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VEHICLE USAGE

Policy: It is the policy of the City to own and maintain vehicles for use by its employees while they are engaged in City business. Vehicles or equipment assigned to a specific department shall remain with that department unless authorization is provided in writing by the City Administrator to permit the transfer or reassignment. All assigned Vehicles/Equipment shall be operated at safe speeds and in a manner that will not cause potential damage or harm to the public or private/public property. Vehicle/Equipment Maintenance logs are required to be completed in the event of an accident or whenever repairs or routine maintenance are required on an assigned vehicle. An employee may use their own vehicle for City business, if necessary and authorized in advance in conformance with guidelines as follows:

Note:

1. Vehicles are assigned to departments that have demonstrated a continuing need for them. Additional vehicles may be maintained in a motor pool for use by individual employees as needed, subject to initial written authorization by the City Administrator.
2. Employees required to travel in the course of their daily work assignments may be assigned a City vehicle for their use while on City business. Otherwise, employees shall use vehicles assigned to their Department or Division or those drawn from the motor pool. Employees may use their personally owned vehicle for City business only with the prior written approval of the supervisor and Department Head.
3. Employees shall not use City vehicles for personal use.
4. The cost of fuel or other expenses, directly related to a City owned vehicle and paid for by an employee, will be reimbursed by the City with proper documentation.
5. Employees who use their own vehicles for City business shall receive a mileage allowance currently accepted by the Internal Revenue Service, to cover the cost of fuel, oil, depreciation and insurance. Expenditures for tolls and parking may also be claimed. Claims for reimbursement must be approved by the employee's Department Head prior to submission to the Finance Department. Employee insurance coverage for vehicles used for City business must be adequate to cover not only damage to the vehicle and property damage in the event of an accident, but also injuries sustained by individuals as a result of the accident.
6. Every employee whose duties require the operation of a vehicle on City business shall be required to possess a valid driver's license. Any fines or penalties incurred as a result of driving or parking violations shall be paid by the employee.
7. Using a City vehicle under the influence of alcoholic beverages or drugs is prohibited.
8. Employees or volunteers, assigned City vehicles or equipment, are required to operate said vehicles or equipment at safe speeds and in a manner that will not pose a risk or threat to public health, safety or welfare; this requirement will include, but not be limited to, emergency vehicles responding to an emergency or rescue during storm events. Excluding emergency responders and other high water vehicles, no other city vehicles shall be operated on any flood covered roadway. When authorized city owned vehicles or equipment must be utilized during floods or storm events, every precaution shall be exercised to minimize the wake created by vehicle/equipment travel and flood waters must be avoided to the maximum extent possible.
9. An employee using a City vehicle is responsible for its proper maintenance. Any malfunctions or maintenance requirements must be reported to the supervisor of the maintenance garage via usage/completion of the VEHICLE INSPECTION CHECKLIST.
10. A report of any accident, regardless of the extent of damage or lack of injuries, must be made if a City vehicle, or personally owned vehicle used for City business, is involved. The report must be made to the employee's supervisor immediately but in no event more than forty-eight (48) hours after the incident. The supervisor is to forward the completed report to the City Insurance Claims Coordinator. In the event

of an accident, employees should make no voluntary statement other than in reply to questions of investigative officers and all referral for information in this regard shall be made to the City Clerk's office.

11. Certain employees, due to the nature of their duties may receive written authorization from their Department Head for vehicle access on a twenty-four (24) hour per day basis for City business.
12. NO city-owned vehicle(s) or equipment may be assigned or transferred from one internal department to another, or offered for sale at auction or to another public body without the expressed written consent of the City Administrator. Any authorizations for public or private sale shall be provided by City Council.
13. Any violation of the vehicle usage/maintenance/assignment policy set forth herein – or as hereafter amended – shall be grounds for disciplinary action.