

C. VEHICLE USE POLICY

Use of seat belts is mandatory whenever operating or riding in a City vehicle or personal vehicle for City business.

From the total fleet of passenger vehicles available after deducting the number assigned to the City Council pool, the City Administrator will assign passenger vehicles to the various departments based on need. The vehicles assigned to departments will be in a department pool to be used by employees for purposes of City business only. The vehicles may not be used for regular travel between home and business except when specifically permitted in this policy. With the approval of the City Administrator in specific cases, cars may be kept at home at night only if an employee is attending a night meeting or has an early morning appointment. The cars are not to be used for personal business (e.g., Credit Union).

The City Administrator may authorize in writing specific personnel to take vehicles home regularly because of the special necessities of their positions.

Whenever a vehicle is to be kept at home overnight, the Transportation Department must be informed by the employee in writing.

Attendance at a night class, even though the City might pay for the class, is not justification for the use of a City vehicle.

City employees must obey all laws and regulations, including the California Vehicle Code, when operating a City vehicle, or when using a personal vehicle for City business. City employees must report to their supervisor any accidents, or citations received, while operating a City vehicle, or while operating a personal vehicle for City business. No smoking is allowed in City vehicles. For more information about the use of City vehicles, please see the attached Standard Operating Procedure No. 7: Use of City Vehicles.

As part of the City's Risk Management Program, the City will periodically be receiving reports from the California Department of Motor Vehicles regarding employee accident, citation records, and driver's license status. For more information about this reporting process, please see the attached Standard Operating Procedure No. 2: Driver's Record And License Verification.