

XII-E
VEHICLE USAGE POLICY
Revised: February 2015

AUTHORIZATION

This policy is a complete revision of policy number XII-E, Use of City Vehicles. Use of City owned vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection, and insurance. City vehicles are important public assets and should only be used for the purpose of authorized City business.

This policy establishes procedures regarding the effective and economical usage of the City owned and privately-owned vehicles operated during the course of City business.

I. AUTHORITY

This policy has been approved by the City Manager for use in matters regarding the use of all vehicles operated during the course of City business.

II. ASSIGNMENT OF RESPONSIBILITY

- A. Department Managers shall keep a list of all employees who may be required to drive City owned vehicles or privately-owned vehicles on City Business.
- B. Department Managers shall also be responsible for overseeing the implementation of necessary driver training programs and ensuring that employees who require such training complete training timely.
- C. The Department Manager will classify vehicles as either general or special purpose.
- D. Department Manager will ensure that City vehicles under his/her control are used for official purposes only.
- E. The Department Manager will provide guidance for the proper use and safe operation of motor vehicles.
- F. Department Manger will determine current and projected needs for motor vehicles.
- G. Department Manager and Garage Superintendent will conduct and/or aid in conducting periodic evaluations of program performance effectiveness.

- H. The Human Resource Official shall ensure that driver's license information is maintained in each employee's file.
- I. The Human Resources Official shall also receive and record Department of Motor Vehicles Pull Notice reports and notify Department Managers when necessary.
- J. All City employees/volunteers shall promptly provide insurance and driver license information when notified that their job duties include driving either a City owned or privately owned vehicle.

III. Garage Superintendent

The Garage Superintendent is responsible for the general operation of the City's vehicles. The Garage Superintendent shall ensure vehicles are regularly maintained in such a manner as to eliminate mechanical failure including receiving notification from any Department Manager who reports unsafe conditions or defect in any City owned vehicle. Upon receiving such notification, the Garage Superintendent shall determine whether or not the vehicle is unsafe for continued operation.

IV. Garage Superintendent Responsibility

- A. Establish and maintain records for utilization of all assigned vehicles and for costs of maintenance and operation of City owned vehicles.
- B. Ensure that motor vehicles' reports are current and accurate.
- C. Ensure that each City owned or leased motor vehicle used for official business is equipped with safety belts.
- D. Any vehicle damage beyond normal wear and tear or that includes defect affecting the safe operation of the vehicle must be documented and reported to the Department Manager.

V. DEFINAITIONS

- A. Preventable Accident: the vehicle operator failed to do everything reasonably possible to prevent the accident.
- B. Non-Preventable Accident: the vehicle operator did everything reasonably possible to prevent the accident.
- C. City owned vehicles: any vehicle owned by the City, and assigned on a shared, designated, or permanent basis.
- D. Privately Owned Vehicle: any personally owned vehicle used by an employee, whether owned by the employee or not.
- E. Commercial Motor Vehicle: a motor vehicle or combination of vehicles designed or used for the transportation of persons or property for compensation.
- F. Vehicle Operator: any employee who is either operating a City owned vehicle or is operating a personally owned vehicle on City business.
- G. City Business: activities that require the use of a vehicle and are authorized by the employee's supervisor. In the use of personal vehicles,

City business also means that the operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines.

VI. ACCIDENT REPORTING

Employees must report any work-related accident or injury to their supervisor within twenty-four (24) hours of knowledge of its occurrence. The manager shall file an accident report and forward a copy to the Human Resources Officer. If the accident requires the attention of a doctor, the Human Resources Officer shall be notified immediately, and the employee transported to an approved Workers Compensation physician. When the vehicle operator is determined to be involved in a preventable accident, the Department Manager shall recommend appropriate action subject to review and approval by the City Manager. Accidents resulting in injuries or exceeds \$500.00 in property damage is reported to the City Manager who in turn will report the accident to City Council.

VII. VEHICLE TYPES AND USE

City owned vehicles fall into the following categories, and have restrictions based upon type and use:

- A. Vehicles that are kept overnight at city facilities and are assigned for use on a shared or designated basis during the course of daily City business. Personal use is expressly prohibited.
- B. Vehicles that are assigned to managers on a permanent basis and designated for use of City business and may be used for daily commuting, on call emergencies and daily City business to and from the City.
- C. City Vehicles that are designated for emergency or on-call use and authorized for use to and from work in order to respond on a 24-hour basis. Vehicles designated for emergency or on call use should remain within thirty-five miles of the Kern County line or forty five miles from the worksite. Employees authorized to operate emergency or on call vehicles may make reasonable, but limited stops before and after assigned work shifts while traveling to and from work.

VIII. VEHICLE MARKINGS

With the exception of unmarked emergency vehicles all City vehicles are required to display the City Seal on each City owned vehicle along with the Department identification.

IX. GENERAL GUIDELINES

- A. Only City employees are authorized to operate City owned vehicles.
- B. Under no circumstances shall family members or friends be transported in City owned vehicles, including those that are authorized for use commuting to and from the City or designated for emergency or on call use.

- C. It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of her/her travel, and to make substantiated claims for reimbursement per the City reimbursement policy.
 - D. The vehicle mileage allowance is intended to cover the employee's cost of operating the vehicle on City business.
 - E. All operating expenses of the privately-owned vehicle above the reimbursement for the vehicle/mileage allowance are borne by the employee. This includes, but is not limited to, gasoline, oil, maintenance, wear and tear, depreciation and insurance.
 - F. Should an accident occur during the time an employee is using their vehicle for the City, each as part of their regular job duties, or as directed, the employee's insurance would pay first. The City's insurance would pay in excess of the primary coverage (employee's insurance policy). Each case is examined on an individual basis to determine financial responsibility, shared equitable financial responsibility etc. and whether it is necessary to trigger the City's vehicle coverage.
 - G. It is the responsibility of the employee operating either a City owned or privately-owned vehicle to ensure that all persons in the vehicle use seat belts and have them properly adjusted before starting the engine of the vehicle.
 - H. When cargo, materials or tools are transported, the vehicle operator is responsible for assuring that all items are properly secured.
 - I. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacture for passenger seating. An exception to this shall be vehicles designed and equipped for passengers outside the cab area.
 - J. Any injuries sustained by the vehicle operator or other employees while operating a vehicle on City business shall be covered by Workers' Compensation.
 - K. Alcoholic beverages and drugs shall not be transported or placed in any city owned vehicle or privately-owned vehicle while on City business.
 - L. Before operating the vehicle, the driver should check all equipment to assure it is working and in a safe operating condition.
 - M. Any vehicle damage beyond normal wear and tear or that includes defect affecting the safe operation of the vehicle must be documented and reported to the Department Manager and the Garage Superintendent.
 - N. Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate a City vehicle or will not be authorized to use their privately-owned vehicles in the performance of official City business.
- X. ACKNOWLEDGEMENT**
Upon receipt of this policy, each employee shall sign a form acknowledging that he/she is aware of this policy.

Approved by Council February 17, 2015