



## City of Biggs

### Agenda Item Staff Report For the Regular City Council Meeting: December 10, 2013

TO: Honorable Mayor and Members of the City Council  
FROM: City Administrator  
SUBJECT: Vehicle Use Policy

Council is being asked to consider establishing a vehicle use policy, and if so, to consider the text of a policy.

**Background:**

It is common for public and private organizations to establish policies related to the proper use of vehicles owned by the agency, and to address IRS taxable benefit issues.

**Recommendation:**

Review and provide direction on the proposed vehicle use policy, or approve the proposed or a revised vehicle use policy.

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Mark Sorensen, City Administrator

# CITY OF BIGGS – POLICIES AND PROCEDURES MANUAL

## VEHICLE USE POLICY

### I. Purpose:

To establish policies and procedures for the use of vehicles by city employees.

### II. Policy:

#### A. Use of city vehicles by city employees.

1. In order to limit the City's liability, the only persons permitted to accompany a city employee in a city vehicle shall be:
  - a. Other city employees or Council Members.
  - b. Persons having official business with the City.
2. Seat belts shall be worn at all times as required by the California Vehicle Code.
3. Smoking is not allowed in any city vehicle.
4. Alcohol drugs and other intoxicants: Consumption of alcohol, drugs or other intoxicants that may interfere with the safe operation of vehicles and equipment is strictly prohibited.
5. The interior of city vehicles shall be kept clean. No loose items such as water bottles, sunflower seeds, food, trash, etc. shall be left or stored in the vehicle after use.
6. The exterior of city vehicles shall be kept clean.
7. Traffic citations and parking violations received while driving a vehicle are the personal responsibility of the vehicle operator, and are NOT reimbursable by the city.
8. Pursuant to the California Vehicle Code employees shall not use a wireless phone without a hands free device while operating a city vehicle.
9. Drivers of city vehicle must, at all times, be properly and currently licensed to operate the vehicle. If an employee that operates a city vehicle loses the legal ability to operate a vehicle (license revoked, suspended, expired, or lost) that employee must immediately notify the City Administrator in writing.
10. Operators must inspect vehicles and equipment daily. Vehicles and equipment shall not be operated in a dangerous or defective condition, and operators must immediately report all dangerous or defective conditions to their supervisor.
11. Security: Every reasonable effort must be made by employees to maintain the security of the vehicle and its contents. Reasonable efforts will include, but not be limited to the following: At no time will keys be left in a vehicle when you are not personally in that vehicle. Tool boxes, doors, windows, etc, will be closed and locked when the vehicle is not in immediate use.
12. Vehicles may not be operated in a manner contrary to any law.

#### B. Authorized Use

1. City business: City vehicles and equipment shall only be used for official city business. Use of city vehicles for personal business, convenience, shopping or transportation is prohibited, except as provided in B (2).
2. Breaks and Lunch: Employees may use an assigned city vehicle to drive to a city facility, to a nearby retail outlet to purchase food or refreshments, or other nearby location for breaks or lunch.

C. Vehicle Collisions, Incidents or Damage

1. All collisions, incidents or damage to a city vehicle, piece of equipment, or a privately owned vehicles being used on city business, regardless of severity, must be reported to the employee's supervisor as soon as possible and in no event more than 24 hours later. Collisions, incidents or damage must also be reported to the appropriate law enforcement agency as soon as possible if injuries or significant damage occurs.

D. Take home Vehicles

1. Definition: A take home vehicle is a vehicle that has been specifically assigned by the City Administrator to an employee, which includes using the vehicle to drive to and from home to their normal work assignment.
2. Authorized Assignment: Take home vehicle assignments are to be limited to those staff members engaged in immediate responses to critical city services or infrastructure.
3. Distance Limitation: Take home vehicles shall be limited to employees living within [X miles of] the city limits.
4. Requests for initial authorization shall be submitted to the City Administrator whenever the need occurs. For tax purposes, all requests shall expire on the December 31 of the calendar year.
  - a. Requests will be evaluated on the basis of necessity, service benefit and economic benefit to the city.
  - b. Renewal requests must be made and evaluated for each calendar year.
5. When the individual holding the position to which a vehicle is assigned is on vacation or otherwise absent from the city, the person assuming his/her duties will assume assignment of vehicle, and/or the city vehicle will be left at the appropriate city facility and be available for city use as appropriate.
6. In accordance with IRS tax rules, employees who are assigned take home vehicles will have a tax liability based upon an IRS established daily rate value as set forth in IRS publication 15-B ("Employer Tax Guide to Fringe Benefits") as amended. This liability will be added at year end to the employee's gross earnings reported to the IRS.

E. Adverse Action

- a. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.