

MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION: 7.00 Miscellaneous

SUBJECT: 7.10

City Vehicle Authorization and

Control

SUPERSEDES: March, 1990

NEW EFFECTIVE DATE: August 15, 1992

PAGE __1_ OF __5__

APPROVED BY CHOY MANAGER:

I. Purpose

The purpose of this policy is to establish guidelines and procedures governing the assignment, use and control of City-owned vehicles utilized as transportation for employees engaged in City business.

Additionally, this policy establishes reimbursement procedures for the use of privatelyowned vehicles and/or public transportation by City employees during the performance of official duties.

II. Scope

This policy is applicable to all City agencies, departments and offices responsible directly to the City Manager, City Attorney or City Clerk. It is also requested that elective officers and their employees, and other independent commissions and committees of the City comply with these procedures in the interest of administrative uniformity.

III. Employee Transportation Policy

Employees requiring transportation to perform their official duties may be authorized to utilize the following types of transportation in accordance with the criteria set forth in Section IV of this policy:

- A. A City-owned vehicle permanently assigned to the department for use by a particular employee position. Overnight use of such vehicles must be approved annually in accordance with this policy.
- B. A City-owned vehicle checked out from either the Fleet Maintenance Division's dispatch pool or a departmental car on an "as required" basis. Overnight use of such vehicles will conform to the department's written policy for such dispatch or will require prior written approval by the department director.
- C. Privately-owned vehicles with reimbursement for associated expenses as specified in this policy.

MANUAL OF PERSONNEL RULES, PRACTICES, & PROCEDURES	EFFECTIVE DATE: August 15, 1992		SECTION: 7.00 Miscellaneous
	SUPERSEDES: March, 1990	PAGE 2 OF 5	SUBJECT: 7.10 City Vehicle Authorization and Control

- D. Public transportation, such as bus or taxi, on an "as required" basis with reimbursement for costs incurred by the employee.
- E. Rental of vehicles may be authorized to meet specialized or emergency needs.

City-owned vehicles shall only be used for official business, except for trips to/from the employee's home and City work when specifically authorized in conformance with this policy. They shall be operated only by City employees, elected or appointed officials, or by persons designated by City contract to operate such vehicles. An individual authorized under the above criteria to operate a City vehicle may also authorize any other licensed and properly trained driver temporarily to operate the assigned City vehicle, provided the individual to whom the vehicle has been assigned is present in the vehicle throughout the time of operation. No City-owned vehicle shall be driven to and kept at any employee's home or any location other than the regular work location or City Yard, except as provided by this policy.

Any person authorized to drive either personal or City-owned vehicles on official City business must possess a valid California motor vehicle driver's license for the class of vehicle to be operated.

- IV. Policy for Assignment of City-owned Vehicles and Authorization of Automobile of Allowance
 - A. City vehicles will not be authorized to individuals as compensation or as a condition of employment. Generally, management employees will use their own vehicles when conducting City business and will be reimbursed for the use of such vehicle or will receive a monthly automobile allowance. When a privately owned vehicle is not available or appropriate for City business use, a City-owned vehicle may be checked out of the departmental or City motor pool, except that employees receiving a car allowance are not to use City vehicles except when written approval by the City Manager has been received.
 - B. Policy for Authorization of Automobile Allowance

The monthly car allowance shall not exceed the rates set forth in the current Salary Resolution. A monthly car allowance for Council-appointed positions will be determined by the City Council. A monthly car allowance as authorized by the City Manager, City Attorney or City Clerk is based on the following conditions:

MANUAL OF PERSONNEL RULES, PRACTICES, & PROCEDURES	EFFECTIVE DATE: August 15, 1992	<u>, </u>	SECTION: 7.00 Miscellaneous
	SUPERSEDES: March, 1990	PAGE _3 _ OF _ 5	SUBJECT: 7.10 City Vehicle Authorization and Control

- 1. If the employee is regularly classified as an executive-management member, a car allowance may be authorized in an amount not to exceed the amount specified in the Salary Resolution. Executive Management employees who are on an unpaid leave of absence shall not be entitled to car allowance during such leave.
- 2. If the employee is regularly classified as a top-management member, a car allowance in an amount not to exceed the amount specified in the Salary Resolution may be granted. In deciding to grant car allowances, the Department Head shall consider how much the employee uses his/her personal vehicle for City business and the degree to which a car allowance is a part of employee benefits. Top Management employees who are on an unpaid leave of absence shall not be entitled to a car allowance during such leave.
- 3. If the employee is classified as a middle-management or professional-management member, whose regular duties require frequent use and who does not qualify for the assignment of a City-owned vehicle, a car allowance in an amount not to exceed the amount specified in the Salary Resolution may be granted. The amount granted should bear a reasonable relationship to the amount the employee would receive if reimbursed on a monthly mileage basis. Middle and Professional Management employees who are on a paid leave of absence for more than one month or on an unpaid leave of absence shall not be entitled to car allowance during such leave.

When requesting a new car allowance, middle and professional management employees will be required to record their work related mileage usage for three consecutive months to determine the average mileage per month. Such verification of mileage shall be in accordance with the procedures set forth by the Director of Finance and shall be approved by the Department Head. The amount of car allowance shall be based upon the average monthly mileage usage of the employee.

Each employee receiving a car allowance shall provide for the use a passenger car in good repair and appearance, and insured at least to the extent required by state law. (Suggested coverage is \$100,000 per person and \$300,000 per incident for personal injury and \$25,000 for property damage.)

Individuals authorized the monthly automobile allowance must personally bear the expenses associated with the operation and maintenance of their vehicles. The City will not provide gas, oil or service of any kind to personal vehicles.

MANUAL OF PERSONNEL RULES, PRACTICES, & PROCEDURES	EFFECTIVE DATE: August 15, 1992		SECTION: 7.00 Miscellaneous
	SUPERSEDES: March, 1990	PAGE _4_ OF _ 5	SUBJECT: 7.10 City Vehicle Authorization and Control

- C. Policy for Assignment of City-owned Vehicles and Reimbursement to All Other City Employees
 - 1. A City employee may be assigned a City-owned vehicle only when total mileage incurred on City business, or other operational necessity, makes utilization of a pool vehicle impractical. This determination shall be made by the director of the employee's department, and shall be reviewed and approved by the City Manager, annually. An assigned City-owned vehicle may be garaged at the employee's home only during periods when the employee is responsible for response in an emergency-equipped vehicle to after hours emergency call-outs.
 - 2. Any City employee whose job regularly requires that transportation be available between multiple job sites but who does not qualify for the assignment of a City-owned vehicle based on the criteria set forth above, and who does not have access to departmental or dispatch pool City-owned vehicles will be authorized to use his/her personal vehicle for the performance of official duties and will be reimbursed by the City at the rates set forth in the current Salary Resolution or MOU.
 - 3. Employees may also be authorized to use, and be reimbursed for, public bus or taxi transportation, with the approval of their department.
 - 4. Employees subject to emergency calls but who do not have access to a City-owned vehicle during off-duty hours, may be authorized to be reimbursed as specified above for the use of their own vehicles or for the actual costs of public transportation.

V. Requests for Transportation Authorization

All assignments of City-owned vehicles and any authorization to receive automobile allowance by any City employee, shall be approved by the City Manager, based on the recommendation of the employee's department head.

A. Regular Assignment of City Vehicle

During the annual departmental budget review, the City Manager in cooperation with department heads, will review all regular assignments of motor vehicles to City employees for conformance with the standards set forth in Section IV of this regulation.

MANUAL OF PERSONNEL RULES, PRACTICES, & PROCEDURES	EFFECTIVE DATE: August 15, 1992		SECTION: 7.00 Miscellaneous
	SUPERSEDES: March, 1990	PAGE <u>5</u> OF <u>5</u>	SUBJECT: 7.10 City Vehicle Authorization and Control

B. Authorization for Assigned Vehicles to be Taken Home

Prior to January 15 of each year, departments which have assigned motor vehicles authorized to be garaged at employees' homes shall review such assignments. A report of these assignments shall be prepared, containing the following information.

- o Department and division
- o Employee name and classification
- o Employee home address
- o Round trip distance between employee's home and City Yards
- o Justification for taking vehicle home
- o Average monthly business mileage
- o Actual odometer mileage, January 1 December 31, past year
- o Average monthly number of emergency call-outs or after hours work requirements
- o Radio-equipped (yes or no)
- o Other emergency equipment (specify)

The report will be sent to the City Manager with copies to the Department of Finance, the General Services Department, and the Fleet Maintenance Division. Listings of assigned motor vehicles authorized to be garaged at employees' homes will be kept updated by the departments involved. The approval of the City Manager shall be required for any change in the assignment of motor vehicle to be garaged at employees' homes.

C. Seat Belts

All vehicles used on City business, both City-owned and privately owned, shall be equipped with seat belts which conform to the requirements of State law. It shall be the responsibility of the driver operating a vehicle on City business to ensure that all occupants of that vehicle are wearing seat belts while the vehicle is in operation.