



ADMINISTRATIVE PROCEDURE

NO. I-13B Rev.

DATE 6/1/03

SUBJECT: USE OF CITY VEHICLES

MQA

CITY MANAGER

I. STATEMENT:

This Administrative Procedure covers the use of City vehicles and equipment. Police and Fire Department vehicle and equipment purchases are not required to follow this Administrative Procedure, but may do so at the discretion of their department head. The City is required to purchase numerous vehicles and equipment for its employees as a means to travel around the City, to and from City facilities, to visit residents and businesses in the City. Employees also use City vehicles and equipment to travel to other cities to attend meetings, training, etc., as part of their employment. As a result, a policy is required to help define who will use the vehicles and equipment, and to what extent they may be used. Since there are numerous employees that utilize vehicles and equipment for a wide variety of purposes, it is very difficult to set out a strict guideline with exact requirements. Therefore, this procedure establishes broad guidelines to follow and at the same time defines specific parameters.

II. PROCEDURE:

A. Full-time Overnight Use of City Vehicles

The following are criteria used to determine the necessity of full-time overnight assignments:

1. Executive management – as approved by the City Manager.
2. Employees whose duties necessitate the frequent use of a specific City vehicle before or after standard work hours.
3. Employees, usually at the supervisory level, whose responsibilities involve emergency service and who are regularly on call and called out frequently, or whose regular duties necessitate frequent use of a City vehicle for meetings away from their regular work place before or after the applicable standard work hours.
4. Duties designated specifically by the City Manager as special or extenuating circumstances.



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II. PROCEDURE: continued

B. Justification of Overnight Assignment of Vehicles and Equipment:

1. Annually, prior to December 1st, each department manager shall evaluate new requests and existing assignments of full-time overnight assignments by applying the above criteria. Those assignments not meeting the criteria should be discontinued unless the Department Manager approves exceptions on a case-by-case basis.
2. A written report containing the following information must be directed to the City Manager for all new requests and continuing assignments:
 - a. Identify job classifications (including employee name and home address) requiring overnight assignment; and,
 - b. Specify the reason for the assignment or new request, including documentation, e.g., overtime, emergency calls, meetings, etc. This information should include the frequency for each type of occurrence on an average monthly basis.
3. The City Manager will make a determination on each report and advise the department manager of his/her findings no later than December 30.
4. The final list approved by the City Manager's Office shall be forwarded to the Financial Services Department for year-end tax filings (if applicable), to the Fleet Board of Directors, and to each Department Manager for reference.

C. Temporary Use of City Vehicles Overnight

1. On occasion, it will be necessary for employees who do not have a City vehicle assigned on a full-time basis to use a City vehicle overnight for City business. City vehicles shall be available for justified requests. The following steps shall be followed:



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II. PROCEDURE: continued

- a. An employee who believes that a City vehicle is needed for temporary overnight use must submit a written request to his or her Department Manager.
- b. Department Managers may assign a vehicle to an employee for no longer than one week for the purpose of conducting City business.
- c. A signed request is to be submitted to the City Manager for periods exceeding one week.

III. GUIDELINES FOR VEHICLE USE:

- A. A vehicle taken home should be parked off the street, preferably under protective cover at the employee's residence.
- B. When employees who are authorized to take City vehicles home are on vacation, or absent from work for other reasons, the vehicle shall be kept on City property.
- C. The vehicle may not be utilized for any personal use other than commuting and incidental stops directly on the way home from or on the way to work unless prior approval is granted in advance from the City Manager. Per the Internal Revenue Service (IRS) regulations, use of the vehicle will be valued and reported as income on the employee's W-2.
- D. Employees who are assigned vehicles and utilize them for personal commuting are expected to use City fueling facilities whenever possible. All maintenance is to be performed by the City mechanical crews. It is the driver's responsibility to fuel, check the engine oil level, and clean the vehicle (City car wash agreements are available).