

Monday Morning Clerk Verification *(To be completed every Monday at the start of shift)*

- Clerk Name: _____
- Employee Name: _____
- Date: _____
- Time: _____
- Equipment Inventory Verified:
 - Phone Yes ☐ No ☐
 - Vehicle Yes ☐ No ☐
 - Fuel Card Yes ☐ No ☐
- Fuel Level Verified: $\frac{1}{4}$ ☐ $\frac{1}{2}$ ☐ $\frac{3}{4}$ ☐ Full ☐ Refueled Yes ☐ No ☐
- Mileage out _____
- Mileage return _____

Clerk Initials: _____ **Employee Initials:** _____

Notes _____

Monday Morning Clerk Verification *(To be completed every Monday at the start of shift)*

- Clerk Name: _____
- Employee Name: _____
- Date: _____
- Time: _____
- Equipment Inventory Verified:
 - Phone Yes ☐ No ☐
 - Vehicle Yes ☐ No ☐
 - Fuel Card Yes ☐ No ☐
- Fuel Level Verified: $\frac{1}{4}$ ☐ $\frac{1}{2}$ ☐ $\frac{3}{4}$ ☐ Full ☐ Refueled Yes ☐ No ☐
- Mileage out _____
- Mileage return _____

Clerk Initials: _____ **Employee Initials:** _____

Notes _____

Standby, On-Call, and Take-Home Vehicle Policy

1. Purpose

This policy establishes the rules, responsibilities, and compensation structure for employees assigned to standby duty, called out after normal working hours, or issued a take-home vehicle. It ensures operational readiness, accountability, and consistent expectations across departments.

2. Standby Compensation

Employees assigned to standby duty will receive a flat daily rate as follows:

- **Regular workdays:** \$10 per day
- **Weekends and designated City holidays:** \$30 per day

Standby pay applies to employees required to remain available for immediate response outside their normal work schedule.

3. On-Call Compensation

3.1 Weekday Call-Outs

Employees called out during the regular work week will receive:

- A minimum of **two (2) hours at their overtime rate**
- Additional calls during the same call-out period are compensated **only for actual time worked** beyond the initial minimum.

3.2 Weekend & Holiday Call-Outs

Employees called out on weekends or designated holidays will receive:

- A minimum of **three (3) hours at their overtime rate**
- Additional calls during the same call-out period are compensated **only for actual time worked** beyond the initial minimum.

3.3 On-Call Period Definition

A On-Call period begins when the employee is contacted and ends when the employee returns home or their normal standby location. Multiple calls within this period do not trigger additional minimums.

4. Response Requirements

Employees assigned to standby duty must:

- Remain reachable by phone
- Respond within the required timeframe and live within 20 miles
- Remain fit for duty (no alcohol or impairing substances)
- Maintain possession of the assigned City phone/device

Failure to meet response requirements may result in disciplinary action.

5. Take-Home Vehicle Responsibilities

Employees issued a take-home vehicle must:

- Use the vehicle for **business purposes only**, unless otherwise approved
- Keep the vehicle clean, fueled, and in safe operating condition
- Report maintenance issues immediately
- Use assigned fuel cards only for the designated vehicle
- Secure the vehicle and all equipment at all times

6. Weekly Vehicle & Phone Check-In Requirement

All employees assigned a take-home vehicle or City-issued phone must report to the Public Works office **every Monday morning, or the next business day in instance of a holiday, at the start of the workday** to complete the following with a Public Works Clerk:

- Check in/out their assigned vehicle for the week
- Verify possession and condition of the assigned equipment
- Confirm fuel level, mileage, and equipment inventory
- Report any damage, missing equipment, or operational issues
-

Failure to complete the Monday check-in may result in loss of take-home privileges or disciplinary action.

7. Residency Requirement

Employees in roles supporting critical infrastructure (e.g., electric, water/wastewater operators, emergency response personnel) may be required to live within a **20 mile radius** of their designated reporting location to ensure timely response.

7.1 Grandfather Clause

Employees employed by the City prior to the adoption of this policy are exempt from the residency requirement and will not be required to relocate. The residency requirement applies only to new hires or employees who voluntarily move outside the required radius after the policy's effective date.

7.2 On-Call Assignment When No Employees Reside Within the Required Radius

If no actively employed staff members meet the residency requirement for on-call coverage, the next closest qualified employee will be assigned on-call duties. The assignment will be determined by Human Resources or the City Administrator, based on proximity, operational needs, and the employee's ability to respond in a timely manner.

8. Accidents, Damage, and Reporting

Employees must report any accidents, damage, or traffic citations involving a City vehicle as soon as safely possible. Employees must cooperate fully with investigations. Unsafe driving or repeated violations may result in loss of vehicle privileges.

9. Equipment & Confidentiality

Employees must protect all tools, documents, and electronic devices stored in City vehicles. Vehicles must remain locked when unattended.

10. Return of Vehicle and Equipment

Employees must return the take-home vehicle, keys, fuel cards, and all assigned equipment:

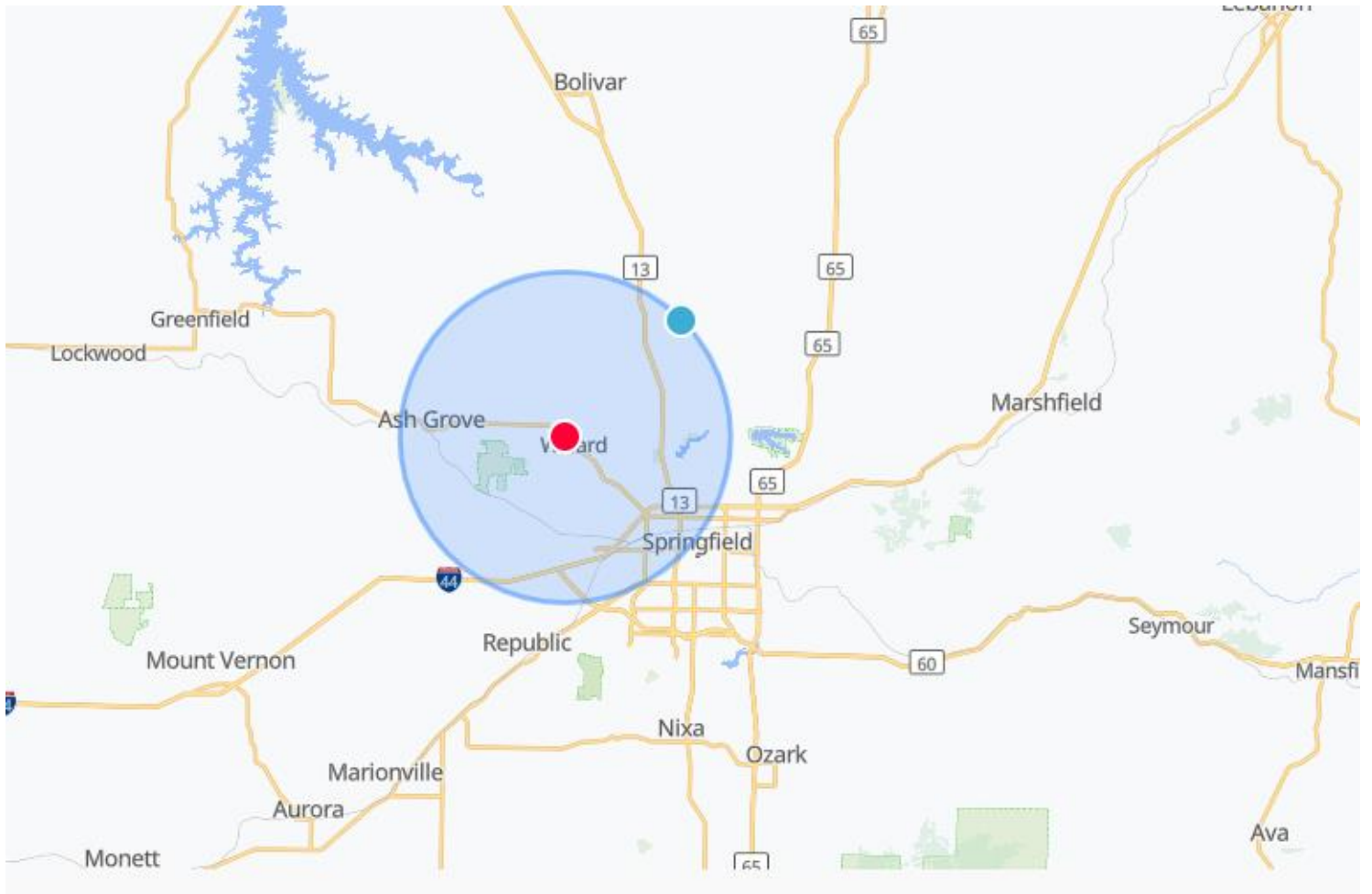
- Upon request
- When privileges are suspended
- When job duties change
- Upon separation from employment

All items must be returned in good condition.

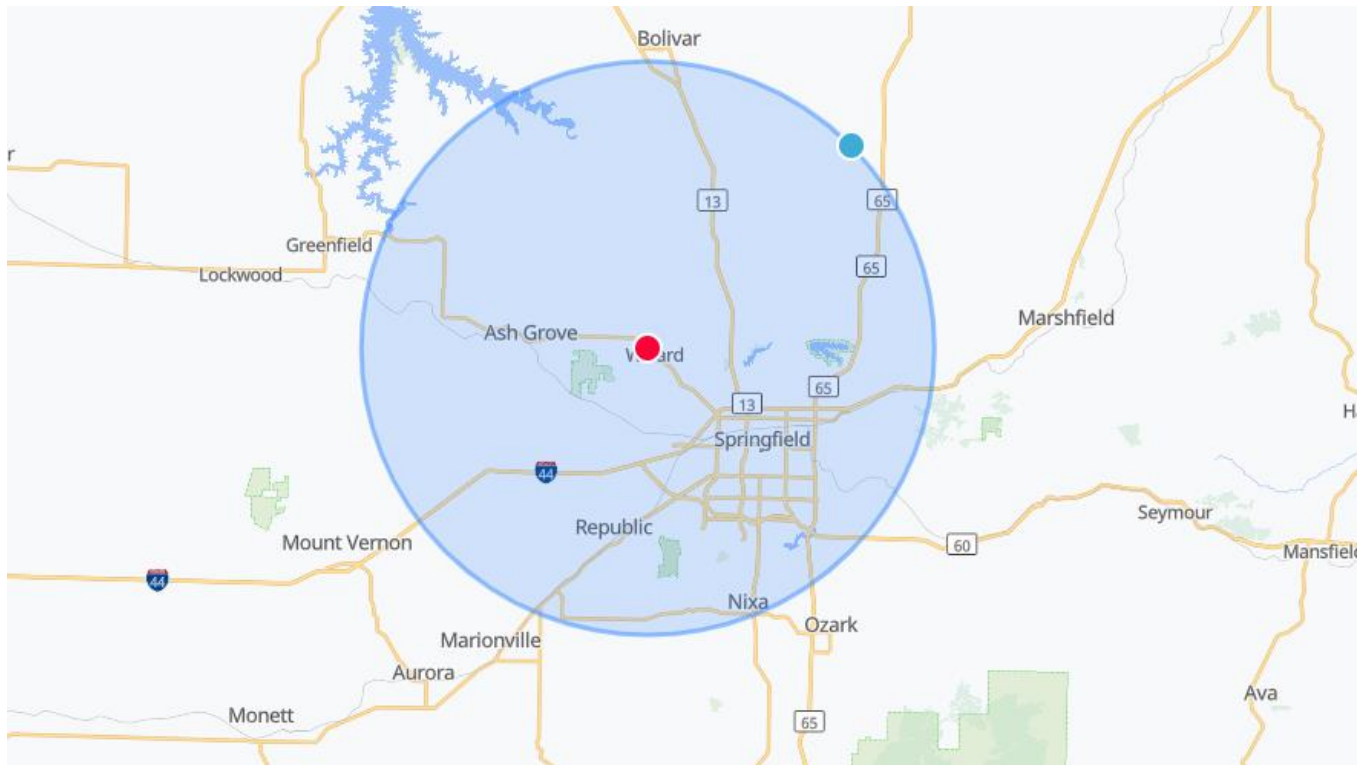
11. Policy Violations

Misuse of a take-home vehicle, failure to meet standby or On-Call expectations, or failure to comply with check-in requirements may result in disciplinary action up to and including termination. Employees may be held financially responsible for negligent damage

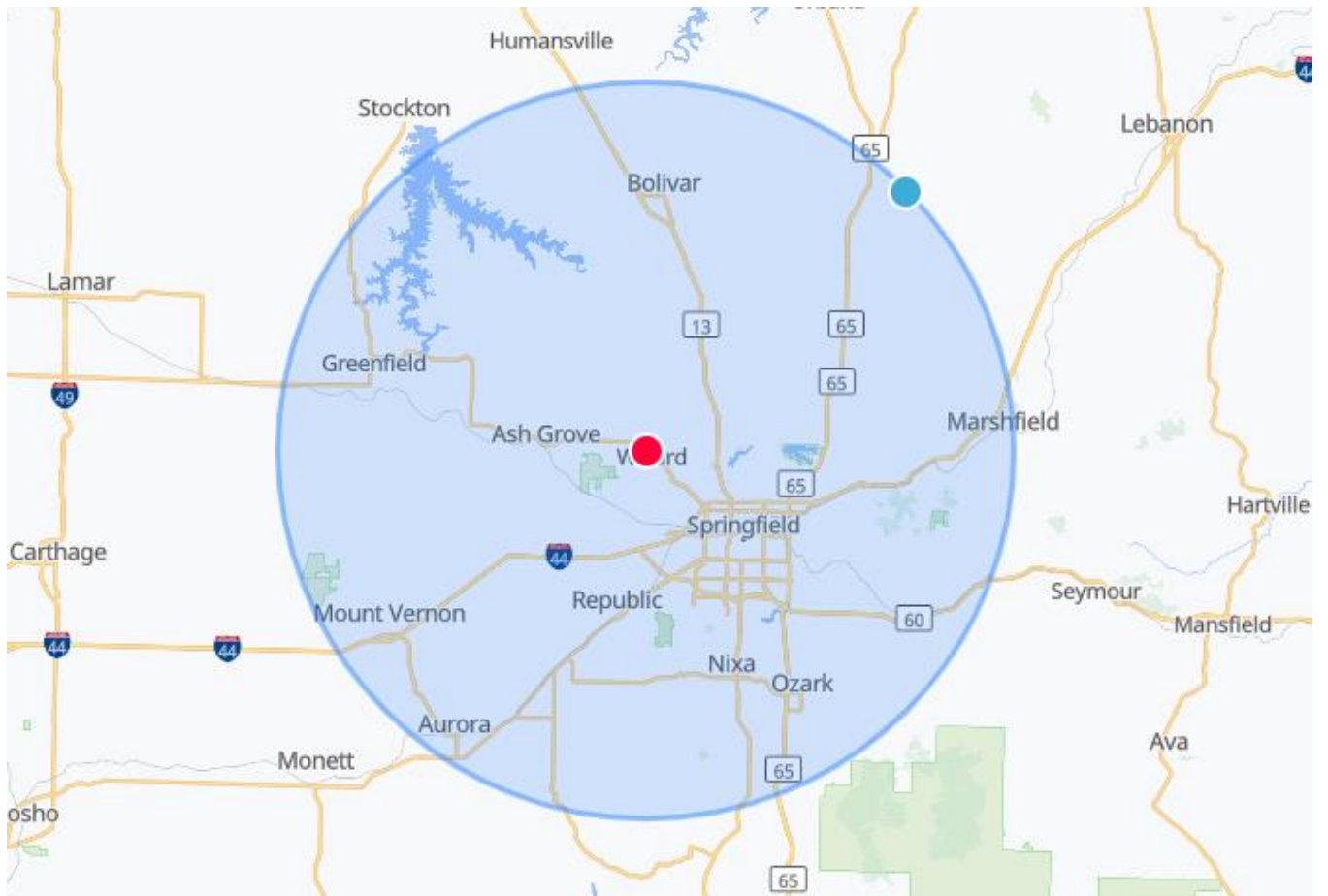
ON CALL 10 MILES



20 MILES



30 MILE



Fleet Vehicle Daily Log *(One sheet per vehicle, per day)*

Vehicle Number / Unit ID: _____ **Date:** _____

A. Start-of-Day Information

- **Driver Name:** _____
- **Start Time:** _____
- **Starting Mileage:** _____
- **Fuel Level (Start):** $\frac{1}{4}$ ☐ $\frac{1}{2}$ ☐ $\frac{3}{4}$ ☐ Full ☐
- **Passengers (if any):** _____

B. End-of-Day Information

- **End Time:** _____
- **Ending Mileage:** _____
- **Fuel Level (End):** $\frac{1}{4}$ ☐ $\frac{1}{2}$ ☐ $\frac{3}{4}$ ☐ Full ☐

C. Trip Details (Optional - if leaving the City of Willard)

Time Out	Time In	Purpose of Trip (Daily work, out of town assignment, call-out)	Passengers	Mileage Out	Mileage In
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

D. Vehicle Condition & Issues

Check all that apply:

- **New Damage Noticed:** Yes ☐ No ☐
- **Warning Lights On:** Yes ☐ No ☐
- **Mechanical Issues:** Yes ☐ No ☐
- **Tires OK:** Yes ☐ No ☐
- **Interior Clean:** Yes ☐ No ☐
- **Exterior Clean:** Yes ☐ No ☐

If **Yes** to any issues, describe below:

Issue Description:

E. Notes (Anything unusual, fuel purchases, equipment concerns, etc.)

F. Signatures

Driver Signature: _____

Clerk Initials: _____