900.5 Subject: Assignment of City Vehicles on a Twenty-Four-Hour Basis

Objective:

Provide policy and guidelines for the assignment of City vehicles to all non-elected authorized employees or positions on a twenty-four (24) hour basis.

Authority:

This procedure amended by City Council April 19, 2004, Item A1.

Direction:

The Fleet and Facilities Management Division Manager, serves at the pleasure of the Mayor and receives direction through the Chief Financial Officer.

Functions:

1. 24-Hour Vehicle

   a. The assignment to an employee to use a City Vehicle on a 24-hour basis may be made if one or more of the following criteria is met:

      i. The assignment of a City-owned vehicle is fully justified according to the criteria established in Section 900.2 and
ii. The employee is on continuous call for emergencies at all times and where failure to respond in an expedient manner will result in a life-threatening or public safety situation. The frequency of emergency response to justify a 24-hour vehicle will be weighed against the cost of reimbursing the employee for the use of a personal vehicle. An employee on emergency call on a rotating basis may be assigned a City vehicle only-when on call; or

iii. The assignment of a 24-hour vehicle as determined by the Mayor, Chief Administrative Officer, Chief Financial Officer, City Attorney, Chief of Staff, or Chief Venues Officer; or

iv. Assignment of a vehicle for 24-hour usage and/or take home privileges may be authorized by the Department Director for use by departmental personnel with prior approval by the Chief Administrative Officer, Chief Financial Officer, City Attorney, Chief of Staff, or Chief Venues Officer; and


b. Only minimal personal use of the City-owned vehicle is allowed. Minimal personal use is when the employee uses the vehicle for personal reasons only when it is on the way to or from City business or on the way home. Vehicles are not to be used for personal use outside of business hours. Police and Fire Department vehicles shall be covered by their internal departmental policy. Written authorization from the Chief Administrative Officer, Chief Financial Officer, City Attorney, Chief of Staff, or Chief Venues Officer must be obtained for exception to minimal use.

c. Passengers: The immediate family (i.e., spouse, children, significant other) of the vehicle assignee may ride as passengers in the assigned vehicle if the employee carries the
required non-owned auto endorsement on their personal auto policy and that same personal auto policy provides Personal Injury Protection or Medical Payments coverage for injuries that may occur as a result of being a passenger in an assigned vehicle, and it is a temporary transport from one point to another on the way to or from work and then only with the prior written approval of a manager. All traffic safety requirements must be met during the transportation. Child seats will not be used in the front seat of vehicles equipped with airbags. No other personal passenger transportation is allowed without the prior written approval of the Department Director.

d. The request for assignment will first be submitted by the Division Manager through the Department Director to the Division Manager of the Fleet and Facilities Management Division (FFMD). The request will then be reviewed for its adherence to the above-stated criteria and sent to the Chief Administrative Officer, Chief Financial Officer, City Attorney, Chief of Staff, or Chief Venues Officer for final review and approval or disapproval.

2. 24-Hour Pool Vehicle

a. The assignment of a vehicle as a 24-hour pool vehicle may be made if the following criteria are met:

i. The vehicle is required to quickly respond to situations that cannot wait until the next working day and require immediate attention.

ii. The employees operating the vehicle are on continuous call for emergencies at all times and where failure to respond in an expedient manner will result in a life-threatening or public safety situation.

iii. The Division Manager will request through the Department Director to the Chief Administrative Officer,
Chief Financial Officer, City Attorney, Chief of Staff, or Chief Venues Officer that the vehicle be assigned as a 24-hour pool vehicle.

iv. The Division or Office responsible has budgeted funds for the operation of the vehicle and the personnel costs.

3. Regular Review of 24-hour Vehicles, Pool Vehicles, and Funding

a. The funding of a City vehicle must be approved in the budget of the Office/Division requesting the use of the vehicle.

b. Vehicles proposed for permanent assignment to an employee on a twenty-four hour basis must be clearly stated in the Department's budget submittal. Upon the approval of the annual budget, Management and Budget shall compile a list of vehicles for FFMD naming the Fund, Cost Center, employee positions, and the employees' names that are authorized vehicles on a twenty-four hour basis.

c. Twenty-four hour vehicles assigned to an office/division for use by various employees dependent on their assignments must be so stated in the Department's budget submittal. Such designated vehicles would be assigned by the office head/division manager on a need basis.

d. The off-duty-parking site of all 24-hour vehicles and 24-hour pool vehicles shall be identified. Any changes of the location of the vehicle must be reported to FFMD, Management and Budget, and Financial Reporting immediately.

e. When an employee who was authorized the use of a 24-hour vehicle leaves, the need for continued use as a 24-hour-vehicle shall be reviewed immediately. This will occur prior to the authorization being given to fill the employee vacancy. The written request detailing the reasons for continued use shall be sent to Management and Budget for review. Management and Budget shall review the request and recommend the action to be
taken to the CAO. The CAO will make the final determination to continue the use as a 24-hour vehicle or discontinue it.

4. Records

a. The FFMD Division Manager shall maintain necessary records of vehicles approved by the Mayor and/or City Council, Chief Administrative Officer, Chief Financial Officer, City Attorney, Chief of Staff, or Chief Venues Officer on a 24-hour basis, and those records shall be considered the official records of the City.

b. That information should be reported to the Controller on a quarterly basis so that appropriate information can be collected from employees on their personal use and such use can be recorded as taxable income.

5. Federal and State Law

a. Employees assigned a City vehicle or a 24-hour vehicle or who use a vehicle provided by the City, shall abide by all applicable Local, State and Federal regulations.

Forms:
None

Committee Responsibilities:
None

Reference:

**Effective Date:**

This procedure effective July 5, 2020.