

20/07 Use of Unit Vehicles

Subject: Use of Unit Vehicles

The unit pool vehicle may be used to attend meetings, training, or other County functions within Los Angeles County.

The unit trucks may be used to deliver or pick up supplies and material. Other Department units wishing to borrow a truck must obtain permission from the Warehouse Manager or his designee. Approved truck loans will be noted on the calendar at the back of the Receiving Office.

No one shall use a County vehicle to go to an off-duty function where alcoholic beverages are served.

All unit vehicles must be signed out on the key board in the Logistics area.

The use of unit vehicles is based upon priority unit needs and the number of vehicles needed to complete the unit's assignments.

Vehicles at Fleet for repair or maintenance shall be marked as "out of service" on the key board.
