

INTRODUCTION

The City recognizes that employees need to make use of City owned vehicles. The purpose of this policy is to promulgate standards for Employees who operate a City-owned vehicle on City business.

POLICY

Unauthorized personal use of a City-owned vehicle is not permitted and may result in loss of vehicle privileges, or more serious discipline. Permission to operate a City-owned vehicle must be given by the City Manager or his designated representative. Employees shall operate all City-owned vehicles in a safe and economical mariner. In order to accomplish this, the following practices will be followed:

USE OF CITY VEHICLES

Employee's privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. Proper care in the operation of the assigned vehicle, including the use of seat belts, shall be exercised at all times

City-owned vehicles shall be driven for official use only. Personal use of City-owned vehicles is not permitted.

Vehicles will be operated only when they are in safe operating condition. Each Employee driving a vehicle on business shall visually inspect the vehicle to assure it is in sound operating condition. The driver shall be responsible for checking to ensure that the vehicle lights, turn signals, brake lights, and other safety equipment are functional on the City-owned vehicle.

City-owned vehicles shall be legally and appropriately operated and/or parked at all times.

The use of City-owned vehicles having work equipment is not permitted, unless authorized by the City Manager or his designated representative. City-owned vehicles must have safety belts for each passenger.

All drivers must have a valid California driver's license, and must show proof of insurance coverage to at least the minimum levels required by California law.

No unauthorized drivers will be allowed to operate a city vehicle. Passengers, including family members, are allowed only if they are accompanying the City Employee when the employee is required to be away on extended overnight City business. This will require advance approval of the City Manager on a case by case basis.

POLICIES AND PROCEDURES MANUAL: PERSONNEL

Subject: City Vehicle Use Policy

Any damage to, or malfunction of the City Vehicle; Accidents and/or citations and infractions shall be reported to the City Manager or his designated representative as soon as possible but no later than within one (1) business day. In the event of a violation of State or local motor vehicle laws, the driver shall be personally liable for any criminal or civil penalty incurred. Drivers shall also provide the City Manager or his designated representative written proof that tickets received have been paid within the required time frame by law.

Financial assessments related to City-owned vehicles that are incurred as a result of the driver's poor judgment, irresponsibility or negligence, will be the responsibility of the employee. Such charges or assessments may include, but are not limited to, tow charges and tickets.

Use of City-owned vehicles while under the influence of alcohol or illegal drugs is forbidden.

Use of City-owned vehicles while under the influence of legal medication affecting the ability to drive (including but not limited to certain types of cold medicine, allergy medicine, and/or anti-depressants) is forbidden.

Employees using a City-owned vehicle are to use a City credit card for refueling and maintenance. It is the responsibility of the driver to ensure refueling and service stations accept the credit card prior to refueling or giving authorization for service.

Employees using a City-owned vehicle are to purchase fuel at self-service pumps, unless forbidden to do so by State or Federal law. All Employees using a City-owned vehicle are to purchase only "Regular" unleaded gasoline with an octane rating of 87 unless the vehicle requires an alternative fuel. Repairs of City-owned vehicles require approval of the City Manager or his designated representative.

City vehicles shall not be taken home overnight except as follows:

A. Employees may take a City-owned vehicle home for one night when attendance at an off-site meeting takes place after or prior to normal working hours subject to approval of the City Manager or designated representative. City-owned vehicle must be parked off the street at the employee's home. (i.e., driveway or garage). City-owned vehicles may not be parked overnight at bars, restaurants, nightclubs, or other recreational locations without specific authorization from the City Manager or his designated representative.

B. City-owned vehicle shall be returned at the earliest practical time the day after any overnight usage.

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SECTION 419

PROHIBITED USE OF CITY VEHICLES

Any and all unauthorized use of a City-owned vehicle is absolutely prohibited. Unauthorized use includes, but is not limited to, the following:

1. Any use for personal purposes, other than necessary or immediately incidental to official use.
2. Travel or tasks which are beyond the vehicle's rated capability or capacity.
3. Transport of families, friends, associates or other persons who are not employees of the City or serving the interest of the City.
4. Transport of cargo that has no relation to the performance of official City business.
5. Transport of acids, alcohol, explosives, weapons, ammunition or highly flammable material, except in the course of City business and in compliance with all applicable Local, State, and Federal laws.
6. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving or a hazard to pedestrians or other vehicles.
7. Attending sporting events, including hunting and fishing, which are not in the service of City business.
8. Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
9. Operating a City-owned vehicle while under the influence of alcohol or drugs.
10. Use of a cellular telephone or any other electronic equipment that may interfere with the operation of the vehicle is not permitted.
11. Operating a City-owned vehicle without a valid operator's license or while said license is under suspension or revocation.
12. Smoking while in a City-owned vehicle

Any unauthorized use of a City-owned vehicle may result in disciplinary action up to and including termination of employment.

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