Fleet Policy Amendment Recommendations

Staff Recommendations	Proposed Amendment Section	Current Language	Proposed Language
Change the language to reflect appropriate responsible party	Various sections	Parks and Rec Dept.	Facility Operations Manager
Change the language to reflect appropriate responsible party	Various sections	Facility Coordinator	Facility Operations Manager
Policy neeeded to reflect to exclude tempoarary employees as Authorized Drivers	2.0	Revised	This Policy does not apply to temporary employees
Define who is an Authorized Driver for the City	3.1	Revised	Authorized Driver means an elected officialor an Employee, who has been vetted by the City Manager.
The department for the Facility Operations Manager is defined	3.5	Revised	The Facility Operations Manager is housed within the Parks & Recreation Department and the Department Director may designate additional Parks & Recreation personnel to assist with Fleet Management.
Define how an Employee becomes an Authorized Driver	6.1	Revised	Prior to operating a City Vehicle, an Authorized Driver must complete and submit to the Facility Operations Manager and Human Resources a City of Stonecrest Driver Acknowledgement Form. The Authorized Driver must also complete the fleet vehicle training. Completion indicates the individual is an Authorized Driver.
Policy needed to include state name in the valid drivers license statement as well as set an age limit.	6.1.1	Valid Drivers license	Posssesses a valid Georgia drivers license and be at least 18 years of age.
Make sure Authorized Driver is aware of expectations.	6.1.2	Statement added	Agree to Authorized driver expectations, and responsibilities as discussed in the vehicle training.
Define who is allowed ride in a City Vehicle	7.4.2	Revised	Each person riding in a City Vehicle must be participating in official City business;
Recomending that the City Manager has the authority to approve all take home vehicle request.	7.6	Revised section of the policy	The City Manager or designee will approve all authorized drivers for take home vehicle use. This section establishes requirements for authorizing employees to take city-owned vehicles home to travel between their home and work site(s) with the intent to limit the number of take-home vehicle assignments
Emergency responders included in the take home policy	7.6.4	Added statement	The authorized driver who is responsible for responding to emergency situations to protect life and property.