City of Winder Personnel Policy Manual
Title: Vehicle Use
Date Issued: 07/2011
Policy: 080

Mayor

City Administrator

80.10 Purpose

This policy is intended to ensure the safety and well-being of city employees; to facilitate the efficient and effective use of city resources; to minimize the city's exposure to liability; to monitor the use of city-owned vehicles; and to comply with regulations relating to city vehicle usage.

80.11 Assignment of City Vehicles

A. City vehicles shall be assigned to departments, individual employees, or to a general vehicle pool on the basis of work responsibility. Vehicles may be assigned to an employee, either solely for use during normal working hours or as a take home vehicle when deemed appropriate and resources permit.

B. Vehicle assignments to individuals will be reviewed annually during the month of January, or when deemed necessary by each respective Department. Department Heads will maintain vehicle assignment list to include: the employee's name; the vehicle number (if applicable), and make and model.

C. When assigning a take home vehicle the supervisor shall note which of the following two (2) criteria are met.

1. Vehicle is equipped with tools and/or instrumentation that are essential in an emergency response situation. The employee responds directly to the scene of a time sensitive emergency and is trained to use the tools and equipment. If response is on a rotation basis, each employee will only take home the vehicle when he is in "on call" status. Note: Communication equipment alone is not considered a tool or instrumentation for this purpose.

2. An employee's responsibilities require that he perform certain job functions on a regular basis outside of their normal assigned schedule, and the documented miles traveled and time per year between job destinations justify the decision.

80.12 Take-home Vehicle

A. Take-home vehicles are assigned strictly on a volunteer basis. No employee shall be required to have a take-home vehicle as a condition of employment.

B. The operations of a take-home vehicle to and from work does not constitute work time and the employee is considered off the clock until they arrive at a bona-fide work assignment. Exception would be to emergency vehicles where proper lights and sirens are utilized and the employee is responding to work.

C. All employees assigned take-home vehicles will live within 20 miles (based on actual driving distance) of City Hall or within Barrow County unless granted a specific exemption in writing by the City Administrator.

1. Employees shall not circumvent the distance provision by obtaining an address within the limits of this policy than frequenting an address beyond the approved distance.

2. All exemptions shall be in writing from the City Administrator and submitted for approval to the Mayor. All exemption will be reviewed annually and will expire December 31st of the year granted.

D. When an employee who is assigned a take home vehicle ends their residency within Barrow County or moves beyond the 20 mile radius, the employee must immediately notify their supervisor of the change.

E. Any employee on light-duty or suspension is not authorized a take-home vehicle. The Department Head and/or the City Administrator has the discretion to reassigned a take-home vehicle while an employee is out on suspension or while on light duty.

F. Any employee on annual leave, or other available leave exceeding ten days, will not keep possession of the take-home vehicle during such extended leave. The vehicle shall be parked in a secure location on City property as noted by their supervisor.

80.13 Revocation of Take-Home Authorization

Take home authorization may be revoked:

A. For failure to comply with the provisions of this policy or when violating the city travel policy.

B. For a change in job assignment, duties or responsibilities such that a take home vehicle is no longer justified.

C. In the event that the employee has had two (2) accidents in a City vehicle within an eighteen month period and found to be at fault/avoidable.

D. If the employee fails to maintain a valid driver's license.

E. When placed on workman's compensation, or when under medical care in which driving is not permitted.

F. If the employee has violated the City's drug/ alcohol policy.

G. As a result of disciplinary action.

H. When it is in the best interest of the City of Winder as determined by the Department Head or City Administrator.

80.14 **Use of City Vehicles**

A. Only City employees are authorized to operate City vehicles.

B. City vehicles are to be used as necessary to conduct business of the City and its operations. Employees shall not operate City vehicles for the purpose of conducting a private business or enterprise or any other personal use. However, it is recognized that a de minimus amount of personal use during the course of a scheduled shift to include meal breaks are permitted (as determined by the employee's supervisor).

C. The use of City vehicles for overnight and out-of -town travel shall be governed by the rules outlined in the City's Employee Travel Policy.

D. All drivers and business travelers must wear seat belts and obey traffic laws.

E. When cargo, materials or tools are being transported, the vehicle operator is responsible for assuring that all items are properly secured.

F. Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol, and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.

G. No employee shall transport alcohol in a City vehicle. Excluding sworn police officers, if the alcohol is being transported in accordance with official duties.

H. Vehicles interiors shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression.

I. The use of tobacco products are not permitted in City vehicles.

J. Employees must comply with any preventative maintenance programs which may be required by the City.

80.15 Passengers and Animals

A. City vehicles are permitted to transport non-employees for City business or when attending training, conferences, or a City sanctioned event. Other activities will require prior approval of the City Administrator.

B. No one under the age of 16 is permitted to ride in a City vehicle unless necessary as a direct result of the job (i.e. the arrest of a juvenile).

C. Elected and appointed officials, volunteers, interns, and part-time employees are permitted to ride in City vehicles. Part-time fire department employees approved by the Fire Chief, may operate City vehicles assigned to the Fire Department.

D. 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 manufacturer for passenger seating or in violation of State and Federal laws.

E. Transportation of animals is prohibited except as necessary during the performance of official public safety business (i.e. K-9).

F. Deceased animals are permitted to be transported in the back of an open truck or trailers for purposes of disposal of such animal remains when done in a manner consistent with the City's established standards for such activity.

80.16 Citations

A. Any employee receiving a traffic or parking citation while operating a City vehicle shall immediately notify their supervisor.

B. The City assumes no responsibility or obligation to pay for any citations issued for a moving or parking violation(s). All fines and cost associated with the citation are the responsibility of the employee.

C. The Vehicle and Safety Accident Review Committee shall be provided a copy of all citations regarding equipment or safety violations from the employee's supervisor/department head.

80.17 Operator Licensing

A. Employees operating a City vehicle shall possess a valid driving license during times of operations.

B. Operators of vehicles or equipment requiring a special class license (e.g. CDL) and/or endorsement, shall possess the same prior to operating such vehicles or equipment.

80.18 Altering Vehicles

A. City vehicles will not be altered in any way without first obtaining written approval of the appropriate Department Head to include but not limited to audio equipment, window tinting, lights, changes to the engine/performance of the vehicle, etc. All approved alterations of vehicle performance must be coordinated through Fleet Maintenance.

B. No City vehicle shall have any personal stickers, signs, flags, or any other similar attachment placed on or affixed to the vehicle unless previous approval or directive has been issued in writing by the City Administrator or designee.

C. Vehicles must be affixed with the City or Department logo. Any tampering or removal of the logo will result in disciplinary action. Logos will not pertain to unmarked police vehicles as designated by the Chief of Police or other vehicles designated by the City Administrator.

80.19 Vehicle Inspection

A. All employees will perform a "walk-around" of the vehicle to see if there are any visible problems prior to it being driven each day.

B. At a minimum of once a day, the employee shall check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights, and windshield washers are functioning properly.

C. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the employee's supervisor.

D. Employees must comply with any preventative maintenance programs.

80.20 Vehicle Accidents

A. In the case of an accident involving any level of damage, the employee driving the City vehicle shall immediately notify his supervisor. When the accident involves another vehicle or an injury the appropriate Law Enforcement Department shall be notified to obtain a full accident report.

B. All appropriate paperwork must be completed by the Department Head and submitted to the VSARC Committee for review whenever there is damage to a vehicle or equipment owned by the City.

C. In the event that the City employee is determined to be at fault, disciplinary actions will be taken.

D. The City shall not be responsible for any increase in the employee's automobile insurance premium as a result of an accident or fines.

80.21 Use of Electronic Devices

Employees shall refrain from operating hand held cellular telephones or any other device that may cause vehicle operator distraction while operating a City vehicle. Employees shall make every attempt to properly park their vehicle or use a hands-free device when using such equipment.

80.22 Use of Privately Owned Vehicles

A. There are times in which the use of an employee's personal vehicle is preferable because either a City vehicle is not available or because the use of a privately owned vehicle is deemed more efficient.

B. The use of a personal vehicle to conduct official City business shall be reimbursed at the established City mileage rate.

C. All reimbursable mileage must be approved prior to conducting travel and in accordance with the travel policy.

D. Drivers using a personal vehicle for City business shall carry adequate personal vehicle liability insurance as required under Georgia law.

E. The City assumes no responsibility for damages to privately owned vehicles.

80.23 Marked Police Vehicles

A. Officers will dress appropriately when using the marked patrol vehicle.

1. Proper attire must be worn. Officers will wear some type of identifying attire if the officer is not in uniform, i.e., Department approved tee/polo shirt and display a badge on person.
2. Officers will equip themselves with police identification, police radio, handcuffs, firearm, and spare magazines.

B. Officers will monitor the police radio at all times while operating a marked vehicle within City limits.

C. Personnel shall follow all other guidelines established through department policy.

80.24 **Safeguarding Issued Equipment**

A. Employees are responsible for safeguarding City-issued equipment associated with their assigned vehicles. This includes (but is not limited to) issued equipment which is normally left in the assigned vehicles. The employee shall ensure that all equipment is safeguarded prior to parking/leaving the vehicle.

B. The City will assume no responsibility for personal property stored or left in a City vehicle.

80.25 **Reporting Requirements**

A. For employees who fall within the provisions of the Internal Revenue Code, the City will comply with the Internal Revenue Service's regulations regarding the reporting of income. The employee is responsible for complying with all IRS regulations and any other regulatory requirements regarding employer provided vehicles.

B. Employees must forward a copy of their driver's license to the Human Resources Department and/or their supervisor as requested or when there is a change to their license. In the event of a license suspension, vehicle use privileges will be terminated.

C. Employees who operate any City vehicle are responsible for notifying their immediate supervisor of any restrictions, limitations, or other change in their driving status.