

Motor Pool reports

What are they?

Motor Pool Reports show monthly usage, fuel purchases, permanently assigned, and any shop services performed for vehicles located at an APD office. This includes Fleet Metrics, Fuel Purchases, and Shop Services reports.

Where do they come from?

The reports are generated from the DAS Motor Pool information systems. Generally, the report comes in .pdf format and Excel documents. These are formatted and distributed to the APD District Managers monthly.

What action does the field need to take?

The District Manager appoints a designee to review the Motor Pool Reports. If there are any discrepancies, they are to contact APD Central Office.

The District Manager, or a designee, should review the Motor Pool Reports for accuracy and report any discrepancies to APD Field Services Operations in Central Office.