

## **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) 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.
- (3) 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.
- (4) 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.

- (5) The Take Home Vehicle Policy is as follows:
  - (a) Only vehicles approved by the City Manager and Department Head will be allowed to be taken home.
  - (b) Moderate personal use will be allowed, provided the use is within the greater Brazosport area and all personal miles are tracked using a monthly mileage report to the City Manager, Department Head, and Finance Director.
  - (c) Civilian riders/passengers will only be allowed in unmarked vehicles. No civilian riders/passengers will be allowed in marked police units unless providing a courtesy transport or motorist assist as part of regular duty to assist the public.
  - (d) Take home vehicle privileges can be removed at any time without appeal.

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.