

900.5 SUBJECT: ASSIGNMENT OF CITY VEHICLES ON A TWENTY-FOUR-HOUR BASIS

:1 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.

:2 AUTHORITY:

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

:3 DIRECTION:

Mayor and Chief Administrative Officer (CAO).

:4 METHOD OF OPERATION:

A. 24-Hour Vehicle

1. 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:
 - a. The assignment of a City-owned vehicle is fully justified according to the criteria established in Section 900.2; and
 - b. 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
 - c. The assignment of a 24-hour vehicle as determined by the Mayor or the CAO; or
 - d. 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 CAO.
2. 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 CAO must be obtained for exception to minimal use.
3. The request for assignment will first be submitted by the Bureau Chief/Division Manager through the Department Director to the Division Manager of Fleet Management. There the request will be reviewed for its adherence to the above-stated criteria and sent to the CAO for final review and approval or disapproval.

B. 24-Hour Pool Vehicle

1. The assignment of a vehicle as a 24-hour pool vehicle may be made if the following criteria are met:
 - a. The vehicle is required to quickly respond to situations that cannot wait until the next working day and require immediate attention.
 - b. 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.

- c. The Bureau Chief/Division Manager will request through the Department Director to the CAO that the vehicle be assigned as a 24-hour pool vehicle.
- d. The Bureau/Division or Office responsible has budgeted funds for the operation of the vehicle and the personnel costs.

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

- 1. The funding of a City vehicle must be approved in the budget of the Office/Bureau/Division requesting the use of the vehicle.
- 2. 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 FMD naming the Fund, Program, employee positions, and the employees' names that are authorized vehicles on a twenty-four hour basis
- 3. Twenty-four hour vehicles assigned to an office/bureau 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/bureau chief on a need basis.
- 4. 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 FMD, Management and Budget, and Financial Reporting immediately.
- 5. If an employee leaves that was filling a position that was authorized the use of a 24-hour vehicle, 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.

D. Records

- 1. The FMD shall maintain necessary records of vehicles approved by the CAO, Mayor and/or City Council on a 24-hour basis, and those records shall be considered the official records of the City.

E. Federal and State Law

- 1. 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.

:5 FORMS:
OMB Form 6A 24-Hour Justification Form.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:
Procedure approved by City Council June 2, 1975, Item 40; amended March 28, 1983, Item 32B; amended July 13, 1998, Item 7-V; amended September 11, 2000, Item 7X; amended April 19, 2004, Item A1.

:8 EFFECTIVE DATE:

This procedure effective April 19, 2004.