



Department of Administration
 Division of Capital Asset Management & Maintenance
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Division of Capital Asset Management and Maintenance

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Document ID DCAMM/SFO	Title State Fleet Pool Vehicles	Print Date 7/6/2022
Revision Last Revised 7/6/2022	Prepared By Richard Bremilst	Date Prepared 7/5/2022
Effective Date 10/17/2022	Reviewed By N/A	Date Reviewed N/A
	Approved By David Patten <i>David B. Patten</i>	Date Approved <i>OCT 14, 2022</i>
Standard: William E. Powers DOA Pool Car Reservations		

Procedure: State Fleet Operations shall have oversight of pool vehicle requests and the management of pool vehicles for use by Department of Administration (DOA) staff.

Purpose: To ensure the safe operation, maintenance, and general oversight of State Fleet assigned pool vehicles.

Scope: All DOA pool vehicle reservations can be made in person or in writing via email and sent to the State Fleet Administrator Richard.Bremilst@DOA.RI.GOV or his designee. The email must identify who the intended operator is, dates, and estimated times for the reservation. If an away message is received in response due to the administrator’s absence, a forwarding contact will be included in the away message.

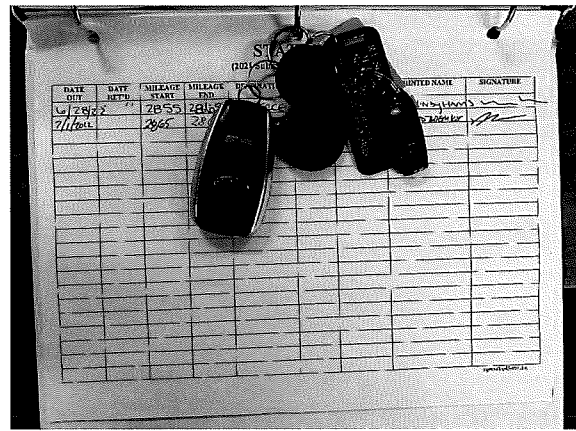
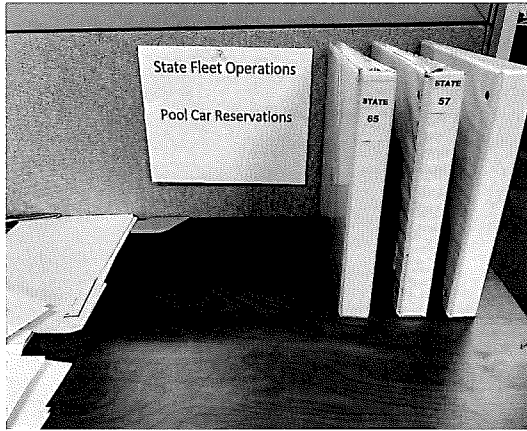
Reserving a DOA Pool Vehicle

Once a request for a reservation is received via email, the name of individual who will be operating the vehicle will be written on a monthly calendar located inside one the pool car reservation binders reserving a vehicle for their use. The estimated time of reservation will be recorded with the individual’s name on the corresponding date. If there is a conflict and/or no vehicle is available during the time frame requested, the requester will be notified so they can plan accordingly.

Email confirmation will be sent to the requesting party indicating which car has been reserved.

Signing Out a Vehicle

If the car has been successfully reserved with no other conflicts in scheduling, you may retrieve the keys from the State Fleet Office. The keys are kept in three-ring binders (please reference picture below). The vehicle plate number is labeled on the outside cover of each binder.



When you pick up the keys for the vehicle that was reserved, you will need to fill out the trip log located in the same binder. Please populate all the required fields and make sure you sign your name. You will see a column for starting mileage. You may populate this column with the ending mileage from the person who reserved the car before you. Before you depart with the car, please ensure that this starting mileage is accurate with the ending mileage reported in the log. If not, please correct the starting mileage when you return with the vehicle and document your ending mileage.

STATE 57
(2021 Subaru Crosstrek - white)

DATE OUT	DATE RET'D	MILEAGE START	MILEAGE END	DESTINATION	AGENCY	TEL#	PRINTED NAME	SIGNATURE

Operating a Vehicle

Examine the vehicle and take note of any damage prior to operation. It is important to document all damage and report it to State Fleet Operations immediately. You may request another vehicle if you find significant damage and are not comfortable operating the vehicle.

As State Fleet Operations strives to support both gubernatorial and legislative requirements to reduce carbon emissions, you will notice that several of our pool vehicles are dual-fuel vehicles, qualifying as a zero-emission vehicle. These vehicles are located on the ground floor or level A of the DOA garage in one of the electric vehicle charging spots. You will need to unplug the car from the charging station prior to operation. Make certain you adjust the mirrors and seat accordingly and make yourself familiar with the vehicle before operating. Before starting the vehicle, you are required to place your foot on the brake prior to and during the starting process. **The vehicle will not start if you press the start button without your foot on the brake pedal.** Refer to the **State Fleet Operations Policy 7-19-19** for further guidance on policies and procedures for safely operating a state-owned vehicle.

https://rigov-policies.s3.amazonaws.com/DCAMM_State_Fleet_Operations_Policy_7-19-19b.pdf

Each set of keys has a blue FOB attached that can be utilized at any one of the 14 State fuel depots located across the state. Please inquire with State Fleet Operations for the specific locations of these fuel depots if needed. In addition, if traveling out of state a WEX Fuel Card has been placed in the glove box of each vehicle for obtaining fuel at a commercial gas station. Check with State Fleet Operations before traveling out of state to ensure the vehicle driver has been issued the appropriate PIN# and instructions on fuel card use. For further information on the WEX Fuel Card policy, please use the following link and you will find it under "Forms":

<https://dcamm.ri.gov/dcamm-business-units/fleet>

If uncertain of the use of fuel and/or garage access FOBs or the WEX Fuel Card, please seek further clarification from State Fleet Operations before operating the vehicle.

Returning a Vehicle

The fuel tank must be topped off before returning the vehicle if it is low on fuel. Again, you can use either a state-operated fuel depot with the blue key tag/FOB or

a private fuel station utilizing the WEX Fuel Card in the glove box. In addition, attached to the key ring is a black FOB, which can be used to gain entry to the garage when returning the vehicle. If returning after hours, please contact Capitol Police (401) 222-1000 for access to the garage. Return the car to a State Fleet Operations parking space, typically the space you picked the vehicle up from.

Plug the vehicle in if it is a dual-fuel electric vehicle. You will need to authorize the charging station by first swiping the ChargePoint key tag located on the key ring. Wait until it is done authorizing, remove the plug from the charging station, and plug the vehicle in.

Ensure you have taken note of the ending mileage. Remove your belongings from the vehicle. When returning to State Fleet Operations, record the ending mileage of your trip, and place the keys back in the three-ring binder.