

POLICIES AND PROCEDURES MANUAL: PERSONNEL

Subject: PERSONAL AUTOMOBILE TRAVEL

INTRODUCTION

In most instances, employees of the City of Taft are not authorized to use their own personal automobile for conducting City business.

Occasionally, however, an employee may find it essential to travel by automobile in performing specified tasks related to the job assignment.

To protect both the employee and the City in this event, the City has established regulations governing an employee's use of a personal automobile for City business.

POLICY

1. Employees of the City of Taft are not permitted to use their personal automobile in conducting City business without approval of the appropriate department head.
2. Before authorizing an employee to use a personal automobile for City business, each department head shall determine the validity of the business purpose and availability of municipally-owned vehicles.
3. If municipally-owned vehicles are available and equally convenient to the performance of City business, the department head shall not authorize use of an employee's personal automobile for business purposes.
4. No employee of the City of Taft shall be permitted to use their personal automobile in conducting City business unless such employee has in effect a Public Liability and Property Damage Commercial Insurance policy providing a minimum of \$100,000/\$300,000 bodily injury coverage and \$50,000 property damage coverage and unless proof of such coverage has been filed with the City's risk management representative a minimum of five (5) days before use of an employee's personal automobile for business purpose is required.
5. Authorized travel by personal automobile shall be reimbursed at the standard IRS per mile rate in effect at the time of travel, plus tolls and parking fees, subject to provisions of the City's Employee Travel Expense Policy
6. In the event of accident, employees using a personal automobile for authorized travel in conducting City business must rely on personal assets, including insurance, for financial protection. Although City interest are protected by insurance, the City of Taft provides no insurance to protect employees against damage to employee's personal automobile or for damage to the property of others or for death or personal injury to others as a result of an employee using a personal automobile in conducting City business.

Effective Date: 10/04/2011
Resolution No. 3353-11

7. Employees suffering injury, dismemberment or death arising from an accident incurred in the performance of City business shall be covered under terms of the California Worker's Compensation Law and under provisions of the City's Workers' Compensation policy.
8. Under no circumstance shall an employee of the City of Taft be compelled to use a personal automobile for conducting City business if the employee believes it is not in their interest to do so.