Fowler [jfowler@spartanburgcounty.org](mailto:jfowler@spartanburgcounty.org)

Stacey Hines [shines@spartanburgcounty.org](mailto:shines@spartanburgcounty.org)

Mike Emory [memory@spartanburgcounty.org](mailto:memory@spartanburgcounty.org)

### Community Development Building

Sylynda Tarr 864-595-5300

- In advance via telephone

Fleet Services 864-596-3590

Mail Room 864-596-3563

## ▶ Complete Vehicle sign-out slip (both locations)

At the time of pick up and return

Veh # \_\_\_\_\_ Reason: \_\_\_\_\_

Date Out \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time Out \_\_\_\_ : \_\_\_\_ Mileage Out \_\_\_\_\_

Department \_\_\_\_\_ Operator's Name \_\_\_\_\_

*(please print name)*

Date In \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time In \_\_\_\_ : \_\_\_\_ Mileage In \_\_\_\_\_



# Vehicle Condition

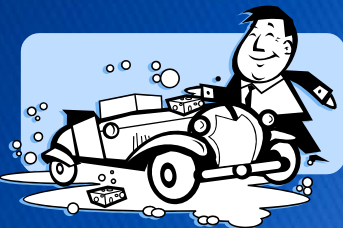
Employee will receive the motor pool vehicle full of fuel and clean of any personal items

Employee will be responsible for returning the vehicle full of fuel for the next use and remove all personal items

Contact Fleet Services with any mechanical problems

Monday – Friday 8am – 4:30pm **864-596-3590**

Service Manager 24/7 **864-706-6605**



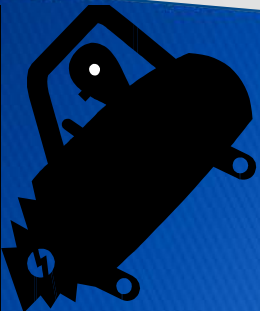
# Driver Responsibilities

- ▶ Reserve and pick up 8:30am-3pm
- ▶ Return before 9am
- ▶ Conduct pre-travel inspection for damage – make Fleet aware prior to traveling
- ▶ Clean vehicle of all personal items & trash
- ▶ NO Smoking in motor pool vehicles
- ▶ Return full of fuel
- ▶ Park in the designated parking spot



# *Accident in a motor pool vehicle??*

- Contact 911
- Contact your supervisor
- Contact Fleet Services



Monday – Friday 8am – 4:30pm **864-596-3590**  
Service Manager 24/7 **864-706-6605**