



# City of **FOREST PARK**



---

## **TAKE-HOME VEHICLE POLICY**

TAKE-HOME VEHICLE POLICY AND PROCEDURES CITY OF FOREST PARK Page 1 of 20 CONTENTS

Purpose.....2  
Applicability.....2  
Definitions .....2  
Responsibility/Accountability.....3  
Use of Vehicles.....4  
City Vehicle Take-Home Privileges .....4  
Take-Home Vehicle Justification.....13  
Criteria for Approval of Take-Home Vehicles.....13  
Vehicle Inspection .....14  
Use of Electronic Devices.....14  
Appendix A: REQUEST/JUSTIFICATION FOR TAKE-HOME VEHICLE ASSIGNMENT.....16  
Appendix B: TAKE-HOME VEHICLE POLICY ACKNOWLEDGEMENT.....17  
Appendix C: VEHICLE INSPECTION.....18  
Appendix D: APPROVED TAKE-HOME VEHICLE LIST.....19  
Vehicle Pool Standard Operations Procedures.....20  
A. Definition.....20 B.  
Authorized Use of Vehicles:.....20 C.  
Unauthorized Uses:.....20 D. F.  
Minimum Business Miles Driven.....21 G.  
Driver Responsibilities.....21  
Approved by City Council on November 10, 2020

## **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; to establish a uniform, comprehensive policy and criteria for the assignment, use and administrative control of vehicles assigned to employees to conduct city business. The City of Forest Park may provide take-home vehicles to employees whose responsibilities necessitate the need to regularly report to a worksite during off-duty hours for the purpose of protecting life and property. Each department director will be responsible for justifying the assignment of each take-home vehicle. As a cost-savings measure, other methods of response should be considered prior to recommending the assignment of a take-home vehicle. It is the intention of administration to assign take-home vehicles only to the extent necessary to operate in an effective and efficient manner. The use of take-home vehicles is a privilege. The City expects employees with assigned take-home vehicles to act responsibly and use necessary discretions in the operation of the vehicle. Violation of City or state laws governing such use may lead to that privilege being revoked or other disciplinary actions as applicable.

## **Applicability**

Department heads, employees, or other authorized individuals operating a vehicle owned by the City of Forest Park, or that are reimbursed for the personal use of their private automobile, shall comply with this policy.

## **Definitions**

*Authorized Driver/Operator:* An employee given permission to operate a City vehicle. Such driver must possess a valid and appropriate 'State' driver license or a Commercial driver's license (CDL) with an acceptable driving history.

*Call Out/On Call:* A directive to an employee to report to a worksite during off duty hours and to respond to emergencies which require immediate response in order to protect life and property.

*Employee:* An individual employed by the City of Forest Park government for compensation.

*Executive Management Team:* Comprised of the City Manager, Human Resources Director, Chief Financial Officer and Risk Manager.

*Markings:* All vehicles will be marked appropriately with the City seal, vehicle numbers and any other markings required by the Fleet Services Division. Exceptions of this requirement must be reviewed by the appropriate Executive Management Team member and submitted to the City Manager for approval.

*Official City Business:* Bona fide use of a City vehicle for city business, including city-authorized training.

*Take-Home Vehicle:* A City vehicle assigned to a City employee for official City business and for commuting to and from the employee's home and worksite.

*Vehicle:* A mechanized piece of equipment used to transport passengers or equipment and permitted by law to operate on streets and roadways.

*Worksite:* The office or site where an employee normally reports to perform scheduled work.

### **Responsibility/Accountability**

In general, each department head will have the responsibility of assigning City vehicles to employees as required to conduct official business based upon their department's operations. However, all take-home vehicle assignments unless otherwise specified in this policy must be approved by the City Manager.

Department heads are responsible for assuring that all policies herein are met before authorizing the use of such vehicle. If the need for an exception is urgent and temporary, the department head may proceed with the exception. Department heads are responsible for ensuring the vehicles assigned to their departments are operated as this policy dictates and the vehicle use meets all criteria outlined in this procedure. Department heads shall ensure employees operating the department's vehicle possess a valid operator's license at the time of assignment as appropriate to the type of vehicle operated.

Department heads are responsible for providing a copy of this policy to each driver and provide Human Resources with the original signed acknowledgment for inclusion in their personnel file. See Appendix B attached hereto. Furthermore, it will be the department heads responsibility to evaluate the need for employees to be assigned a take-home vehicle on a regular but at minimum annually. The department head shall, on an annual basis (in July), submit justification, to the appropriate executive management team. The justification shall include a justification of the need for the employee to take a city vehicle home. Department head must maintain documentation to support the need for the employee to take a

city vehicle home and provide copy to Public Works. Lack of this support may result in denial of take-home vehicle assignments.

The Public Works Director or designee is responsible for maintaining a list record of all City take-home vehicles and assignments. Human Resources is responsible for conducting bi-annual Motor Vehicle Records (MVR) checks for all drivers of City vehicles and retaining a copy of their 'State driver's license. Drivers found to have an unacceptable driving record will lose their take home vehicle privilege. Employee must notify their department head and Human Resources immediately of any driving infractions or pending charges that affect or could affect their driver's license status. The Risk Manager will make the determination as to the current and/or future driving privilege status of the driver and/or other recommendations to ensure a safe driving habits. These actions may include, but are not inclusive of, enrollment in defensive driving and/or disciplinary actions.

### **Use of Vehicles**

The City vehicle shall be used to perform "Official City Business" only.

### **City Vehicle Take-Home Privileges**

- A. Eligibility for vehicle take-home privileges for Public Safety and Public Works Employees who live within a 30-mile radius of Forest Park Police Department (Headquarters):
  - **For Public Safety (Police)**: The employee shall have successfully completed the Field Training Program or Probationary Period within the Forest Park Police Department and be in good standing with the department. Only those officers who are determined to be necessary for callback on an emergency basis for incident response or investigations will be eligible for take-home privileges to residences within a 30-mile radius from the Forest Park Police Department (Headquarters). The vehicle must be equipped as an emergency response vehicle to qualify for this privilege. The positions of the Command Staff, including Lieutenants, under the Chief of Police are not confined to the 30-mile radius. The Chief of Police will determine those who qualify under this provision and report back to the City Manager on a bi-annual basis for approval.
  - **For Public Safety (Fire)**: The employee shall have successfully completed the Field Training Program or Probationary Period within the Forest Park Fire Department and be in good standing with the department. Only those members who are determined to be necessary for callback on an emergency basis for incident response or investigations will be eligible for take-home privileges to residences within a 30-mile radius from the Forest Park Fire Department (Headquarters). The vehicle must be equipped as an emergency response vehicle to qualify for this privilege. The positions of the Command Staff, under the Fire Chief are not confined to the 30-mile radius. The Fire Chief will determine those who qualify under this provision and report back to the City Manager on a bi-annual basis for approval.
  - **For Public Facilities (Public Works)**: The Public Works Director and only those individuals who are determined to be skilled and needed for callback to respond to City facility emergencies (such

as electrical, heating or air conditioning outages, etc.) will be eligible for take-home privileges to residences within a 30-mile radius. The vehicle must be equipped with the tools necessary for the appropriate response to qualify under this provision. The Director of Public Works will determine those who qualify under this provision and report back to the City Manager on a bi-annual basis.

- B. Eligibility for vehicle take-home for Public Safety and Public Works Employees who live outside the City of Forest Park:
- All other employees who qualify for a take-home vehicle under this policy, but who live outside the City of Forest Park, may choose one of the following options:
    - a. Parking the vehicle at the closest City facility to home for dropoff and pick-up;
    - b. Using a personal vehicle for call-backs and charging mileage (a combination of a and
    - c. Paying the City, a commute fee of \$.10 per mile from the City line to the employee's residence and back via payroll deduction.

## **II. Other Circumstances Where Overnight, Take-Home Privileges May be Granted**

On a case-by-case basis, a Department Head may authorize temporary overnight take-home privileges for an employee. In those instances, the employee must have attended an authorized meeting as an official representative, and it is reasonable to return the vehicle to its normal location. In such instances, the Department Head must document for file the temporary overnight privilege to indicate the justification for the action.

## **III. City Vehicle Range**

For day-to-day business, authorization to take a vehicle outside of the Atlanta Metropolitan Area (e.g., Macon, Columbus, etc.) must be approved in writing by the City Manager or his/her designee. For purposes of this policy, the Atlanta Metropolitan area is defined as the 20-county area as established by the United States Census Bureau. These counties include: Barrow, Bartow, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding, and Walton.

## **IV. Report to City Council**

The Director of Public Works will provide a annual report to the City Council identifying City take-home vehicles, including, type of vehicle; employee's name and residence; and justification. Additions/deletions to the Overnight Vehicle List must be approved by the City Manager who will include them on the next annual report to the City Council.

## **V. Miscellaneous Provisions for the Use of Vehicles on City Business**

The City will endeavor to:

- A. Provide transportation when available, or make reimbursement of costs incurred, to employees traveling on official business for the City.
- B. Assign City vehicles full-time during the working day to specific employees based on a justified need and not because of position.

- C. Provide City vehicles, as available, to other employees having less than full-time needs.
- D. Encourage use of the City-wide motor pool.
- E. Authorize reimbursement at the current City-approved rate-per-mile for the use of privately-owned vehicles only when it is deemed necessary, and in the City's best interest.

**VI. Vehicle Assignment**

Vehicle assignment for business purposes may be categorized in the following manner:

- **Exclusive Assignment – Restricted:** The authorized use of a City vehicle by a designated City employee/ position for the purposes of efficiently and effectively performing City business.
- **Exclusive Assignment – Unrestricted:** the assigned, unrestricted use of a City vehicle on a 24-hour basis within the Metropolitan Atlanta area and encompasses commuting to and from home and 'de minimus' personal use. Examples of "de minimus" personal use include lunch and/or a personal errand on the way between a City work location/activity and the employee's home. Exclusive assignment is limited to specific positions within the City, i.e., Police Departments, whose response time to urgent and immediate needs of public safety duties and responsibilities are essential. The specific positions for unrestricted, exclusive assignment will be determined by the City Manager. Unrestricted use of Public Safety (fire department and law enforcement) vehicles by specifically authorized personnel is allowed. Such unrestricted use must encompass an urgent and immediate need to respond to public safety duties and responsibilities where response time is essential. All such assignments must be recommended by the appropriate Public Safety Department Directors and approved by the City Manager.
- **Eight-Hour Assignment:** the assigned use of a City vehicle by a designated employee/position for the efficient and effective performance of City business during the respective employees assigned work period which may in fact be more than eight hours depending on job assignment as approved by the Department Head. Such assignment allows for use of the City vehicle for all authorized uses except for commuting between normal worksite and personal residence. An eight-hour assignment of a City vehicle may be approved when:
  - o A vehicle is needed and used extensively each working day, or
  - o The nature of one's work may cause unusual depreciation and wear on a personal vehicle.
- **Pool Assignment:** the assigned use of a City vehicle by employees for the efficient and effective performance of City business on an as needed basis.

City vehicles not assigned to a specific employee/position are designated as Department Pool Assignment vehicles. These vehicles are to be utilized by City personnel as directed by the owning Department Head or his/her designee.

Department Pool Assignment vehicles should normally be used to handle a department's short-term (approximately eight hours) transportation requirements; however, they may be used on a temporary basis for periods greater than a day when approved by the Department Head, to accomplish essential City business. The Department Head shall document for file the justification for this approved action.

- Personal Vehicle Use: allowed in the performance of City business when a City vehicle is not otherwise appropriate or available. Reimbursement shall be accomplished on an allowance or mileage basis as outlined later in this policy.
- Individuals using personal vehicles on official City business are required to carry, at a minimum, the Georgia auto liability limits as evidence of financial responsibility. This is always the primary insurance coverage for the employee's vehicle, including when the vehicle is used on official City business.
- Approved officials or employees who use their personal vehicles for City business may be reimbursed on a per mileage basis. Mileage for transit between home and work and between work and lunch does not qualify for reimbursement.
- Persons in this category of assignment who consistently travel more than 500 miles per month in the conduct of City business may be considered for another type of vehicle assignment.
- Reimbursement requests: The "Mileage Reimbursement Request" form shall be signed by the employee requesting the reimbursement and verified by the employee's Department Head. Reimbursement documents shall be filed with the Finance Department. The Finance Director may employ any reasonable means of checking the validity of mileage reimbursement requests. Any inaccurate record keeping shall subject the requesting employee to disciplinary action in accordance with applicable City of Forest Park policy.
- In general, the City assumes no liability for property and/or personal injury damages for employees operating a personal vehicle while conducting official City business.

#### **VII. Other Vehicle Use Considerations**

- Mass Transit: High priority should be given to the use of public transportation systems. Employees using mass transportation for official business can submit a receipt for reimbursement.
- Taxation: Personal use of a City vehicle will subject the employee to the Internal Revenue Service (IRS) tax liability guidelines. Positions that meet the Public Safety requirements of the IRS code are exempt. The Internal Revenue Code requires the value of using a City vehicle for commuting to and from work to be taxed as income subject to federal, state and FICA withholding requirements.

#### **VIII. Approval Process**

All assignments, including reimbursement for use of personal vehicles, are subject to the monetary limitations imposed by the City of Forest Park City Council as part of the annual budget process. Semi-



annually, each Department Head will assess the status of the vehicle assignments, utilizing the five categories outlined in Section VI.

On or before July 1st of each year, Department Heads will submit justification for requirements for exclusive and eight-hour assignments to the Director of the Public Works. These requirements should be submitted using the "Request for Vehicle Assignment" form. The Public Works Director will provide a consolidated recommendation to the City Manager for his/her review and presentation to the City Council.

In the case of mileage and vehicle allowance, reviews will be conducted annually in conjunction with the July report.

## **IX. Driver Responsibilities**

### **A. Driver Qualifications**

Only City employees who hold a valid Georgia or other state driver's license and who meet the following driver's qualifications shall be allowed to operate City vehicles or drive their personal vehicles while conducting official City business:

- Have at least one year of experience in the class of vehicle to be operated or have received proper training in the operation of the vehicle prior to use.
- Must meet driver's licensing requirements.
- Must provide an initial Driving History Report (MVR) and annually thereafter.
- An employee will not qualify for a City vehicle if, during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of sale, handling, or use of drugs.
  - Has automobile insurance canceled, declined, or not renewed by a company for reasons related to unsafe driving practices.
  - Has 12 or more points assigned to his/her driving record.

Drivers must sign the Take-Home Policy Acknowledgment Form, as shown in Exhibit B. Employees are required to maintain their assigned vehicle in accordance with guidelines established by Fleet Services. Failure to follow these policies and procedures shall be cause for disciplinary action up to and including termination of employment.

### **B. License Inspection**

All City employees must, upon request, provide a copy of their driver's license to the respective Department. A visual check of the driver's license shall confirm the following:

- Signature matches the individual
- Photo resembles the individual
- Description and address fit the individual
- The expiration date has not passed
- The license has been issued by the state in which the individual resides

### **C. Reporting Requirements**

- Driving While Impaired

All City employees are required to report any Driving While Impaired (DWI) arrest, or any other drug or alcohol arrest related to driving, whether on or off duty, to their supervisor. The employee's driving privileges will be suspended pending final disposition by the courts. Failure to report the arrest is a violation of the City of Forest Park Fleet Safety and Management Policy and shall be grounds for disciplinary actions.

- Traffic Violations

Employees (drivers) are responsible for obeying all traffic laws. All City employees who are assigned a City vehicle or who drive any vehicle more than 10% of their work time are required to report any traffic violations, whether on or off duty, to their supervisor. Failure to report any traffic violations is a violation of the City of Forest Park Policies and Procedures and shall be grounds for disciplinary action. Fines imposed on a City employee for a traffic offense committed while on or off duty are imposed on the employee personally and payment thereof is the employee's personal responsibility.

- Incidents and Accidents

Employees involved in a Motor Vehicle Accident will be subject to disciplinary action set forth by the COSF Safety Incident/Accident Review Board. The employee will also complete online Driver Safety Remediation courses with Safety National. Each course must be completed with a proficiency of 80%.

In the event of a preventable accident involving death, the employee will, at a minimum, be suspended five (5) scheduled work days without pay, attend a Defensive Driving course approved by the City Manager or his/her designee at the employee expense and submit for a hearing with Safety Incident/Accident Review Board, before he/she is permitted to resume driving any vehicle while conducting official City business.

All vehicle operators are required to report any accident or any other incident involving a City vehicle, or any accident or other incident in a personal vehicle while conducting official City business in any vehicle, immediately, or as soon as possible, to the Appointing Authority or Department Head. In the event of an accident, the vehicle operator shall also:

- Follow the City of Forest Park Accident Reporting Procedures, which include Contacting the Risk Management office, regardless of the extent of damages. (See attached)

- Employee will submit for a Breath Alcohol Test and Drug Screen with a CSOF Panel Physician within 2hrs of the Motor Vehicle Accident.
- Not discuss the circumstances of the accident with anyone other than the investigating officer, Risk Manager, the City's insurance carrier, or persons conducting an internal investigation.
- Make no attempt to reach a settlement.
- Get the name, address, and phone number of all involved parties and witnesses.
- Take, at least, 3 photographs at different angles of the accident or incident scene.
- Submit MVA Accident report in Origami. Complete all fields for proper processing and recording. Department Heads should ensure that all reports are submitted in a timely fashion.
- Submit all documentation from Panel Physician to Risk Management as soon as possible. These documents must be sent to the Insurance Medical Adjuster to process the claim.

#### **D. Safety and Proper Care**

All City employees who operate City vehicles or their personal vehicles while conducting official City business are required to operate them in a safe and lawful manner and shall not engage in any actions which would distract the driver from the safe operation of the vehicle. Also, employees shall operate said vehicle in accordance with the motor vehicle laws of Georgia and the applicable law of any other governmental entity having jurisdiction. Approved commuters are responsible for making sure the City vehicle assigned to them is parked safely and securely when parked at the employee's home.

All drivers who operate vehicles owned by, titled to or otherwise controlled by the City, are responsible for the proper care, use, safety and security of City property. Off-street overnight parking must be provided for the City vehicle at the employee's home.

Employees are required to maintain their assigned vehicle in accordance with guidelines established by Fleet Services. Failure to follow these policies and procedures shall be cause for disciplinary action up to and including termination of employment.

#### **E. Alcohol, Drugs, and Tobacco Prohibited**

Possession, transportation or consumption of alcohol or drugs by anyone in a City vehicle is strictly forbidden, and no tobacco products may be used in City vehicles. Smoking by driver or passenger in City vehicles is also prohibited.

#### **F. No Right of Privacy**

City vehicles are the property of the City of Forest Park and as such, are subject to inspection, audit, and search by City officials. This includes the right to place tracking devices on City vehicles and monitor their whereabouts without notice to employees. The City Manager shall designate persons authorized to conduct inspections, audits, searches, and monitoring.

## **G. Appearance**

It shall be the responsibility of the employee to which a City vehicle is assigned to keep the vehicle in a state of cleanliness. City vehicles are a direct reflection on the City and as such should portray a professional appearance. Interiors of the vehicles shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression. City vehicles will not be altered in any way without first obtaining written approval of the Fleet Manager. No City vehicles shall have personal stickers, signs, flags, or any similar attachment placed on or affixed to the vehicle unless previous approval or directive has been issued in writing the City Manager or designee. Vehicles must be affixed with the City logo. Tampering or removal of the logo will result in disciplinary action.

## **H. Vehicle Logs**

Vehicle Logs (i.e., the "Vehicle Maintenance Checklist" form, Appendix C) may be placed in vehicles at certain times by City administration to help gather information to help the City assess its vehicles' needs and usage patterns. When this happens, each driver will be responsible for ensuring that there is a vehicle log in his/her vehicle and that it is filled out each day. When a page is filled out completely, the driver is responsible for getting his/her supervisor's initials on the sheet showing they have reviewed the record.

## **I. Vehicle Inspection Checklist**

Each employee who is assigned a City vehicle shall complete a Vehicle Inspection Checklist and provide a copy to his/her supervisor no less than once monthly, as determined by the City Manager or his/her designee. Employees must comply with vehicle preventative maintenance programs which are required by the City. Drivers may not transport items or cargo having no relation to official City business.

## **J. Gas Stations**

Only approved gas stations may be used unless there are extenuating circumstances.

## **K. Passengers**

Only passengers on official City business are allowed in City vehicles.

## **L. Seat Belts**

Drivers and passengers must always wear seat belts.

## **Take-Home Vehicle Justification**

The employee must be subject to call out/on call, and/ or the responsibilities of the job assignment require that the employee be subject to be called back or respond to work.

The department head must assure that the use is justified (refer to Appendix A) based on past evidence of their need to be called back to work outside of their normal work hours or other operational need.

### **Criteria for Approval of Take-Home Vehicles**

Unless otherwise authorized, take-home vehicles will only be permitted if the employee lives within the geographic boundaries of the City.

Exceptions of this requirement must be reviewed and recommended by the department head and submitted to the City Manager in writing for final approval.

Employees on suspension will have their take-home vehicle privileges revoked during the suspension. The Department Head or the City Manager has the discretion to reassign a take-home vehicle while an employee is absent on suspension.

Employees on leave exceeding ten days will not keep possession of the take-home vehicle during such leave.

### **Vehicle Inspection**

All employees will perform a “walk-around” of the vehicle to identify any visible problems prior to use each day, utilizing the vehicle maintenance checklist depicted as Exhibit C.

At a minimum, the employee shall check once a day to ensure all safety equipment, i.e., headlights, turn signals, brake lights, and windshield washers are functioning properly.

Any vehicle damage beyond normal wear and tear, including defects affecting the safe operation of the vehicle must be documented on the vehicle maintenance checklist and reported to the employee’s supervisor and fleet management.

Employees must comply with all preventative maintenance programs established by the City.

### **Use of Electronic Devices**

In accordance with O.C.G.A. § 40-6-241, the use of a mobile telephone for voice communications while physically holding or supporting said telephone with any part of the body and while operating a City vehicle or while operating a personal vehicle on official City business is prohibited except in the following circumstances:

- When reporting a traffic accident, medical emergency, fire, an actual or potential criminal or delinquent act, or road condition which causes an immediate and serious traffic or safety hazard;
- By a law enforcement officer, firefighter, emergency medical services personnel, or other similarly employed public safety-first responder during the performance of his/her official duties; and/or

- When using an earpiece, headphone device, or device worn on a wrist to conduct voice-based communications.

In all other circumstances, employees should park their vehicle in a safe manner and location when it becomes necessary to use a mobile telephone for voice communications inside the vehicle. Reading or writing texts or emails while operating a City vehicle or personal vehicle on City business is prohibited under the City of Forest Park Distracted Driving Policy.

Mobile telephones should not be used while pumping gasoline.

The use of any other electronic digital media device (e.g. GPS, laptop computer, iPad, etc.) while operating a personal vehicle on official City business, is discouraged. Employees should park their vehicle in a safe manner and location when it is necessary to use an electronic digital media device inside the vehicle.

In addition to any other acts prohibited by this Procedure, in accordance with O.C.G.A. § 40-6-241, all drivers of commercial motor vehicles are prohibited from engaging in the following acts while operating a City commercial vehicle:

- Using more than a single button on a wireless telecommunications device to initiate or terminate a voice communication; or
- Reaching for a wireless telecommunications device or stand-alone electronic device in such a manner that requires the driver to no longer be in a seated driving position or properly restrained by a safety belt.

**Appendix A: REQUEST/JUSTIFICATION FOR TAKE-HOME VEHICLE ASSIGNMENT**

Employee Name \_\_\_\_\_ Employee# \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employing Department \_\_\_\_\_

Job Title \_\_\_\_\_ Job Assignment \_\_\_\_\_

**Provide detailed justification for take-home vehicle assignment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Upon completion submit the form to your Department Head**

\_\_\_\_\_  
Approval/Disapproval of Department Head Date \_\_\_\_\_

\_\_\_\_\_  
Approval/Disapproval of Executive Management Team Member Date \_\_\_\_\_

\_\_\_\_\_  
Approval/Disapproval of City Manager Date \_\_\_\_\_

The completed form must be submitted to the appropriate Executive Management Team member for initial review/recommendation or denial; and then forwarded to the City Manager for final approval/disapproval.

**Appendix B: TAKE-HOME VEHICLE POLICY ACKNOWLEDGEMENT**

Attached you will find the City’s Take-Home Vehicle Policy. All City employees who are authorized to take-home a city vehicle must read, understand and acknowledge receipt of this policy. The purpose of this policy is to establish a uniform, comprehensive policy and criteria for the assignment, use and administrative control of city vehicles; including those assigned to employees as take-home vehicles.

Upon completion, this form is acknowledgement that you have read and understand the policy. If you do not understand or have questions regarding this policy, please contact your department head.

---

Print Name as it Appears on Driver’s License

---

Driver’s License Number

**I certify that I have read and understand this policy and all other City policies related to the use of City vehicles and the applicability to me as an authorized driver. Furthermore, I authorize Human Resource to obtain my driving record (MVR) with the ‘State’ or any other entity to ensure compliance with this or any other City policy.**

---

Employee Signature

**Upon completion submit this form to your Department Head\*.**

**\*The completed form shall be sent to HR for inclusion in the employee’s personal file.**



**Appendix C: VEHICLE INSPECTION**



ITEM	CHECKED	FAULT DEFAULT NOTED	OR	ACTION TAKEN
Odometer Reading:	Start:			End:
Fuel Level:	Start:			End:
Oil				
Coolant				
Power Steering				
Brake Fluid				
Screen Wash				
Tire Pressure				
Tire Wear				
Wipers				
Windows Clean				
Horn				
Seatbelts				
First Aid Kit				
Fire Extinguisher				
Body Work				
Side lights				
Low Beam				
Full Beam				
Taillights				
Brake Lights				
Turn Signals				
Hazard Lights				
Door Locks				
Windows/Windshield Cracks				

Appendix D: APPROVED TAKE-HOME VEHICLE LIST

TAG#	Vehicle Type	Department	Job Title	Employee Name	Home Address	City	ZIP code	Round Trip Distance	Notes/ Explanation

## Vehicle Pool Standard Operations Procedures

### A. Definition

Vehicles owned by, titled to or otherwise under the control of the City are authorized for use in the performance of all essential travel and transportation duties. Unless specifically excepted under this policy, use is not authorized for unofficial travel duties or tasks or the transportation of unauthorized persons or items.

### B. Authorized Use of Vehicles:

1. Transport of officials, employees, clients, or guests of the City.
2. The performance of law enforcement duties.
3. When on official travel status, between place of official business and temporary place of lodging.
4. Transport of consultants, contractors, or commercial firm representatives when in direct interest of the City.
5. Transport of representatives from Federal, State, or local government when in direct interest of the City of Forest Park.
6. Transport of any person or item in an emergency.
7. Commute between place of dispatch or place of performance of official business to personal residence when specifically authorized by provisions of this policy as stipulated herein.
8. Transport of recreation program participants that are involved in a Recreation Department program if the program is required to be held off site.

### C. Unauthorized Uses:

1. An unauthorized task in the normal performance of duties.
2. Transport of any item, equipment, or cargo projecting from the side, front, or rear of the vehicle in such a manner as to constitute a hazard of safe delivery.
3. Transportation to and from travel or task performance of a personal nature not connected with the accomplishment of official business.
4. Transport of family members.
5. Transport of friends, associates, or other persons who are not employees of the City or serving the interest of the City.
6. Transport of hitch-hikers, except in the case of law enforcement personnel.
7. Transport of items of cargo having no relationship to the conduct of official business.
8. Extending the length of dispatch (more than one-half mile) beyond that necessary to complete the official business purpose of the trip.
9. Transportation between place of residence and place of employment other than as specified in this policy.

10. Loan of vehicle for use in non-City authorized functions or to persons that are not on the City of Forest Park payroll.

11. Transport of acids, explosives, weapons, ammunition, or highly flammable material except in the performance of training sites without approval granted through Training Report Process.

#### D. F. Minimum Business Miles Driven

For each year that a vehicle is assigned to an individual or position, the position should be driven at least 6,000 City business miles. If, after one year of assignment, the vehicle is not driven 6,000 City business miles, the City Manager or Department Head may revoke the vehicle's assignment to the individual or position.

The minimum number of miles specified refers solely to those miles driven exclusively for conducting City business. Miles driven between employee's residence and his/her worksite are not City business miles but are considered official commuting miles as defined by the Internal Revenue Code.

If the total City business miles driven by an individual or a position assigned a vehicle fails to exceed the 6,000 City business miles in a year, written justification must be provided to the City Manager specifying the reason the vehicle was driven less than the minimum distance.

Examples of appropriate justification are:

- Has special equipment, or is used to transport special equipment, which is too large or heavy or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location.
- Position must be able to respond quickly to emergency situations as part of their job requirements.

#### G. Driver Responsibilities

All drivers who operate vehicles owned by, titled to, or otherwise controlled by the City are responsible for the proper care, use, and safety of City property.

Drivers must adhere to the following minimum responsibilities:

1. Possess and maintain valid State of Georgia Driver's License approved for the class appropriate for the vehicle.
2. Obey all traffic laws and practice safe courteous driving.
3. Ensure that vehicles are used for authorized purposes only.
4. Follow accident reporting procedures.

5. Accept legal responsibility for violations and fines resulting from actions of the driver. This includes illegal parking tickets.

6. Consumption of alcoholic beverages within an 8-hour period prior to driving the City vehicle is not permitted. Violators of this responsibility are subject to disciplinary action leading up to and including termination.