



SUBJECT	City-Owned Vehicles
Policy #	06-002
Issued Date	Adopted by the City Commission on June 27, 2023

I. PURPOSE

This policy provides guidelines for the acquisition, use, operation, maintenance, and safety of city-owned vehicles to ensure their optimal and ethical use and to protect the interests of the City and its citizens.

II. SCOPE

This policy applies to all city employees and other authorized individuals who operate city-owned vehicles.

III. POLICY

1. Acquisition

- a. In consultation with Department Directors, the Public Works Department is responsible for developing a prioritized list of new and replacement vehicle purchases; developing specifications to include type, size, suitability, durability, overall cost, and fuel mileage; and implementing those purchases after they have been adopted as part of the annual budget.
- b. With coordination of affected Department Heads, the Public Works Department shall evaluate and prepare specifications for both additional and replacement equipment that:
 - i. Meet the real requirements of the task to be performed.
 - ii. Encourage the competitive bidding process in accordance with the City's procurement codes and procedures; and
 - iii. Minimize purchase price and total life cost.
- c. The Public Works Department is responsible for developing and maintaining a comprehensive list of vehicle assignments. The City Manager is granted the authority to assign vehicles and to transfer vehicles between departments to ensure the maximum efficient utilization of the City fleet. Special care should be taken to maintain proper accounting records between general and enterprise funds. The vehicle assignment list must include information on daily and take-home assignments.

2. Markings: To prevent misuse, promote transparency, maintain credibility, and ensure that government resources are used appropriately and in the best interest of the public, the City Commission finds that it is in the best interest of the City to require all City-owned vehicles to be visibly and clearly marked for identification. The markings should be permanent, clearly legible, and displayed on both sides of the vehicle with the City's name, logo or seal, assigned department, and an identification number unique to each vehicle.
3. Emergency / Safety Equipment
 - a. Any City-owned vehicle with an obstructed view to the rear shall be equipped with a reverse signal alarm audible above surrounding noise level.
 - b. At a minimum, all City-owned vehicles shall be equipped with corner flashing safety lights. Any City-owned vehicle which is commonly used along roadways or parked roadside while in use shall be equipped with a traffic directional light bar and sufficient additional warning lights to ensure adequate visibility.
 - c. Any City-owned vehicle commonly left idling and unattended while performing official duties shall be equipped with an activated antitheft device in compliance with Florida Statute 316.1975(2)(a).
 - d. Any City-owned vehicle used for Road or Street Maintenance shall be equipped with equipment in accordance with Florida Statutes 316.2397(4) and 316.2397(5).
 - e. Any City-owned vehicle used for Emergency Responses shall be equipped with safety equipment in accordance with Florida Statutes 316.271 and 316.2397(3).
4. Authorized Use
 - a. Only city employees and other individuals specifically authorized by the appropriate department head may operate city-owned vehicles.
 - b. City-owned vehicles should only be used for official city business. Personal use is strictly prohibited.
 - c. Unauthorized passengers are not allowed in city-owned vehicles unless approved by the City Manager or his/her designee.
5. Driver Responsibilities
 - a. Drivers must possess a valid driver's license for the class of vehicle being operated and are required to follow all traffic laws and regulations.
 - b. Drivers are expected to operate vehicles in a safe, responsible manner and to exercise good judgment while driving.

- c. Smoking, use of alcohol or illegal drugs, or being under the influence of such substances while operating city-owned vehicles is strictly prohibited.
- d. Drivers are responsible for reporting any vehicle malfunction, damage, or needed repairs immediately to the designated city department.
- e. Use of seat belts is mandatory for all occupants when the vehicle is in operation.
- f. Non-emergency responders driving City-owned vehicles should not use cellular phones or engage in text messaging while operating the vehicle. Employees should pull off the road to make or receive calls.

6. Accidents

- a. In the event of an accident, drivers should first ensure the safety of all individuals involved, then contact local law enforcement and their supervisor or department head as soon as possible.
- b. Regardless of the severity, all accidents involving City-owned vehicles must be immediately reported to the designated city department and the Human Resources Department.

7. Assignment of Take-Home Vehicles

The assignment of a take-home vehicle to an employee who lives within Broward County may be made if one or more of the following criteria are met:

- a. An assigned on-call employee is called out for bona fide emergencies on an average of four (4) times per month for the preceding three (3) month period. The on-call employee must be specifically on call for emergencies and require transportation and tools or equipment on board the vehicle to perform his or her emergency duties.
- b. Use of a marked 24-hour City response vehicle will reduce the City's liability during a bona fide emergency response affecting Public Welfare in the areas of fire suppression, emergency medical response, accidents, severe weather, loss of roadway, loss of traffic signals or barricades, or severe water or sewer disruption, or stormwater washouts. In every case, the attempt to fill this need must be made by assigning a minimum rotating staff to an on-call assignment with a City-owned vehicle.
- c. The employee has been provided with a City-owned vehicle as part of an employment agreement or contract as approved by the City Commission.

Take-home vehicle assignments authorized pursuant to Sections 7a or 7b shall be based solely on the requirements of a specific position and not an individual. When an employee leaves the position to which a vehicle is assigned (e.g., transfer, promotion, resignation), at the option of the City

Manager, the vehicle assignment may remain with the position, but does not follow the employee. The assignment of a City-owned vehicle on a 24-hour basis as a condition of employment for any position requires the authorization of the City Commission.

8. Use of Take-Home Vehicles

- a. Take-home Vehicles authorized pursuant to Sections 7a or 7b, shall only be used for Official City Business or Portal-to-portal use.
- b. City employees will be liable for at-fault collisions in City take-home vehicles when outside the course and scope of their employment. This includes, but is not limited to, traveling to and from work/worksites. In the event a claim for damages is made against the City or employee, payment of damages and litigation expenses are the employee's responsibility. City funds shall not be used to pay for damage under these circumstances.
- c. Employees assigned a take-home vehicle are encouraged to purchase and maintain "non-owned" vehicle riders as part of their personal automobile coverage.
- d. Prior to receiving the keys to a take-home vehicle, employees are required to sign an acknowledgment confirming that they are responsible for any collisions that occur while driving their City take-home vehicle outside the scope of their employment.
- e. Portal-to-portal and personal use of government-owned vehicles is considered a taxable fringe benefit by the Internal Revenue Service. The Finance Department shall establish a monthly reporting process to capture, report and deduct said use in accordance with IRS regulations and the City's regular payroll processing cycle.

IV. ENFORCEMENT

The City Manager shall develop reasonable procedures to ensure the compliance and enforcement of this policy.

This policy is intended to provide guidance within the law and is not to be construed as a contract between the City and its employees. Non-compliance with this policy can result in disciplinary action up to and including termination.