



<b>City of Tupelo Employee Handbook</b>	<b>Policy#</b>	<b>502</b>
Sec. 5 City Employment Policies	<b>Effective Date</b>	<b>12/1/2020</b>
502 Use of Equipment and Vehicles	<b>Supersedes:</b>	<b>1/1/2019</b>

## **502 Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using City property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

City owned vehicles may be issued to any employee of the City of Tupelo at the discretion of the Mayor or the Mayor's designee when it is determined that a vehicle is necessary to allow the Employee to discharge their daily work functions. A City owned vehicle should only be used for work related purposes. A City owned vehicle shall never be used for personal use during work hours or non-work hours. A personal use of a city owned vehicle includes but is not limited to: using a City vehicle for any business or purpose outside of the employee's designated job function, allowing any person not employed by the City of Tupelo to operate a city vehicle, and otherwise using the city vehicle for the sole benefit of the employee.

A City owned vehicle may be taken home by a City employee when it is determined to be in furtherance of official city business. The Mayor or the Mayor's designee must maintain an updated list of any employee that has been assigned a take-home vehicle. This list should contain: the employee's name; their assigned vehicle; a description of the vehicle containing its make, model, manufacturing year, and VIN. Employees assigned take home vehicles shall obtain from the Human Resources Department and process any required payroll income tax forms.

Whenever in the opinion of management and /or supervisory personnel an employee has been guilty of improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive and/or avoidable traffic and parking violations, the said employee may be disciplined, in the discretion of the City, up to and including termination of employment. Payment of traffic and parking fines are the sole responsibility of the employee who has been charged with such violations.