

It is the policy of the City of Stonecrest ("City") to promote cost-effective vehicle management through efficient acquisition, operation, maintenance, disposal and recordkeeping.

## **1.0 Purpose**

This policy establishes guidelines, responsibilities and procedures to ensure proper acquisition, operation, maintenance, disposal and recordkeeping for all vehicles operated by the City of Stonecrest. The City Manager has designated the Facility Operations Manager or their designee to perform the duties of Fleet Management to ensure accountability and operational efficiency.

## **2.0 Persons Affected**

All elected officials and Employees of the City of Stonecrest.

This policy does not include temporary employees.

## **3.0 Definitions**

3.1 Authorized Driver means an elected official or an Employee, except temporary Employees who have been vetted by the City Manager.

3.2 Cost-benefit analysis means an assessment of various alternatives to compare their costs versus benefits.

3.3 Employee means an elected official, appointed officer or staff personnel with the City of Stonecrest.

3.4 Fuel Card PIN means the six (6) digit numerical Personal Identification Number (PIN) selected by the Employee for use with the fuel card.

3.5 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.

3.6 Stonecrest Vehicle means a motor vehicle or trailer for which the City of Stonecrest holds title or registration. This includes vehicles that were obtained through lease, purchase, donation, forfeiture or surplus. The City of Stonecrest vehicles display the City of Stonecrest logo and have a governmental license plate.

3.7 Agile Fleet Management is the program the City has chosen to regulate and monitor vehicle use for maintenance and inventory purposes.

3.8 GPS refers to the record retention and asset tracking devices that are installed in all City of Stonecrest vehicles. The GPS units are active 24 hours per day and for the benefit of safety, budgeting efficiency and asset protection are constantly collecting vehicle data relative to fuel consumption, miles driven, speed and braking conditions, driving history and location.

## **4.0 Responsibilities**

4.1 The Facility Operations Manager is responsible for:

- 4.1.1 Managing and overseeing all agency vehicles (including inventory, use, repair, and maintenance) and the issuance and use of fuel cards.
- 4.1.2 Providing training for the use of the City's vehicle program, Agile Fleet Management, and WEX, the City's gas cards, and the creation of individual accounts for Authorized Drivers;
- 4.1.3 Serving as the liaison for accounting and maintenance of vehicles used by the City of Stonecrest.
- 4.1.4 Ensuring that the City of Stonecrest is in compliance with fleet requirements set forth under state law.
- 4.1.5 Approving, denying, or revoking an Employee's authorization to drive a city vehicle based on the individual's motor vehicle report (i.e., driving record). The City Manager or Finance Director may also revoke an Employee's status as an Authorized Driver.
- 4.1.6 Acquire vehicles utilizing all acquisition methods as described in the City's Purchasing Policy, (even when payment is not required), including, but not limited to, the following:
  - 4.1.6.1 Donation;
  - 4.1.6.2 Surplus property procedures;
  - 4.1.6.3 Sponsored projects and similar contractual processes.
- 4.1.7 Disposing of existing vehicles in accordance with State of Georgia and the City of Stonecrest surplus property procedures.
- 4.1.8 Ensuring that all of the information for new vehicles is entered into Agile Fleet Management before any use by Authorized Driver's. This includes purchasing and installing any wiring harnesses or GPS modules, and all City identifiers have been labeled and assigned in the system. The Department will complete an annual audit of the records for all vehicles in the system.
- 4.1.9 Accounting for assigned Stonecrest Vehicles and fuel cards.
- 4.1.10 Maintaining and repairing Stonecrest Vehicles in accordance with the City of Stonecrest's and manufacturer's guidelines, (including vehicle inspection requirements) and compiling the maintenance and repair history to the Fleet records sharepoint drive on a quarterly basis.
- 4.1.11 Ensuring that all Authorized Drivers complete an inspection report.

The Department designee is responsible for completing the maintenance and reconciliation of monthly mileage reports no later than the tenth workday of the following month.

4.1.12 Ensuring that all new vehicles have proper registration, tags and insurance and updating all Fleet vehicles for proper registration, tags and insurance on an annual basis.

4.2 The City Manager and Department Directors are responsible for:

4.2.1 Submitting Employee names to the Facility Operations Manager for consideration to become an Authorized Driver. Names will be submitted from Human Resources upon hiring via signed MVR Report Form, or as requested by the Department Director.

4.2.2 Authorized Drivers are responsible for: Operating Stonecrest Vehicles in a safe and courteous manner.

4.2.3 Ensuring assigned Stonecrest Vehicles are returned with adequate fuel at the end of the reserved period. Adequate fuel means at least one quarter (1/4) of fuel remaining in the vehicle.

4.2.4 Returning the keys to the lockbox at the conclusion of a day's use. All keys retained at City Hall must have keys placed in the Fleet lockbox daily. Keys for Operations or Parks & Recreation vehicles will be returned to the lockbox onsite daily.

4.2.5 Completing an inspection report and submitting it to the Authorized Driver's department or program's vehicle coordinator.

4.2.6 Notifying the Facility Operations Manager of any changes to the Authorized Driver's driving status including but not limited to: traffic warnings; traffic tickets; driver's license suspensions; driver's license revocations; and any other motor vehicle-related citations.

4.2.7 Reporting any vandalism, theft, accidents, damages losses, or any problems that occur to assigned vehicles.

## **5.0 Financial Responsibility**

5.1 The Department Director is responsible for ensuring the proper use of vehicles by Authorized Drivers in their department.

5.2 The Authorized Driver is responsible for paying all traffic and parking fines incurred during the use of a Stonecrest Vehicle. Unauthorized use of a Stonecrest Vehicle or fuel card or failure to follow policies and guidelines may result in disciplinary action, up to and including termination of employment or prosecution.

5.3 The Authorized Driver is also responsible for the vehicle keys that are lost or

stolen while in the employee's possession. If keys cannot be returned by the Authorized Driver within 24 hours of demand by the City, the Authorized Driver will reimburse the City for the cost of a replacement FOB in the amount it cost to replace keys from the dealership. This cost from the dealership is the responsibility of the employee up to \$500.

5.4 Any of the instances below will result in the costs being assumed by the Authorized Driver. The City does not assume liability or expense incurred by Authorized Drivers resulting from:

5.4.1 Unauthorized or prohibited use of a Stonecrest Vehicle;

5.4.2 Improper use of a fuel card;

5.4.3 Towing, storage or impound charges resulting from an improper parking violation;

5.4.4 Damage, mechanical failure, or losses incurred to a Stonecrest Vehicle resulting from driver negligence;

5.4.5 Misuse including, but not limited to, personal use, abuse or use of a Stonecrest Vehicle while impaired.

5.4.6 If a City vehicle is smoked in or requires additional cleaning because of misuse, the user shall be responsible for the actual cost of cleaning and detailing the vehicle, up to \$500.

## **6.0 Authorized Drivers**

6.1 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's Driver Acknowledgement Form, and complete the fleet vehicle training. Completion indicates the individual is an authorized driver.

6.1.1 Possesses a valid Georgia driver's license and be at least 18 years of age.

6.1.2 Agree to authorized driver expectations, and responsibilities as discussed in the vehicle training.

6.1.3 Agrees to use vision correction measures, if applicable, while operating a Stonecrest Vehicle.

6.1.4 Agrees to utilize the City's Agile Fleet Management Reservation Program for EVERY use of a City vehicle. Vehicle use is documented daily, and keys must always be returned to the rental location's Kiosk or Lock Box.

6.1.5 Agrees to timely report any ticket or warning received while operating any motorized vehicle but must report any ticket or warning received while operating a city vehicle immediately.

- 6.1.6 Has no more than six (6) points on their vehicle report.
- 6.1.7 Has not had an “at fault” accident in the previous three (3) years.
- 6.1.8 Has not received charges or convictions within the previous three (3) years and has no pending charges for any of the following offenses:
  - 6.1.8.1 Driving under the influence (known as “driving while intoxicated” in some states).
  - 6.1.8.2 Refusing to take a test for intoxication (including, but not limited to, breath, blood or other sobriety tests). Or, taking a test and receiving an inconclusive result.
  - 6.1.8.3 Leaving the scene of an accident.
  - 6.1.8.4 Driving aggressively or exceeding the speed limit by more than nineteen (19) miles per hour.
- 6.2 The Facility Operations Manager must check the motor vehicle record of any Employee applying to become an Authorized Driver. Accordingly, an Employee seeking to become an Authorized Driver must authorize the Georgia Department of Driver Services to release the Employee’s motor vehicle record (MVR) to the Facility Operations Manager as authorized by the City Manager’s Office. Authorization is given by the Employee completing Driver Services’ Request for Motor Vehicle Report (DDC-18).
  - 6.2.1. The Facility Operations Manager must check Authorized Drivers’ MVRs annually.
  - 6.2.2. Failure to consent to the MVR check will make an Employee ineligible to become or remain an Authorized Driver.
- 6.3 A change to an Authorized Driver’s status, such as receiving a traffic ticket or warning or losing the ability to hold a driver’s license must be reported immediately to the Authorized Driver’s immediate supervisor. The Facility Operations Manager will review the changes and decide whether the Employee’s status as an Authorized Driver should be revoked.
  - 6.3.1 The Facility Operations Manager will notify the relevant department head and the driver of the decision in writing.
  - 6.3.2 If the decision is made to revoke, documentation will be placed in the revoked Authorized Driver’s file as well as the individual personnel file in Human Resources after and the City Manager will be notified of the final decision.
- 6.4 Authorized Drivers are subject to random drug testing.

6.4.1 Costs associated with drug testing will be the responsibility of the Human Resources department.

6.4.2 A failed drug test will immediately terminate an Employee's status as an Authorized Driver. A failed drug test cannot be appealed without a documented medical reason for a re-test.

6.4.3 An Employee who has failed a drug test or receives inconclusive results may be subject to disciplinary action, up to and including termination of employment.

#### 6.5 Use of Reservation System

6.6 The City has adopted the use of Agile Fleet Management for the purposes of maintaining vehicle inventory, regulating maintenance and ensuring safety for all users. An Authorized Driver who is required to use a City Vehicle on a daily basis may reserve the same vehicle for their use up to one month in advance. Keys must still be returned daily.

#### 6.7 Fleet Management Data Collection

6.7.1 The Authorized Driver acknowledges with the signing of this Policy that they are aware City of Stonecrest vehicles are equipped with GPS systems.

6.7.2 The Fleet GPS and vehicle computers are tied into the City's Fleet Management System and vehicle use, location, mileage, fuel consumption and other data is collected instantly while city vehicles are in use.

6.7.3 Information is collected for the proper tracking and recording of city vehicles to ensure proper maintenance and care of city property.

6.7.4 The City does not monitor vehicle use, however, the Fleet Management System is equipped with the ability to send alerts for excessive speeding, constant hard braking and long idle times, as well as vehicle use that occurs when a vehicle has not been properly checked out.

6.7.5 These reports will be reviewed on a regular basis by the Facility Operations Manager and any excessive alerts will be sent to the Authorized User's Department Head and City Manager. Excessive speeding, hard braking, idling or use without a reservation may result in the loss of Authorized Driver status and/or employee disciplinary action.

### **7.0 Authorized Use of Stonecrest Vehicles**

7.1 Use of Stonecrest Vehicles to Authorized Drivers is to be used to perform official City business only.

7.2 Authorized Drivers must observe all traffic laws and proper driving etiquette.

- 7.3 Authorized Drivers may travel to eateries for lunch meetings in the role of performing City business, and Authorized Drivers may purchase food for meals, including using a drive-thru, while in the course of performing City business. However, food may not be eaten while driving a City vehicle, food must be taken back to the office or other locations for consumption.
- 7.4 Authorized uses of Stonecrest Vehicles include:
  - 7.4.1 Travel between the place from where the Stonecrest Vehicle is dispatched and the place where the official City business is performed;
  - 7.4.2 Each person riding in a City Vehicle must be participating in official City business;
  - 7.4.3 Transport of materials, supplies, parcels, luggage and other items belonging to or serving the interests of the City; and
  - 7.4.4 Transport of any person or item in the event of a declared emergency.
- 7.5 In addition to the uses listed in Section 7.3, authorized uses of Stonecrest Vehicles when in official travel status include:
  - 7.5.1 Travel between the place of City business and/or the place of temporary lodging; and
  - 7.5.2 Any of the following when on official travel status and the distance is not reasonable for walking:
    - 7.5.2.1 Dining establishments.
    - 7.5.2.2 Places to obtain medical assistance, including drug stores.
    - 7.5.2.3 Dry cleaners and laundromats.
    - 7.5.2.4 Similar places required to sustain the health, welfare or efficient performance of the Authorized Driver, excluding places of entertainment.
- 7.6 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. A Stonecrest vehicle may be driven to an Authorized Driver's home after work hours under the following circumstances:

- 7.6.1 The Authorized Driver must be on approved travel status with prior take-home vehicle approval from the City Manager or designee.
- 7.6.2 The Authorized Driver travels to different work sites as a part of routine duties.
- 7.6.3 The Authorized Driver will suffer great inconvenience by having to pick up or drop a vehicle off at his or her office at the beginning or end of a workday during which the Authorized Driver has used the vehicle in an authorized manner.
- 7.6.4 The authorized driver who is responsible for responding to emergency situations to protect life and property.

## **8.0 Service Animals**

8.1 In accordance with the provisions with the Americans with Disabilities Act (ADA), service animals shall be permitted in Stonecrest Vehicles under the following conditions:

The Authorized Driver may be asked by the Facility Operations Manager to answer the following questions to determine if the animal is a service animal: (a) is the service animal required because of a disability? and (b) what work or task has the service animal been trained to perform?

- 8.1.1 The service animal must be kept in a secure crate or transport container while the Stonecrest Vehicle is in motion.

## **9.0 Unauthorized Use of Vehicles**

9.1 Unauthorized use or misuse of a Stonecrest Vehicle includes, but is not limited to the following:

- 9.1.1 Use by unauthorized personnel;
- 9.1.2 Driving violations committed by the Authorized Driver;
- 9.1.3 Any personal use by the Authorized Driver;
- 9.1.4 Use of a wireless device, other than a hands-free device, while operating a Stonecrest Vehicle;
- 9.1.5 Smoking or use of any form of tobacco in or within twenty (20) feet of a Stonecrest Vehicle;
- 9.1.6 Use of alcohol or any illicit substance use in a Stonecrest Vehicle or while operating a Stonecrest Vehicle;
- 9.1.7 Travel to attend a sporting or entertainment event, including hunting and fishing, that is not in the service of the City;



- 9.1.8 Off-road use that is not in the service of the City;
- 9.1.9 Travel and tasks that are beyond a vehicle's rated capacity and/or hauling more persons than the vehicle capacity allows;
- 9.1.10 Towing vehicles or trailers, unless a vehicle is designed and designated for that specific purpose;
- 9.1.11 Travel to engage in soliciting votes; and
- 9.1.12 Unauthorized extension of the period that a Stonecrest Vehicle is in the Authorized Driver's possession.
- 9.1.13 Transport of:
  - 9.1.13.1 Anyone to restaurants, cafes, drug stores or other places when not in the service of the City or another authorized use;
  - 9.1.13.2 Relatives, friends, associates and other persons who are not Employees of the City if transport is not serving the interest of the City;
  - 9.1.13.3 Hitchhikers
  - 9.1.13.4 Cargo that is unrelated to official City business;
  - 9.1.13.5 Any item or equipment projecting from the side, front or rear of a vehicle in a way that obstructs safe driving or creates a hazard to pedestrians or other vehicles;
  - 9.1.13.6 Political campaign literature or matter or any person or persons soliciting votes in any election; and
  - 9.1.13.7 Acids, explosives, weapons, ammunition and highly flammable material, except by the Operations team performing specific duties for the City, or specific authorization from the City Manager or their designee or in a declared emergency.

9.2 When in doubt about whether a specific use is authorized, the decision of the Authorized Driver must be based on whether the use would serve the interest of the City (rather than the driver or others) and would be defensible in the event of questions from the public, a higher government authority or an auditor.

## **10.0 Fuel Cards.**

10.1 Each vehicle is assigned a fuel card that must always remain in the console or glovebox. Each Authorized Driver selects their own personal identification number (PIN). An Authorized Driver can only use his or her assigned PIN.

Sharing a Fuel Card PIN Is strictly prohibited.

- 10.2 Except in described in Section 9.4 below, the fuel card must be used only at fuel stations where it is accepted. If a service station refuses to honor the card, the Authorized Driver must make reasonable efforts to locate a fuel station that will honor it.
- 10.3 When refueling a City vehicle with a fuel card, the Authorized Driver must follow the proper procedures, which include entering the assigned Fuel Card PIN and the vehicle's current odometer reading.
- 10.4 The City does not reimburse for cash or personal credit card purchases of fuel for City vehicles. However, if a driver cannot access a fuel station that honors the fuel card, the City Manager or their designee has the authority to approve reimbursement.
- 10.5 Fuel cards may be used to purchase gas for City purposes for use in City owned mowers, tractors, generators or fuel cans. When this is done, the user must enter a personal PIN, and designate gas cans with a number five (5), and other City equipment with a number ten (10), in place of the milage.
- 10.6 If the Authorized Driver loses the fuel card or finds that the fuel card is missing from the vehicle, they must immediately notify the Facility Operations Manager.
- 10.7 Fuel cards cannot be used to purchase:
  - 10.7.1 Fuel for non-City vehicles; and
  - 10.7.2 Food, candy, beverages or similar items; Fuel card use violations will subject the offending Authorized Driver to disciplinary action, up to and including termination of employment or prosecution.

## **11.0 Vehicle Cleanliness**

- 11.1 Eating food in Stonecrest Vehicles is prohibited, however, drinking bottled water is allowed;
- 11.2 Stonecrest Vehicles must be kept clean at all times;
- 11.3 Authorized Drivers must remove litter from Stonecrest Vehicles after each use;
- 11.4 Authorized Drivers are responsible for ensuring the assigned Stonecrest Vehicle is washed and the interior cleaned by using an authorized car wash vendor (the interior is the responsibility of the Authorized Driver of record);
  - 11.4.1 Authorized Drivers must identify themselves as City of Stonecrest Employees.
- 11.5 If an Authorized Driver repeatedly returns Stonecrest Vehicles that are not

clean, the Authorized Driver may lose the right to use a Stonecrest Vehicle.

## **12.0 Driver Safety**

12.1 Authorized Drivers and passengers must properly use all available safety devices, including safety belts, and follow all of the vehicle manufacturer's safety guidelines.

12.2 Authorized Drivers must always:

Begin each day by filling out the Daily Vehicle Checklist before driving. A notebook will be maintained in every vehicle with a daily checklist that must be completed and signed prior to each use;

12.2.1 Turn off and lock Stonecrest Vehicles when left unattended;

12.2.2 Park Stonecrest Vehicles in well-lit areas at night or in populated areas during the day;

12.2.3 Remove from view, valuables that are inside the Stonecrest Vehicle when it is left unattended; and

12.3 Check for items left in Stonecrest Vehicles before returning them to City Hall, or to the Facility Operations Manager. Authorized Drivers must always report acts of vandalism or theft to:

12.3.1 Local law enforcement;

12.3.2 The insurance company by immediately calling the number on the insurance card in the Stonecrest Vehicle;

12.3.3 The Authorized Driver must submit within 24 hours the following documents:

12.3.3.1 City of Stonecrest Liability Incident Report Form; and

12.3.3.2 City of Stonecrest Incident Report form.

12.4 Authorized Drivers should not leave a disabled Stonecrest Vehicle unattended along the roadway. Should a vehicle become disabled, the driver must take appropriate safety precautions to avoid injury and damage to the Stonecrest Vehicle. The Authorized Driver should also follow the posted instructions in the glovebox that give them the phone number and process to contact Roadside Assistance to have the vehicle towed.

## **13.0 Insurance**

13.1 Stonecrest Vehicles are insured in accordance with state law;

13.2 An insurance card must remain in the Stonecrest Vehicle at all times;

- 13.3 Vehicle insurance coverage is in effect only when the Authorized Driver is operating the Stonecrest Vehicle for official City business;
- 13.4 Only Employees injured while engaged in official City business or an authorized use are covered by the City's Workers' Compensation program;
- 13.5 Liability insurance is in effect only when the Authorized Driver operates a Stonecrest Vehicle for official City business. It covers physical damage to the vehicles of and the personal injury to parties who are involved in an accident.

#### **14.0 Accidents, Damages and Losses**

- 14.1 If a Stonecrest Vehicle sustains damage and/or the Authorized Driver is involved in an accident, the driver must follow the following procedures (forms are kept in the vehicle glovebox and are available in the Fleet Manager Program):
  - 14.1.1 Contact local law enforcement;
  - 14.1.2 Follow the instructions on the insurance card in the vehicle. Notify the Facility Operations Manager and submit, within twenty-four (24) hours, the following documentation:
    - 14.1.2.1 Driver Notification Form
    - 14.1.2.2 Liability Incident Report Form
    - 14.1.2.3 Incident Report Form
  - 14.1.3 Notify their Department Director
- 14.2 The Department Director and/or Facility Operations Manager will:
  - 14.2.1 Complete the Supervisor's Accident Follow-Up Form and include the City Manager within two (2) business days of learning of an accident. The supervisor should also send a copy of this form to Human Resources for inclusion in the driver's personnel file;
  - 14.2.2 Send the driver to the nearest testing center for an immediate drug test.

Failure to report any accident-causing damage to a City Vehicle and obtaining a Police Report will result in disciplinary action including, but not limited to, suspension of driving privileges, probation, suspension from your job or termination.

#### **15.0 Attachments**

- CITY OF STONECREST's Incident Reporting form
- CITY OF STONECREST's Driver Acknowledgement form
- CITY OF STONECREST's Driver Notification form

- CITY OF STONECREST's Liability Incident Report form
- CITY OF STONECREST's Supervisor's Accident Follow-Up form
- CITY OF STONECREST's Daily Checklist
- "QUEST" drug testing form (C/O City of Stonecrest)?
- CITY OF STONECREST's Emergency Procedures Checklist
- Georgia Department of Driver Services' Request for Motor Vehicle Report (DDS-18)

**16.0 Revision History**

<b>Date</b>	<b>Rev. No.</b>	<b>Change</b>	<b>Reference(s)</b>
12/20/2021	1.0	Initial Version	N/A
01/04/22	2.0	1 <sup>st</sup> Revision	
03/11/2025		Update	

Approved and Effective this \_\_\_\_\_ day of the month of \_\_\_\_\_, 2025 by:

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Gia Scruggs, M.B.A., CPM City Manager