

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 the discretion to designate the Facility Coordinator or a designee in his/her absence to perform the duties of the Facility Coordinator to ensure operational efficiency.

2.0 Persons Affected

All elected officials and employees of the City of Stonecrest.

3.0 Definitions

- 3.1 Authorized Driver means an elected official or an employee who has been vetted through the City Manager's Office and approved to drive a vehicle that is owned/leased by the City of Stonecrest.
- 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, also known as Driver Identification (ID) means the six (6) digit numerical Personal Identification Number (PIN) selected by the employee for use with the fuel card.
- 3.5 Facility Coordinator means an employee designated to be responsible for the accountability, use, and maintenance of City of Stonecrest vehicles.
- 3.6 Stonecrest Vehicle means a motor vehicle or trailer for which the City of Stonecrest that 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.

4.0 Responsibilities

- 4.1 The Facility Coordinator 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 Serving as the liaison for accounting and maintenance of vehicles used by the City of Stonecrest.
- 4.1.3 Ensuring that the City of Stonecrest is in compliance with fleet requirements set forth under state law.
- 4.1.4 Approving or denying an Employee's request to be an Authorized Driver based on the individual's motor vehicle report (i.e., driving record). The Finance Director may also revoke an Employee's status as an Authorized Driver.
- 4.1.5 Acquiring vehicles utilizing all acquisition methods, (even when payment is not required), including, but not limited to, the following:
 - 4.1.5.1 Donation;
 - 4.1.5.2 Surplus property procedures;
 - 4.1.5.3 Sponsored projects and similar contractual processes.
- 4.1.6 Disposing of existing vehicles in accordance with State of Georgia and the City of Stonecrest surplus property procedures.
- 4.1.7 Accounting for assigned Stonecrest Vehicles and fuel cards.
- 4.1.8 Maintaining and repairing Stonecrest Vehicles in accordance with the City of Stonecrest's and manufacturer's guidelines, (including vehicle inspection requirements) and submitting the maintenance and repair history to the Fleet Facility Coordinator on a quarterly basis.
- 4.1.9 Ensuring that all Authorized Drivers complete a mileage report. The Facility Coordinator is also responsible for completing the maintenance and reconciliation of monthly mileage reports no later than the tenth workday of the following month.

4.2 The City Manager and Department Directors are responsible for:

- 4.2.1 Submitting Employee names to the Facility Coordinator for consideration to become an Authorized Driver.

4.3 Authorized Drivers are responsible for:

- 4.3.1 Operating Stonecrest Vehicles in a safe and courteous manner.
- 4.3.2 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) tank of fuel remaining in the vehicle.
- 4.3.3 Completing a mileage log and submitting it to the Authorized Driver's department or program's vehicle coordinator.
- 4.3.4 Notifying the Facility Coordinator 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.
- 4.3.5 Reporting any vandalism, theft, accidents, damages and losses to assigned vehicles.

5.0 Financial Responsibility

- 5.1 The department director is responsible for ensuring the proper use of vehicles by Authorized Drivers
- 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.
- 5.3 The City does not assume liability or expense incurred by Authorized Drivers resulting from:
 - 5.3.1 Unauthorized or prohibited use of a Stonecrest Vehicle;
 - 5.3.2 Improper use of a fuel card;
 - 5.3.3 Towing, storage or impound charges resulting from an improper parking violation;
 - 5.3.4 Damage, mechanical failure, or losses incurred to a Stonecrest Vehicle resulting from driver negligence;
 - 5.3.5 Misuse including, but not limited to, personal use, abuse or use of a Stonecrest Vehicle while impaired.

6.0 Authorized Drivers

- 6.1 Prior to operating a Stonecrest Vehicle, an Authorized Driver must complete and submit to the Facility Coordinator the City of Stonecrest's Driver Acknowledgement Form, indicating that the Authorized Driver:
 - 6.1.1 Possesses a valid driver's license.
 - 6.1.2 Agrees to use vision correction measures, if applicable, while operating a Stonecrest Vehicle.
 - 6.1.3 Agrees to report any ticket or warning received while operating any motorized vehicle.
 - 6.1.4 Has no more than six (6) points on their vehicle report.
 - 6.1.5 Has not had an "at fault" accident in the previous three (3) years.
 - 6.1.6 Has not received charges or convictions within the previous three (3) years and has no pending charges for any of the following offenses:
 - 6.1.6.1 Driving under the influence (known as "driving while intoxicated" in some states).
 - 6.1.6.2 Refusing to take a test for intoxication (including, but not limited to, breath, blood or other sobriety tests).
 - 6.1.6.3 Leaving the scene of an accident.
 - 6.1.6.4 Driving aggressively or exceeding the speed limit by more than nineteen (19) miles per hour.
- 6.2 The Facility Coordinator or the designee 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 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 Coordinator or the designee must check Authorized Drivers' MVRs annually.
 - 6.2.2. Failure to consent to the MVR check will make an Employee ineligible to become an Authorized Driver.
- 6.3 A change to an Authorized Driver's status, such as receiving a traffic ticket or warning or losing the Authorized Driver's driver's license must be reported to the Authorized Driver's immediate supervisor and the Facility

Coordinator on the City of Stonecrest's Driver Notification Form. The Facility Coordinator or designee will review the changes and decide whether the Employee's status as an Authorized Driver should be revoked.

6.3.1 The Facility Coordinator 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 in the Facility Coordinator's files as well as the individual's personnel file in Human Resources.

6.4 Authorized Drivers are subject to random drug testing.

6.4.1 Costs associated with drug testing will be the responsibility of the Authorized Driver's division, department or program.

6.4.2 A failed drug test will terminate an Employee's status as an Authorized Driver.

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

7.0 Authorized Use of Stonecrest Vehicles

7.1 Stonecrest Vehicles are issued to Authorized Drivers to perform official City business only.

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

7.3 Authorized uses of Stonecrest Vehicles include:

7.3.1 Travel between the place from where the Stonecrest Vehicle is dispatched and the place where the official City business is performed;

7.3.2 Transport of Employees when they are on official City business;

7.3.3 Transport of materials, supplies, parcels, luggage and other items belonging to or serving the interests of the City; and

7.3.4 Transport of any person or item in the event of a declared emergency.

7.4 In addition to the uses listed in Section 7.3, authorized uses of Stonecrest Vehicles when in official travel status include:

- 7.4.1 Travel between the place of City business and/or the place of temporary lodging; and
- 7.4.2 Any of the following when on official travel status and the distance is not reasonable for walking:
 - 7.4.2.1 Dining establishments;
 - 7.4.2.2 Places to obtain medical assistance, including drug stores;
 - 7.4.2.3 Dry cleaners and laundromats;
 - 7.4.2.4 Similar places required to sustain the health, welfare or efficient performance of the Authorized Driver, excluding places of entertainment.
- 7.5 A Stonecrest Vehicle may be driven to an Authorized Driver's home after work hours under the following circumstances:
 - 7.5.1 The Authorized Driver must be on approved travel status with prior take-home vehicle approval from the City Manager or designee;
 - 7.5.2 The Authorized Driver must travel directly to a remote site from his or her home the next business day; or
 - 7.5.3 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.

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:
 - 8.1.1 The Authorized Driver may be asked by the Facility Coordinator 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?
 - 8.1.2 The service animal must be kept in a secured 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 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;

9.1.9 Travel and tasks that are beyond a vehicle's rated capacity;

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 Unnecessary extension of the period that a Stonecrest Vehicle is in the Authorized Driver's possession.

9.1.13 Transport of:

9.1.13.1 Other City Employees 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 or 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 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 and each Authorized Driver selects an individual personal identification number (PIN). An Authorized Driver can only use his or her assigned PIN. Sharing a Fuel Card PIN is prohibited.
- 10.2 Except as described in Section 9.4 below, the fuel card must be used only at fuel stations where it is accepted, and 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 includes entering the assigned Fuel Card PIN and the vehicle's current 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 cannot be used to purchase:
 - 10.5.1 Fuel for non-City vehicles; and
 - 10.5.2 Food, candy, beverages or similar items;

10.5.3 Fuel card use violations will subject the offending Authorized Driver to disciplinary action, up to and including termination of employment.

11.0 Vehicle Cleanliness

- 11.1 Eating food in Stonecrest Vehicles is prohibited;
- 11.2 Stonecrest Vehicles must be kept clean;
- 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;
 - 11.4.1 Authorized Drivers must identify themselves as City of Stonecrest Employees.
 - 11.4.2 Authorized Drivers must write the vehicle identification number (VIN) and license plate number of the Stonecrest Vehicle on the vendor's invoice. Failure to identify the Stonecrest Vehicle on the invoice may cause the burden of payment to fall to the driver.
- 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:
 - 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
 - 12.2.4 Check for items left in Stonecrest Vehicles before returning them to City Hall, or to the Facility Coordinator.

12.3 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.

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 is operating 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:

14.1.1 Contact local law enforcement;

14.1.2 Follow the instructions on the insurance card in the vehicle.

14.1.3 Notify Facility Coordinator and submit, within twenty-four (24) hours, the following documentation:

14.1.3.1 Driver Notification Form

14.1.3.2 Liability Incident Report Form

14.1.3.3 Incident Report Form

14.1.4 Notify the department director, department manager and/or the Facility Coordinator.

14.2 The department director and/or Facility Coordinator will:

14.2.1 Complete the Supervisor's Accident Follow-Up Form and send it to Facility Coordinator 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 a copy of the Driver Notification Form to Human Resources.

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
- Georgia Department of Driver Services' Request for Motor Vehicle Report (DDS-18)

16.0 **Revision History**

Date	Rev. No.	Change	Reference(s)
12/20/2021	1.0	Initial Version	N/A
01/04/22	2.0	1 st Revision	

Approved and Effective this _____ day of the month of _____, 2021 by:

DRAFT