

CHAPTER 11 VEHICLE POLICY

11.01 PURPOSE OF VEHICLE POLICY

The purpose of these vehicle policies is to provide for the safe and effective utilization of the City vehicle fleet through rules, regulations, and procedures.

11.01 APPLICABILITY

These policies shall apply to all City-owned vehicles and persons assigned a vehicle, inclusive of operators and passengers.

11.02 TAKE-HOME VEHICLES

1. Purpose: City employees are not eligible for take-home vehicles. Only under emergency circumstances may a city employee be allowed to take home a City vehicle and then only with prior approval by the City Administrator.
2. Eligibility: An employee must be subject to emergency call-back during off-duty hours to locations other than the employee's normal workstation in order to be eligible for a take-home vehicle. Emergencies shall include but not limited to a county or City-wide disasters, major circumstances caused by extreme weather conditions i.e., significant flooding events, major snow or ice storms, tornado causing extreme damage to City property, or other incidents that would place the City or its citizens in extreme danger.
3. Requirements: Take-home vehicles are authorized subject to the following requirements:
 - a) Emergency circumstances and then only at the discretion of the City Administrator or Mayor if the City Administrator is unavailable.
 - b) By the very nature of their functions, the Police Department and the Public Works Director are exceptions to this policy as long as their residences are located within the City or no more than 5 miles from the City. If a City vehicle is taken home under this provision, it shall only be used for City business.

11.03 VEHICLE LOGS

It will be the responsibility of each operator of a city vehicle or piece of equipment to properly fill out any paperwork associated with the use, mileage, gas or lubricant applications, or any other documentation which may be required from time to time.