

## Examples of Vehicle Use Policies

August 20, 2013

### Option 1

#### **USE OF CITY PROPERTY/CITY VEHICLES**

It is the policy of the City that certain positions require employee access to Municipal vehicles, either during the work shift or on a 24-hour on-call basis. City vehicles are not personal vehicles and are not for personal use. City vehicles should be viewed as belonging to the citizens of the City and are assigned solely for the purposes consistent with providing services to the citizen. Municipal vehicles and equipment are for municipal use only. No other person other than a city employee may operate a city vehicle or piece of equipment. Passengers may be carried only as part of official business. Drivers and/or operators must have a valid Tennessee Driver's License and other certifications as required for a particular vehicle or piece of equipment and be approved by the Department Head.

##### A. Reporting Vehicle or Equipment Accidents or Damage

All municipal employees that operate a municipal vehicle or a piece of equipment shall immediately report to their supervisor or Department Head any vehicle or equipment accidents or damage incurred while operating said vehicle or piece of equipment, and shall remain at the scene. A crash report is required for all accidents to be completed by law enforcement. An accident involving the \_\_\_\_\_ Police Department requires an accident report from another law enforcement agency. The employee will complete a Vehicle Accident Report that describes in sufficient detail how the accident occurred. The supervisor or Department Head will conduct an investigation of the accident and complete a Vehicle Investigation Report. These reports must be forwarded to the Safety Director and Human Resources Director within 24 hours if feasible.

Failure to properly report an accident or damage to equipment, regardless of fault or severity of damage to the vehicle or piece of equipment, will be subject to disciplinary action.

Management shall inspect or cause to be inspected all vehicles and pieces of equipment on a periodic basis. They will maintain a log of all reported damage and accidents incurred on each vehicle and piece of equipment within their respective department.

##### B. Damage to Third Party or Other Private or Public Property

In the event an accident or damage incurred involves another party or damage to private property or other public property, the employee will request an officer from the \_\_\_\_\_ Police Department or other appropriate law enforcement authority, to complete an accident report that describes in sufficient detail the accident incurred.

The employee will also complete a Property Damage/Loss Report that describes the incident. The supervisor or Department Head will conduct an investigation of the incident and complete a Supervisor's Property Damage Investigation Report. These reports must be forwarded to the Safety Director and Human Resources Director within 24 hours

C. Employee Negligence While Operating Vehicle or Equipment

After investigation of an accident, if it can be demonstrated the employee operating the vehicle or piece of equipment was negligent in operation of the vehicle or piece of equipment or in violation of motor vehicle regulations, operational safety rules, departmental guidelines or city policy, the employee may be subject to disciplinary action.

D. Driving Records

Any employee who is required as an employment condition to possess and maintain a valid Tennessee Drivers or Commercial Driver's License must immediately, before reporting for duty the next workday, inform his/her supervisor should his/her license become denied, expired, restricted, suspended, or revoked any time during employment with the City. Periodic review of employee's driving records may be conducted by the City of

\_\_\_\_\_.

END OF SECTION

## Option 2

Subject	Number
Take Home Authority for City Vehicles	E-402

Effective Date	Revision	Page	of
xx-xx-xxxx	O	1	1

**1.0 POLICY STATEMENT:** Employees shall be granted take-home privileges of City vehicles when determined for the convenience and benefit of the City by the Mayor/City Manager/Recorder, etc. Vehicles taken home shall be driven only for City business and not for personal business.

**2.0 PROCEDURES:** The following individuals are authorized to take assigned City vehicles home:

- Administration: Deputy City Manager
- Public Works Department: Director
- Police Department: Chief
- *ETC.*

2.1 When serving in the absence of the individuals listed above, a subordinate acting in their capacity is permitted to drive a vehicle home in order to maintain an appropriate response to an after-hours emergency.

2.2 When a vacancy occurs in any position granted take-home authority, a review shall be made by the Mayor/City Manager/Recorder, etc. as to the appropriateness of continuing such take-home authority.

2.3 The granting of this authority is for the convenience and benefit of the City, not the employee.

**3.0 RESPONSIBILITY:** The Mayor/City Manager/Recorder, etc. is responsible for designating drivers authorized with take-home privileges. All Department Directors are responsible for ensuring that this policy is monitored and followed within each respective department.

APPROVED:

\_\_\_\_\_  
Mayor/City Manager/Recorder, etc.

END OF SECTION

## Option 3

### Use of City-Owned Motor Vehicles

PURPOSE: To establish guidelines for the use of City-owned motor vehicles.

#### STATEMENT OF POLICY:

Generally, only City Employees, members of the Governing Board, members of Boards and Committees appointed by the Mayor or Board engaged in the transportation of City personnel and/or material and supplies used to carry out the functions and operations of the Department of the City, and for which the immediate use of a vehicle is actually necessary or convenient, shall drive or ride in City-owned vehicles.

However, the following are exceptions to that general policy:

1. In emergencies where the City employee has a reasonable belief, based on a totality of circumstances, that the life, safety, health, or physical welfare of a citizen would be immediately threatened without the security and/or transportation the City-owned vehicle could provide him or her. Examples of such emergencies include, but are not limited to accidents involving personal injury, acute illness, and actual and potential victims of crime and violence.

2. In motorist passenger assistance where there is no immediate emergency, but under a totality of circumstances, the City employee has a reasonable belief that the failure to transport the motorist and/or passengers in a City-owned vehicle could result in such person being left in real or potentially real danger, or would result in extreme inconvenience to them. The use of a City-owned vehicle in such case shall be limited to transporting motorists and their passengers only to those places where they are reasonably safe, and have a reasonable opportunity to obtain continued help without further conveyance in a City owned vehicle.

3. When it is necessary for reasons of inclement weather, late hour, lack of transportation, or other reasonable cause, to transport non-City personnel to and from City owned property, and to repair, supply and similar facilities, so that such personnel can install, repair or maintain City equipment essential to the continuation or restoration of public services essential to the safety, health, and welfare of the citizens of the City.

4. In the transportation of Federal, State, and local officers and employees, and the news media, private consultants, businesspersons, and other private persons visiting the City for the purpose of directly analyzing, reviewing, supporting, assisting or promoting the City's functions and operations.

5. When the vehicle is being driven to or picked up from private maintenance or repair facilities, and while it is being "road-tested" while in the possession of such facilities.

6. City employees who are assigned, and required to drive home, City vehicles, are permitted to carry as passengers members of their households, and those non-members of their households listed in subsection (b) below, to the following destinations when the City employee has no other reasonably convenient means to transporting those persons:

a. Members of the household

(1) To and from school and work, using the most direct route to those destinations, when the City employee himself or herself is driving to and from work or carrying out other legitimate and necessary City business.

(2) To and from baby sitters, child care center, resident and businesses of family members, friends and neighbors, or other reasonable destination where the safety, security, comfort and well-being of the City employee's household members will be secured or promoted, when the City employee is required to respond to a call to perform legitimate and necessary City business.

b. Non Members of household

(1) Babysitters, family members, friends and neighbors, to the City employee's household or any

other reasonable location of a member of members of his household, when the purpose of the transportation of such person is to permit them to watch over the safety, security, comfort and well-being of the City employee's household members, when the City employee is required to respond to a call to perform legitimate and necessary City business. Among the circumstances City employees shall consider in determining whether to transport a private person in a non-emergency City owned vehicle under the emergency and motorist/passenger assistance exceptions are whether a more appropriate vehicle manned by trained police or other police or other emergency personnel is reasonably available. Medically untrained City employees should not generally undertake the transportation of person with severe injuries and illness.

Travel a reasonable distance outside the City limits by City employees under the exceptions to the policy prohibiting them from transporting non-city employees in City owned vehicles is authorized. Reports of such travel shall be made to the employee's Department Head the first working day following such travel. The report shall include the purpose, duration and distance of the travel outside the City, and any other information the Department head requires making a determination that the travel conformed to this policy. The Department Head shall keep a permanent record of such reports.

Non-emergency City vehicles shall obey all traffic laws under this general policy and its exceptions.

Employees are prohibited from using city owned vehicles for personal use, except as provided above. Vehicles may be used for meal and break stops taken in the course of employment or on the way to and from home that does not materially increase the number of miles a vehicle is driven.

The following employees are required to take their assigned vehicles home so that they may be available for immediate emergency response and communication:

- Fire Chief
- Fire Marshal-Assistant Chief
- Police Chief
- Detectives
- Public Works Director
- Street Supervisor
- Wastewater Supervisor

Department Directors may assign personnel take home vehicles for short periods of time when it is in the Department's best interest with the approval of the City Manager.

END OF SECTION

## Option 4

### Use of City Vehicles

1. **Application:** This policy shall apply to all employees and officials who use Town vehicles. Use of Town vehicles shall be considered a privilege, not a right, and shall only be allowed when this policy is followed. Failure to do so may result in disciplinary action.
2. **General:** All Town vehicles are for official use only and all operators of such vehicles must have a valid State of Tennessee driver's license. Operators of Town vehicles shall exercise good judgment in utilizing them and shall not drive, use, or park vehicles in such a manner that will cause unfavorable comment or reflect discredit upon the Town. Only city employees and approved volunteer firefighters are allowed to drive city owned vehicles. Only city personnel and persons on city business are allowed to ride in city vehicles. No family members are allowed to ride in or drive a city owned vehicle except in an unforeseen emergency and as soon as possible after such an emergency, the incident should be reported to the department head or mayor.
3. **Approval:** Any use of Town vehicles must be approved by the employee's supervisor.
4. **Observance of Laws:** Operators of Town vehicles shall observe all traffic laws, including the use of seat belts, at all times.
5. **Maintenance:** Operators of Town vehicles shall be responsible to notify their supervisor of any problems or maintenance needs related to the vehicle. Operators who are assigned vehicles to take home or on a routine basis shall be responsible for the general maintenance and proper care of the vehicle. They shall refrain from making anything but minor adjustments. These operators will be responsible for the appearance and cleanliness of vehicles, both interior and exterior.
6. **Safety and Efficiency of Operation:** Operators should not leave vehicles unattended with keys in the ignition, nor leave the motor idling for extended periods, as it is damaging to engines. Unattended vehicles should be locked. It is also the responsibility of each operator to insure the following methods for reducing fuel consumption are strictly adhered to:
  - Strict observation of the speed limit.
  - Reduce unnecessary idling of vehicles.
  - Avoid over-acceleration of starting of vehicles.
  - Reduce the use of the vehicle whenever possible.
7. **Accidents and Negligence:** All accidents involving vehicles must be reported immediately, and a supervisor called to the scene. Damage to any type of vehicle caused by negligence of the operator may be cause for disciplinary action.
8. **Incidental Use:** Town employees who are assigned vehicles and required to drive home are permitted to use the vehicle for incidental purposes only. For example, vehicles may be used for meal and break stops taken in the course of employment or on the way to and from home that does not materially increase the number of miles a vehicle is driven.

END OF SECTION