3-06/140.10 - Motor Pool Vehicles

The Department maintains a limited supply of motor vehicles in its motor vehicle pool for the purpose of temporarily augmenting the vehicle requirements of an individual command.

A unit commander requiring a Department motor pool vehicle on a temporary basis shall submit a request in writing to the unit commander of the Communications and Fleet Management Bureau (CFMB). The written request shall identify the type of vehicle requested, anticipated loan period, and offer an appropriate business justification.

The Fleet Management Unit shall maintain availability records for motor pool vehicles and, upon authorization from the CFMB captain, coordinate the temporary assignment of such vehicles.