CITY OF EUREKA	Category:	PERSONNEL
POLICIES & PROCEDURES	Subject:	USE OF CITY VEHICLES
Date Adopted: January 1, 1976 Revised: September 18, 2012 Revised: September 15, 2020	File Number	3.75

POLICY OBJECTIVE

This policy establishes procedures regarding the assignment of City vehicles, use of City vehicles, and business use of private vehicles. This applies to all City employees unless otherwise noted within the policy.

ASSIGNED RESPONSIBILITY

City Manager and Department Directors

APPLICABILITY

Applicable to all employees and volunteers who use City owned assigned, take-home, and emergency call-out vehicles.

DEFINITIONS

CITY OWNED VEHICLE Any vehicle owned by the City that is used by an employee in the course of their assigned duties.

ASSIGNED VEHICLE: A City–owned vehicle designated for the use of an individual employee in the normal performance of his/her duties but not authorized for take- home use.

TAKE-HOME VEHICLE: A City-owned vehicle designated for the use of an individual employee in the normal performance of his/her duties including the commute from home to work.

EMERGENCY CALL-OUT VEHICLE: A City-owned vehicle assigned to an on-call employee performing the duties of emergency stand-by.

MILEAGE REIMBURSEMENT: A per mile rate to compensate employees for the incidental, non-routine, or the extraordinary use of a private vehicle for official business, based on actual logged miles.

ASSIGNED VEHICLES:

Only City of Eureka employees or volunteers conducting City business and authorized by the Department Director may drive or operate City vehicles or equipment.

City-owned vehicles are to be used for official business only with reasonable consideration for use for meals, while in the course of performing business on behalf of

the City. For individuals assigned vehicles for overnight use, stopping between work and home to perform brief minor personal business may be acceptable, but any such use should be the exception rather than the rule, and only if the stop is directly in route from work to the employee's residence.

City-owned vehicles are not assigned for nor shall they be used for the convenience of the employee with regard to transportation needs or other non-business activities except as determined by the Department Director with concurrence of the City Manager.

Drivers shall observe all local and state laws pertaining to the operation of the motor vehicles. Any fines imposed for any violation which was under the control of the driver shall be the responsibility of the driver.

At no time shall alcoholic beverages be consumed while operating a city vehicle.

Smoking and tobacco use are not allowed in any City owned vehicle. This includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as electronic cigarette or personal vaporizer.

Non-City employees may accompany City employees in City vehicles when they have a business interest in the travel and if they are covered by workmen's compensation by their employer. Due to insurance limitations and regulations, no other passengers are permitted unless authorized by the City Manager. Should clearance be obtained from the City Manager for any non-city employee to ride in a City vehicle, a "Hold Harmless" agreement must be completed. Should the passenger be a "minor" (any child less than 18 years of age), both parents must sign the agreement. The hold harmless agreement is for a **one time** only use and the date of the occurrence must be noted on the form. This form must be completed prior to the transport of the non-employee.

Employees who are provided a City vehicle are the only person authorized to operate the City vehicle.

City owned motorcycles are not qualified as a "take home vehicle" and are not to be assigned to personnel.

BUSINESS USE OF PRIVATE VEHICLES

Any private vehicle used by employees during course of business shall be subject to the terms and conditions of this policy.

CITY OF EUREKA	Category:	PERSONNEL
POLICIES & PROCEDURES	Subject:	USE OF CITY VEHICLES
Date Adopted: January 1, 1976 Revised: September 18, 2012 Revised: September 15, 2020	File Number	3.75

TAKE-HOME VEHICLE PROCEDURES:

For an employee to be authorized for take-home use of a City-owned vehicle, the employee must meet one of the following tests:

Test 1: The employee is:

- Subject to frequent after-hour emergency callback or other unscheduled work, and such unscheduled work involves the first response to a real or present threat to life or property requiring an immediate response..

Test 2: The employee is:

- Subject to frequent after-hour callback, and
- Such callback arrangements are to locations other than the employee's normal duty station, and
- An unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the needed equipment.

This category is normally for emergency maintenance response situations where a group of employees share formal on-call responsibilities on a rotational basis, such as public utility maintenance. In such cases, the use of the take-home vehicle is for the period of on-call assignment only.

Test 3: The employee is:

- Employed in a public safety position, and
- Is required to use an individually assigned vehicle during their normal tour of duty.

Assignments are not permanent. When priorities or circumstances have changed, vehicles should be reassigned. All take-home vehicle assignments must be reviewed and evaluated by the Department Director and approved by the City Manager annually. The following conditions should be considered:

- Requirements of the job.
- Productivity.
- Availability of City vehicles
- Cost to the City

Department Director shall determine reasonable schedules and vehicle assignments for rotational, on-call coverage. For other purposes, The City Manager, at the written request

of the Department Director, will authorize full-time take-home vehicles based on the criteria described above.

Employees permitted to take a vehicle home (commute) from their workstation may do so for job related reasons and not as a compensatory measure.

Vehicles so assigned are not intended to be perceived as personal property or interpreted as a salary supplement. The commuting costs of a City vehicle may be a taxable fringe benefit cost to an employee. Any vehicle not specifically designated as exempt under the 1985 Tax Act, may result in a taxable fringe benefit to the employee.

MILEAGE REIMBURSEMENT

The Department Director may authorize mileage reimbursement for an employee who must utilize his/her personal vehicle to conduct City business and who receives no other form of allowance, except as otherwise provided within this policy:

- Commuting mileage to respond to an after-hour call-back or unscheduled return to work is considered official City business.
- Claims for mileage reimbursement shall be turned into the City Finance Department within one (1) month and shall be in accordance with current travel expense reimbursement procedures.
- The standard rate of mileage reimbursement is the same rate currently in effect by the IRS. Mileage is reimbursed from the employee's duty station or the employee's home to the destination. Mileage will be paid for the shortest usually traveled route.
- Employees must obtain approval from their department director prior to using their personal vehicle for City business. If approval is not obtained, reimbursement may be denied.

The assignment of take home vehicles shall be reviewed annually by each department. An Annual Vehicle Authorization form shall be completed and signed by the employee, and authorized by the Department Director and City Manager. Each department shall be responsible for the annual review and record maintenance.

CITY OF EUREKA	Category:	PERSONNEL
POLICIES & PROCEDURES	Subject:	USE OF CITY VEHICLES
Date Adopted: January 1, 1976 Revised: September 18, 2012 Revised: September 15, 2020	File Number	3.75

ANNUAL VEHICLE AUTHORIZATION FORM

Year of Use _____

Employee Name _____

Home Address _____ Round Trip Mileage to/from Home _____

_____

Job Title _____Mileage of Vehicle _____

Department _____Division _____Unit # _____

Make, Model & Year of Vehicle _____VIN# _____

Does unit fit criteria for qualified non-personal use? (The IRS allows for certain vehicles to be exempted from fringe benefit compensation consideration. The use must be deemed exclusively for City business purposes, i.e. marked police and fire vehicles, unmarked police vehicles, large cargo capacity vehicles, special utility repair trucks, etc) Yes _____No _____

Please check one of the following.
Category of Assignment:

( ) Long Term/Take home unit (take home vehicle more than 6 months a year)
The authorization of assigned take-home vehicles may be granted for a period of not more than twelve months, unless re-assignment is approved. Emergency response assignments should be supported by data demonstrating the actual number and nature of emergency responses in the prior year and estimates of future emergency responses. In addition, there must be an explanation as to why an employee cannot use alternative forms of transportation to respond to the emergencies or pick up assigned vehicle at the designated parking area.

( ) Requirement to Respond (On-Call)
Employees must be on call when taking a unit home and must have primary responsibility to respond to calls.

( ) Condition of Employment

Take home vehicle assignment is permitted whenever an employee's employment agreement provides for a take home vehicle, subject to the approval of the City Manager.

( ) Occasional Overnight Usage

Occasional take home use of City-Owned vehicles is permitted. Such occasional usage of City vehicles may occur when an employee attends a meeting away from the employee's normal place of work and outside an employee's normally scheduled workday.

Describe vehicle usage and the nature of any personal use to be authorized, i.e. commuting, errands:

Describe how your specific work assignment meets the policies and criteria for a take-home vehicle program:

Provide data demonstrating the actual number and nature of emergency responses, if emergency response is being used, along with an explanation as to why alternative forms of transportation cannot be use to respond to the emergencies or pick up unit at designated parking area:

Describe the calculation of saving to the City, if economic justification is used.

How frequently has the unit been used for emergency response outside of regular work hours?

CITY OF EUREKA	Category:	PERSONNEL
POLICIES & PROCEDURES	Subject:	USE OF CITY VEHICLES
Date Adopted: January 1, 1976 Revised: September 18, 2012 Revised: September 15, 2020	File Number	3.75

( ) Less than three times within the past twelve months
( ) Three to six times within the past twelve months
( ) More than six times within the past twelve months

I have read and understand the City Vehicle Policy and agree to comply with the rules and regulations outline therein.

_____
Signature Date

_____Recommended _____Not Recommended _____
Department Director
Date

_____Recommended _____Not Recommended _____
City Manager Date