



ADMINISTRATIVE PROCEDURE

NO. I-21 Rev. 9

DATE 6/20/06

SUBJECT: **USE OF PERSONAL VEHICLES
FOR CITY BUSINESS**

mqA

CITY MANAGER

I. STATEMENT:

City employees should use a City vehicle in the performance of their duties as employees of the City whenever possible. It is recognized that there may be occasions when a City vehicle is not available or not feasible for a particular purpose, and the employee will be required to use his/her personal vehicle for City business. In such cases, and only as expressly authorized by the Department Manager, or his/her designee prior to use, the City will pay the employee for the use of a personal vehicle in accordance with this Administrative Procedure.

City employees are not encouraged to use their own private vehicles on City business. In the event no City vehicle is available, and the Department Manager or his/her designee has authorized the use of the employee's personal vehicle, the City shall be the primary insurer as to both liability and property coverage for the employee's vehicles while used during the course and scope of their employment.

If a City vehicle is available, or would have been available had the employee asked for one, then the employee's personal vehicle insurance shall be primary to the extent allowed by law. In no event, will the City provide more than secondary coverage for third party personal injury or property damage.

It is also the policy of the City to make monthly reimbursements to designated employees for the use of personal vehicles for City business as pre-authorized by the Department Manager or his/her designee. Payment will be made following the rate schedule established by the Financial Services Director (AP VI-5), or as otherwise designated by the City Manager.

If a personal vehicle is for approved travel, the employee shall receive the cost of air travel, or mileage reimbursement per this Administrative Procedure - Section II-F, whichever is less.

II. PROCEDURE:

A. For purposes of this Administrative Procedure, the following categories of personal vehicle use are established:

REQUIRES EMPLOYEE ASSOCIATION APPROVAL



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1. Regular Drivers

Elected Officials

The City shall be the primary insurer as to both liability and property damage for personal vehicles driven by Elected Officials during the course and scope of their employment.

Department Managers

-- Monthly car allowance set by City Council resolution.

The City shall be the primary insurer as to both liability and property damage for personal vehicles driven by Department Managers during the course and scope of their employment.

Department Manager Designees

-- Monthly mileage allowance set in Section II-D of this Administrative Procedure, with the exception of BWP Meter Readers and Police Lieutenants who are covered by their respective MOUs.

The City shall be the primary insurer as to both liability and property damage for personal vehicles driven by Department Manager Designees during the course and scope of their employment.

2. Occasional Drivers

Non-recurring use of a personal vehicle other than in connection with travel.

The City shall be the primary insurer as to both liability and property damage for personal vehicles driven by occasional drivers during the course and scope of their employment.

If an accident does occur while using a personal vehicle during the course and scope of employment as is the City's policy, all employee vehicular accidents are investigated by the City of Burbank Vehicular Accident Committee (AP-IV-4). A finding will be made by the committee as to preventability of the accident. A



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recommendation will be made by the committee to the appropriate department manager for review.

- B. City employees who need to occasionally use their personal vehicles and request a per mile reimbursement should acquire authorization from their Department Manager prior to using their personal vehicle for City business. The Department Manager shall make every effort to provide the employee with a City vehicle whenever possible. This includes the use of City-wide pool cars under the control of the Public Works Department – Civic Center and Public Works Yard.
- C. City employees who use their vehicles on a regular basis shall record, on a daily basis, their mileage on a Travel and Expense Claim Form (Attachment A) provided by the Financial Services Department and submit this information to their department at the end of the month.
- D. City employees who are required to use his/her personal vehicle shall summarize the mileage in the Travel and Expense Claim Form.
- E. City employees who are regularly required to use their car for City business are eligible to receive a fixed monthly amount, with a certification from their Department Manager. This must also be approved by the City Manager.
 - 1. The certification should be done on the City Travel and Expense Claim form. This form should be signed by the applicable Department Manager, approved by the City Manager, and sent to payroll for processing.
 - 2. City employees will be paid ½ of their monthly allowance each payday via their regular paycheck.
 - 3. This amount is subject to income tax and will be reported on the City employee's W-2 form at the end of the year, per IRS regulations.
- F. City employees who occasionally are required to use their personal vehicles for City business traveling from their residence, will be reimbursed for their mileage, in excess of their daily commute.

Example: A City employee drives from Van Nuys (City employee's residence) to downtown L.A. to a seminar; round-trip



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mileage of 60 miles. From Burbank to the seminar's location it is 40 miles round-trip. City employee gets reimbursed the lesser of the mileage; 40 miles.

40 miles x IRS rate at the date of travel. This can be obtained from Financial Services Department/Accounts Payable, or on the Citywide (I) Drive.

Example: A City employee drives from Van Nuys (residence) to North Hollywood for a seminar, round trip of 15 miles. From the City employee's residence to Burbank is a round trip of 20 miles. City employee would not get reimbursed because the seminar mileage is less than the City employee's daily commute.

Example: When a City employee drives from his/her work location and returns back to his/her work location, the City employee will be reimbursed for entire round-trip.

- G. Parking expenses should be noted on the Travel and Expense Claim form. Receipts for these costs shall be attached to the claims.
- H. If the City employee's total mileage and parking claims for the month is less than \$50, reimbursement should be made through the applicable departmental petty cash account.
- I. The applicable Department Manager shall review the total mileage, and if the amount exceeds \$50, authorize payment of the mileage allowance through a Check Payment Request ("CPR").
 - 1. The department shall forward the CPR and the attached Travel and Expense Claim form to the Financial Services Department within five (5) days after the close of the month for payment.
 - 2. The City Treasurer's Office shall distribute the City check to the City employee.

All City employees (except where specifically noted in this AP) shall use a City vehicle whenever possible.