

Use of City and Personal Vehicles

1.8.1

PURPOSE

To establish the policy, procedures and guidelines for the use of City and personal vehicles for the efficient and effective delivery of City services, while minimizing City expenditures and maximizing current resources. This procedure applies to all City employees and officials, and supersedes all other administrative directives previously issued pertaining to the use of City owned or personal vehicle use while conducting City business. This administrative policy, and associated procedures and guidelines support Council Policy 3-1 "Parks, Recreation and Neighborhood Services – Volunteer Policy" relative to volunteers use of city-owned equipment to conduct official City business.

POLICY

Transportation required for employees to conduct official City business will be available by the use of a City provided vehicle or the use of an authorized personal vehicle at the City's sole discretion.

The City Manager has the responsibility for administration of the provisions of this policy, and is responsible for making decisions regarding certain specific vehicle uses as described in this policy. The Department of Public Works, Fleet Management Division has the responsibility to manage the City's transportation vehicle fleet by working with departments to maximize utilization of vehicles, maintaining the fleet in good working condition, determining which vehicles will be removed from the fleet, and managing the acquisition and disposal of vehicles.

Non-City employees which may include volunteers, consultants, contractors, and other persons who are not City employees, may be authorized on a case by case basis and in accordance with Council Policy 3-1 to use a City vehicle in order to conduct official City business. Use of City vehicles by non-City employees will require prior approval from the Department Director (or designee) who is responsible for the services being provided by the non-City employee.

City provided vehicles shall be used only for official City business.

I. TRANSPORTATION TYPES

The following transportation options listed below are potentially available for conducting City business:

A. City-Provided Vehicles

1. Transport Vehicles: Vehicles whose primary use is to transport employees from place to place during the course of conducting official City business. Transport vehicles include sedans and light trucks.
2. Special Purpose Vehicles: Vehicles whose primary use requires special equipment designed to perform job functions, or whose primary use is in a restricted area where non-City vehicles are prohibited.
3. Police and Fire Vehicles: Vehicles whose primary use involves official business conducted by the Police or Fire Departments.

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- B. Employee-Owned Vehicles** - Employee-owned vehicles may be used during the course of conducting official City business if authorized by the Department Director (or designee). Once authorized to use an employee-owned vehicle, employees will be eligible for mileage reimbursement subject to the provisions of the Mileage Reimbursement Policy, (please refer to policy 1.8.3 in the City Policy Manual).

II. QUALIFICATIONS FOR EMPLOYEES AND NON-CITY EMPLOYEES OPERATING VEHICLES**A. City Employees**

City employees who drive a vehicle in the course of conducting official City business must possess a:

1. Valid California State Driver License appropriate to the type of vehicle being driven; and
2. City Driving Permit issued by the City's Safety Officer.

Employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as defined by any relevant rules and regulations, and/or the California Department of Motor Vehicles, and/or the employee's job classification minimum qualifications.

Employees authorized to drive a vehicle on City business shall notify their supervisor in writing of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle. Notification must be made as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle.

If an employee is notified that an action MAY be taken which could affect the employee's license, including the possible suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle, the employee shall notify their supervisor as soon as practicable, but in no case more than five (5) calendar days following the day the employee received notice of the potential action. The employee shall continue to keep their supervisor informed of any further changes or updates regarding their driving status.

Before an employee may be authorized to use a personal vehicle to conduct official City business, the employee must also furnish proof of possession of a valid California State Driver license and current liability insurance as required by the State of California Vehicle Code Section 16451 as may be amended. This is in addition to the requirement of having a valid City Driving Permit issued by the City's Safety Officer.

These requirements will be documented on the Transportation Request form completed by the employee and approved by the Department Director (or designee).

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Employees cannot drive their vehicles on City business unless all of these requirements are met. Employees are specifically required to immediately contact their supervisor if, at any time, there is a change to these requirements or they do not meet all of the requirements.

Employees who are unable to comply with these requirements shall not be permitted to drive any vehicle (City or personal) to conduct City business and may not drive onto any City property or City facility.

B. Non-City Employees

Generally, non-City employees are prohibited from driving City vehicles. Non-City employees may be authorized to drive City vehicles on a case by case basis and in accordance with Council Policy 3-1. Such authorization must meet the requirements set forth in Council Policy 3-1 in addition to complying with the terms described in this policy.

Non-City employees authorized to drive a City vehicle in the course of conducting City business must possess a:

1. Valid California State Driver License appropriate to the type of vehicle being driven; and
2. City Driving Permit issued by the City's Safety Officer.

Non-City employees authorized to drive City vehicles must also obtain written approval from the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee. This is in addition to the requirements provided above.

Non-City employees authorized to drive a City vehicle must be at least 18 years of age.

Non-City employees authorized to use special purpose vehicles will maintain and comply with vehicle specific training and licensing requirements as mandated by any relevant rules and regulations, and/or the California Department of Motor Vehicles.

Non-City employees authorized to drive a City vehicle on City business shall immediately cease driving the vehicle and notify the Department Director (or designee) who is responsible for the services being provided by the non-City employee in writing of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle. Notification must be made as soon as practicable, but in no case more than five (5) calendar days following the day the non-City employee received notice of the suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle.

If a non-City employee is notified that an action MAY be taken which could affect the non-City employee's driver license including the possible suspension, revocation, cancellation, expiration, lost privilege, disqualification, or other action affecting the status of their driver license or their authority to drive a vehicle, the non-City employee shall notify the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee as soon as practicable, but in no case more than five (5) calendar days following the day the non-City employee received notice of the potential action. The non-City

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employee shall continue to keep the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee informed of any further changes or updates regarding their driving status.

Before a non-City employee may be authorized to use a personal vehicle to conduct official City business, the non-City employee must also furnish proof of possession of a valid California State Driver license and current liability insurance as required by the State of California Vehicle Code Section 16451 as may be amended. This is in addition to the requirement of having a valid City Driving Permit issued by the City's Safety Officer.

These requirements shall be documented on the Transportation Request form completed by the non-City employee and approved by the Department Director (or designee) who is responsible for the services being provided by the non-City employee.

Non-City employees who are unable to comply with these requirements shall not be permitted to drive any vehicle (City or personal) to conduct City business and may not drive onto any City property or City facility.

III. REQUIREMENTS FOR CITY-PROVIDED VEHICLES

A. City Provided Vehicles

1. Transport Vehicles

All City transport vehicles should meet the following minimum utilization standards:

Sedans: 9,000 miles per year

Light trucks: 11,000 miles per year

The Public Works Department will periodically conduct a break-even analysis to identify the annual mileage at which it is cost beneficial for the City to provide a vehicle instead of mileage reimbursement. The minimum utilization standards are subject to change based on the results of this break-even analysis.

In addition to the mileage reimbursement option, there are two sources of transport vehicles for the use of employees. Descriptions and requirements for each are listed below:

a. Department Complement

Departments receive a complement of transport vehicles based on their operational needs. Vehicles within the complement can be used by employees and non-City employees on a work shift basis, or on an occasional, as needed basis. Departments are expected to work closely with the Public Works Department to ensure that transport vehicles within their complement are utilized in such a way that they meet or exceed the minimum utilization standards specified above.

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i. Work Shift Basis

Departments may make transport vehicles within their complement available to individual employees or authorized non-City employees for use throughout their work shift. The same vehicle may be assigned to the same employee on a regular basis for convenience, but vehicles should be rotated among employees and authorized non-City employees to the extent necessary to balance utilization and achieve the minimum utilization standard.

Departments may request an exception to the minimum utilization standard for vehicles that will be used on a work shift basis. All requests for exceptions must be made in writing to the City Manager's Office and must document the extenuating circumstances for requesting the exception. Factors that will be considered include, but are not limited to: service delivery considerations, employee safety, and job requirement considerations. The Fleet Management Division will assist in the review of exception requests by reviewing issues such as Citywide fleet availability and the size and utilization of the department's transport vehicle complement.

If such an exception is not approved, transportation needs may still be met through other transport vehicle options described in this section, or by the use of employee-owned vehicles as described in Section 1b of this policy.

Approved exceptions will be documented, including the justification for approval, and will be forwarded to and maintained by the Fleet Management Division. Exceptions are subject to annual review by the City Manager's Office.

ii. Occasional Basis

Departments may make transport vehicles within their complement available to individual employees for use on an as needed, occasional basis. Employees' supervisors should approve these uses, and such vehicles should be available to all employees within the department or within the work group designated for use of the vehicle.

Departments are responsible for ensuring that such vehicles meet the minimum utilization standard. Vehicles not meeting the utilization standard require an approved exception, as described in Section III.A.(1a).i above. Utilization reports will be provided semi-annually to departments by the Fleet Management Division. The Fleet Management Division will work with user departments to rotate assignments of vehicles to permit maximum utilization and utilize the fleet as effectively as possible. This utilization review may result in underutilized vehicles being removed, redeployed, or retired.

Short term specialized needs may require the use of rented or leased vehicles to supplement the department's ongoing complement. Departments must make written requests for such vehicles, providing justification for the need to add such vehicles to the department's approved complement. Such

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requests will be reviewed for approval by the City Manager's Office, and the Fleet Management Division will assist in this review by reviewing issues such as Citywide fleet availability and the size and utilization of the department's transport vehicle complement.

b. Citywide Fleet

The City's motor pool, which is managed and maintained by the Fleet Management Division, provides a source of vehicles for employees who need transportation for general, short-term, or occasional usage in conducting official City business.

The employee's supervisor shall approve requests for a pool vehicle and the employee shall submit the request to the Fleet Management Division's motor pool location. In approving this request, the supervisor should consider approving the use of the employee's personal vehicle, rather than a City provided vehicle.

Pool vehicles shall not be utilized for out-of-county travel without prior authorization by the driver's Department Director or designee. Utilization of a pooled vehicle for 24 hours or longer will not be permitted, except when authorized by the Department Director or designee and the Fleet Management Division. Such utilization may be approved if the use of a pool vehicle is for a work related event in which circumstances are such that returning the vehicle within the same day is unreasonable and/or not in the City's best interest. Justification in writing must be provided and filed with the Fleet Management Division.

After checking out a vehicle and making the required trip, the vehicle shall be returned to the Fleet Management Division.

2. Special Purpose Vehicles

Departments may obtain Special Purpose vehicles, which include sedans and light trucks, for use when the job function:

- Requires a vehicle that is outfitted with specialized equipment or is used as a work platform;
- Requires a vehicle to be utilized in a restricted area where non-City vehicles are prohibited; or
- Requires that certain City-furnished tools, equipment, or materials be frequently utilized and it is inefficient, impractical, or not possible to transport them in non-City vehicles.

The Department Director (or designee) shall submit a list of Special Purpose vehicles to the City Manager's Office, along with a justification of the reasons for categorizing the vehicle as a Special Purpose vehicle. Special Purpose vehicles will not be

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subject to the minimum utilization standard. The City Manager's Office shall review the list and approve the Special Purpose vehicle categorization for those vehicles meeting the above criteria. The Fleet Management Division shall assist this review by assisting in the analysis of described uses and other information relevant to the determination of the categorization of such vehicles. The Fleet Management Division will maintain the justification documentation for each Special Purpose vehicle.

Thereafter, the use and deployment of Special Purpose vehicles are subject to annual review by the City Manager's Office. The Fleet Management Division will review the utilization of such vehicles to ensure that they are utilized efficiently and effectively.

3. Police and Fire Vehicles

Vehicles equipped with the necessary tools (e.g. communications equipment, sirens, safety equipment) shall be available for police and firefighters to carry out their duties during the assigned shift. The supervisor will authorize the use of police and fire vehicles.

The Police and Fire Departments will work with the Fleet Management Division to rotate these vehicles in their assignments to evenly distribute utilization such that vehicles meet the utilization levels required for their respective replacement cycles.

4. Take-Home Vehicles

Take-home vehicles are to enable after-hours emergency response by authorized City employees who are on standby duty assignments that require Special Purpose or Police and Fire vehicles. The criteria for take-home vehicle authorization is described separately for Non-Sworn Operations and Police and Fire Operations.

Authorization for a take-home vehicle is granted to a classification meeting the requirements described below, and in no event does authority for a take-home vehicle belong to any specific City employee who is not in a classification that meets the requirements described below. This means that an individual employee previously granted authorization for a take-home vehicle whose assignments are updated so as to no longer require Special Purpose or Police and Fire vehicles is no longer authorized for a take-home vehicle.

Non-City employees shall not be permitted to take City vehicles home under any circumstances.

Non-Sworn Operations Requirements: Special Purpose vehicles may be used by non-sworn City employees on a take-home basis, provided that all of the following minimum requirements are met:

- The employee is required to be on standby duty and must respond to after-hours emergencies; and

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- The standby duty job function requires a Special Purpose vehicle; and
- The standby duty job function has met the minimum call-back events threshold over the last 12 months as established for that function. The minimum call-back standards may differ based on the job function but should not be less than 24 events per year; and
- The employee responding to the call-back will be able to respond to the first call-back instance and be onsite within a maximum of 45 minutes of the call; and
- The one-way commute miles of the employee assigned to call-back duty do not exceed 30 miles; and
- The Department Director has received authorization from the City Manager's Office for take-home use of the vehicle.

Departments may have more stringent policies that identify stricter and/or additional requirements pertaining to the use of take home vehicles which support their specific operations. Departments opting to develop stricter or additional requirements shall identify these additional requirements in a Departmental Policy made available to all Department staff, and shall provide a copy of the Department Policy to the Fleet Management Division.

Annual Authorization Process (Non-Sworn Operations):

Take-home use of Special Purpose vehicles shall be authorized annually by the City Manager's Office and be based upon written request from the Department Director. The Department Director's written request shall include:

1. A list of employees by job classification and vehicle number(s) to be used in the job function assignment,
2. Call-back performance data including the number of annual call-backs by vehicle and job assignment for the previous calendar year, and
3. The Director's justification for the take-home use of the vehicle by job function assignment to the City Manager's Office annually by December 31.

In the event that the number of annual call-backs does not meet the minimum threshold, the Department shall assess the cost-benefit of providing mileage reimbursements or auto allowances (where possible) to support these position assignments. The results of this assessment shall be included in the Department's annual request for take-home vehicles and shall be considered by the City Manager's Office in the final review of the Department's request.

The call-back performance data, noted above, shall be the department's record reporting the total number of call-backs by vehicle and job function assignment for the previous calendar year. This data shall be a record identifying **all** of the take-home assignments in the preceding 12 months and shall identify each employee who worked assignments using a take-home vehicle and the one-way trip mileage from the employee's home to their primary work reporting location. A copy of this record

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shall also be provided to the Finance Department in order for the Finance Department to determine if the employee's use of a take-home vehicle is subject to IRS reporting requirements.

The City Manager's Office shall prepare a final list of authorized take-home vehicle uses which shall be maintained by the City Manager's Office and a copy provided to the Department of Public Works, Fleet Management Division. Any take-home use of a vehicle not appearing on the list will be considered a violation of this policy, unless the use was otherwise pre-approved by the Department Director for a single or short-term assignment use for a defined period of time of no more than 3 months. Violations of this policy may result in disciplinary action.

Employees subject to standby or callback duty who are not authorized for take-home use of a Special Purpose vehicle are expected to be responsible for their own transportation when responding to calls.

Employees approved for take-home use of vehicles will comply with requirements outlined in the "Non-Sworn Operations Requirements" section above in addition to more stringent Departmental guidelines, if any. Such employees shall park the vehicle in the City parking lot designated by the operating Department on scheduled days off. If the employee is required to be on call, the Department Director (or designee) may authorize the employee to use the vehicle in conducting official City business during scheduled days off.

Police and Fire Operations Requirements: Police and Fire vehicles may be used by Police and Fire Department employees on a take-home basis, provided that all of the following minimum requirements are met:

- The employee is required to be on standby duty and must respond to after-hours emergencies; and
- The standby duty job function requires a Police or Fire vehicle; and
- The standby duty job function has met the minimum call-back events threshold over the last 12 months as established for that function. The minimum call-back standards may differ on a unit by unit basis but should not be less than 24 events per year; and
- The employee responding to the call-back will be able to respond to the first call-back instance and be onsite within a maximum of 45 minutes of the call; and
- The one-way commute miles of the individual assigned to call-back duty does not exceed 30 miles; and
- The Department Chief has received authorization from the City Manager's Office for take-home use of the vehicle.

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Departments may have more stringent policies that identify stricter and/or additional requirements pertaining to the use of take home vehicles which support their specific operations. Departments opting to develop stricter or additional requirements shall identify these additional requirements in a Departmental Policy made available to all Department staff, and shall provide a copy of the Department Policy to the Fleet Management Division

Annual Authorization Process (Police and Fire Operations):

Take-home use of Police and Fire vehicles shall be authorized annually by the City Manager's Office and be based upon written request from the Department Chief. The Department Chief's written request shall include:

1. A list of employees by job classification and vehicle number(s) to be used in the job function assignment,
2. Call-back performance data including the number of annual call-backs by vehicle and job assignment for the previous calendar year,
3. The Chief's justification for the take-home use of the vehicle by job function assignment, and
4. Any policy exemption requests as it relates to response times by specific units and one-way commute mileage criterion by assignment and annual threshold of call-backs to the City Manager's Office annually by December 31.

In the event that the number of annual call-backs does not meet the minimum threshold, the Department shall assess the cost-benefit of providing mileage reimbursements or auto allowances (where possible) to support these position assignments. The results of this assessment shall be included in the Department's annual request for take-home vehicles and shall be considered by the City Manager's Office in the final review of the Department's request.

The call-back performance data, noted above, shall be the department's record reporting the total number of call-backs by vehicle and job function assignment for the previous calendar year. This data shall be a record identifying **all** of the take-home assignments in the preceding 12 months and shall identify each employee who worked assignments using a take-home vehicle and the one-way trip mileage from the employee's home to their primary work reporting location. A copy of this record shall also be provided to the Finance Department in order for the Finance Department to determine if the employee's use of a take-home vehicle is subject to IRS reporting requirements.

The City Manager's Office shall prepare a final list of authorized take-home vehicle uses which shall be maintained by the City Manager's Office and a copy provided to the Department of Public Works, Fleet Management Division. Any take-home use of a vehicle not appearing on the list will be considered a violation of this policy, unless the use was otherwise pre-approved by the Department Chief for a single or short-term assignment use for a defined period of time of no more than 3 months. Violations of this policy may result in disciplinary action.

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Employees subject to standby or callback duty who are not authorized for take-home use of a Police or Fire vehicle are expected to be responsible for their own transportation when responding to calls.

Employees approved for take-home use of vehicles will comply with requirements outlined in the "Police and Fire Operations Requirements" section above in addition to more stringent Departmental guidelines, if any. Such employees shall park the vehicle in the City parking lot designated by the operating Department on scheduled days off. If the employee is required to be on call, the Department Chief may authorize the employee to use the vehicle in conducting official City business during scheduled days off.

B. Employee-Owned Vehicles

City employees may be authorized to operate personal vehicles within the scope of their employment for official City business, provided that they comply with the requirements of this Policy.

City employees authorized to operate personal vehicles are eligible to receive mileage reimbursement for official City business use only subject to the requirements in City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy. Reimbursement for mileage does not include commuting travel from home to work or return, nor conducting personal business. Refer to City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy for procedures and guidelines on Mileage Reimbursement.

Personal vehicles, while being used for official City business, shall be considered an official vehicle and must be in safe mechanical condition as required by law.

IV. CONDITIONS OF VEHICLE USE

City and employee owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements.

Vehicles authorized for use based on this Policy shall only be used to conduct official City business. Mileage reimbursement for the use of personal vehicles will be strictly limited to uses related to City business and in accordance with City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy.

A. Transportation of Passengers and Goods

Vehicles driven to conduct official City business shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or emergency.

City owned vehicles shall not be used to transport any items or goods that are not the property of the City, unless such transportation is directly related to official business being conducted by the City.

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All City provided vehicles must be parked, when not in use, in the City parking lot designated by the Department. Employees approved for take-home use of vehicles shall comply with the terms set forth under Section III.A.(4) of this policy. Departments may authorize remote parking locations, however, employees must use the remote parking location nearest their primary work area. Employees are prohibited from parking a City vehicle in other than the Department's approved location in order to park closer to the employee's home. It is the responsibility of the Department to ensure that assigned vehicles are being parked in the required designated area when not in use.

Employees driving City vehicles shall not use public metered parking spaces during regular business hours that are adjacent to City buildings if there is a City parking facility available within reasonable walking distance.

Departments will be required to maintain a list of each vehicle and the vehicle's designated parking area. This list will be provided to the Department of Public Works, Fleet Management Division.

C. Vehicle Idling

In order to reduce emissions that are a result of idling diesel and gasoline engines, no City-owned diesel or gasoline powered vehicles/equipment or stationary engines may idle for more than five (5) consecutive minutes, with the following exceptions:

- Idling when queuing;
- Idling to verify that the vehicle is in safe operating condition;
- Idling for testing, servicing, repairing or diagnostic purposes;
- Idling when it is necessary to accomplish work for which the vehicle was designed (such as operating a crane or when emergency vehicles used by Police and Fire are at the scene of an incident);
- Idling to bring the machine system to operating temperature; and
- Idling to ensure safe operation of the vehicle.

For the purpose of this section, queuing shall mean the intermittent starting and stopping of a vehicle while the driver, in the normal course of doing business, is waiting to perform work or a service, and when shutting the vehicle engine off would impede the progress of the queue and is impracticable. Queuing does not include the time a driver may wait motionless in line in anticipation of the start of a workday or a location where work or a service will be performed.

D. Cellular Telephone Safety While Driving**1. Wireless Telephones**

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Employees and non-City employees are not allowed to use their wireless telephone (either City issued phones or personal phones) while driving on City business or while conducting City business unless the telephone is designed and configured to allow hands free listening and talking, and is used in that manner while driving. Even when using a hands-free wireless telephone, conducting City business on a cellular telephone while driving should be kept to a minimum and only done when necessary. This section does not apply to an employee or non-City employee using a wireless telephone for emergency purposes (such as calling 911) while driving on City business.

2. Electronic Wireless Communications Devices

Employees and non-City employees shall not use an electronic wireless communication device to write, send, or read a text-based communication while driving on City business. "Write, send, or read a text based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

3. Sworn Police and Fire Personnel

Sworn police and fire personnel using wireless telephones and electronic wireless communication devices in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to the use of wireless telephones and electronic wireless communication devices.

V. COLLISION/ACCIDENT REPORTING

A. Non-sworn Employees and Non-City Employees

Reporting of vehicle collisions or accidents by City employees driving a City-owned vehicle or their authorized personal vehicle and non-City employees driving a City-owned vehicle on City business is required. Reporting must be prompt, accurate and complete. These reports must be made within no less than 24 hours (or 48 hours if the accident occurs on a weekend) to the employee's immediate supervisor. Non-City employees shall report accidents to the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee. In all cases, accident reports involving city-owned equipment shall be provided to the Department of Public Works, Fleet Management Division.

Incidental damage to a vehicle or equipment, defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock must also be reported to the employee's immediate supervisor or in the case of non-City employees to the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee. In all cases, incidental damage to city-owned equipment shall be reported to the Department of Public Works, Fleet Management Division.

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The reporting procedure to be followed by City employees and non-City employees who are involved in a vehicle accident while driving a City-owned or authorized personal vehicle on City business shall be as follows:

- a) Stop immediately and render aid if such is necessary.
- b) Call the police. Tell the police this is an accident involving a City owned vehicle or authorized private vehicle on City business.
- c) Do not make or sign statements for anyone except the police.
- d) Prepare a Standard Accident Report and give it to the supervisor, or in the case of non-City employees to the City's Department Director (or designee) who is responsible for the services being provided by the non-City employee.

The Department Director will route one copy of the accident report to the City Attorney's Office and another to the Department of Public Works, Fleet Management Division.

B. Sworn Police and Fire Personnel

Reporting of vehicle collisions or accidents by sworn Police and Fire personnel driving a City-owned vehicle or their authorized personal vehicle while in the course and scope of their duties shall do so in accordance with their respective Duty Manuals and applicable policies and procedures relating to vehicle collisions or accidents.

VI. TRAFFIC AND PARKING CITATIONS

Traffic and/or parking citations issued to a City employee or non-City employee while using a City or authorized personal vehicle on City business are the sole responsibility of the employee or non-City employee involved.

VII. IDENTIFICATION OF CITY-OWNED VEHICLES

All City-owned motor vehicles and other fleet equipment, except as exempted by the Department of Public Works, Fleet Management Division, shall be plainly marked with the City emblem on each side. All City-owned motor vehicles and other fleet equipment shall be identified with City equipment numbers, assigned by the Department of Public Works, Fleet Management Division and displayed on each side and/or on the rear of the equipment.

AUTHORIZATION AND PROCEDURES

Departments who have identified a need for a City-furnished vehicle to conduct official City business must initiate the process to obtain authorization to use a City vehicle or personal vehicle. Authorization for a City-furnished vehicle will not be granted until the Department Director or designee has completed and approved a Transportation Request Form verifying the need for a City vehicle for City business.

When a Department's vehicle assignment has significantly changed and the Department Director or designee determines that a change in type of transportation or notice of separation is identified, a new vehicle Transportation Request Form must be completed and submitted to the

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Department of Public Works, Fleet Management Division. If the Department's request is for a change from mileage reimbursement, the Department is responsible for notifying the Finance Department to cancel payment authority.

The Department Director or designee may cancel the transportation authorization, whenever such authorization is no longer needed. If an employee separates from City service, Human Resources shall provide written notification to the City Safety Officer.

The following procedure applies to obtaining authorization to use City Provided or Personal vehicles on official City business. The policy requirements and annual authorization process for take-home vehicles is found under Section III.A.(4) of this policy.

Responsibility

Action

Department

1. Complete Transportation Request Form. Indicate the type of transportation required, including justification for such type.
2. Provide proof of minimum State required insurance by producing a copy of the policy or a statement of insurance coverage showing the policy number, expiration date, and liability coverage for privately owned vehicle(s) which would be used for City business.

Note: City employees and non-City employees who operate City-provided vehicles while conducting City business must possess a valid California Driver License, a current City Driving Permit and have an Transportation Request Form approved on file.

3. Forward request to supervisor or in the case of non-City employees the Department Director (or designee) who is responsible for the services being provided by the non-City employee.
4. Verify information on Driver License and City Driving Permit.
5. Sign and forward request to the Department Director or designee.

Department Director

6. Review request and, if approved, submit to the Fleet Management Division for review and authorization.
 - a. If it is recommended and requested that a City Vehicle (including, as defined elsewhere in this policy, Department Complements, Special Purpose vehicles, and Police and Fire Vehicles) be assigned:

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- 1) Complete and Sign the Transportation Request Form.
- 2) Forward request to the Fleet Management Division for review and authorization.

Note: If requesting an Exception to the minimum mileage utilization, the request form must include further justification for this request.

b. If the use of a personal vehicle is approved:

- 1) Sign Transportation Request Form.

Note: Authorization for use of a personal vehicle does not require approval from the Fleet Management Division.

- 2) Provide a copy of the approved Transportation Request Form to the employee.

Fleet Management
Division/City Manager's
Office

7. The Fleet Management Division shall review requests for vehicles that will meet the minimum mileage utilization. The original and duplicate copies of the Transportation Request Form will be returned to the requesting department, including approval or denial of the request.
8. Requests for an Exception to the minimum mileage utilization shall be forwarded to the City Manager's Office for further review. The Request Form will be returned to the requesting department and the Fleet Management Division, including approval or denial of the request.

Requesting Department

9. Receive notification of the disposition of Request from the Fleet Management Division or, if applicable, the City Manager's Office.
10. Provide a copy of the Transportation Request Form to the Department Director or designee with a copy to the employee supervisor or non-City employee department coordinator responsible for informing the requesting individuals of the disposition of the request.
11. If the Request was denied, the Department Director should consider alternative methods of transportation to assist the employee or non-City employee in performing

Use of City and Personal Vehicles

1.8.1

his or her duties.

The following procedure applies to obtaining authorization to use a Citywide Pool vehicle on official City business.

Responsibility

Action

Department/Supervisor/Employee	<ol style="list-style-type: none"> 1. Department is to verify the employee's valid California Driver License and current City Driving Permit. 2. Employee shall access the Motor Pool Reservation link on the City's Intranet site to initiate the reservation process
Fleet Management Division	<ol style="list-style-type: none"> 3. Review the request, Citywide Pool availability, and issue a disposition to the requesting department.

Approved:

/s/ Alex Gurza
Deputy City Manager

September 13, 2012
Date

/s/ Ed Shikada
Assistant City Manager

September 13, 2012
Date