

## POLICY AND PROCEDURE MANUAL

**Section:** Standards & Conduct for Employees  
**Policy:** Use of City Vehicles  
**Policy #:** 1105  
**Effective:** April 2014  
**Revised:** March 2015

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### USE OF CITY VEHICLES

Use of City owned vehicles is limited to City business and is subject to the following rules:

- (1) Accidents involving city vehicles must be reported immediately to the local police jurisdiction in which the accident occurs and to the Department Head of the person responsible for the operation of the vehicle.
- (2) City vehicles are under no circumstances to be used at any time for personal use or any personal errands *unless assigned to an individual.*
- (3) No City vehicle will be operated by an Employee who does not have a proper license to operate the vehicle, and the said Employees are required to maintain a proper license.
- (4) No riders or occupants are permitted in City vehicles except those authorized by the Employee's Department Head and no rider will be authorized by any Department Head except if the rider or occupant is in the furtherance or performance of City business.
- (5) It is the operating Employee's responsibility to operate the assigned vehicle in a safe and courteous manner and obey all traffic laws.

It is understood that City vehicles are constantly under observation by the general public and must be operated in a safe manner.

(6) The Take Home Vehicle Policy is as follows:

- (a) Only Department Heads
- (b) The Public Works Foreman providing he lives within a 1 mile radius of City Hall
- (c) Those employees that live within the city limits may take home vehicles authorized by the Department Head and approved by the City Manager

~~(d) Must only be used for city business~~

~~(e) May not have civilian rider unless it pertains to city business.~~

~~(f) At no time will city vehicles be used to transport family or friends.~~

- (h) No vehicle may be taken home if the employee lives in an apartment.

The only exceptions or deviations to this policy will be specialized programs or job assignments at which time the distance exception will be agreed upon between the Department Head and the City Manager. Final approval shall be made by the City Manager.

(7) Individuals with an assigned vehicle will report monthly all personal miles used on their assigned vehicle.

(8) Assigned vehicles may not be used during vacations.