
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

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Policy No. 605: Motor Vehicle Operation, Usage and Assignments

A. General Provisions

1. Employees who operate motor vehicles are required to possess a proper and valid Motor Vehicle Operator's License, or where applicable, Commercial Driver's License. It shall be the responsibility of the Department Director to see that the employees are properly trained and licensed.
2. All City employees are required to adhere to safe and courteous driving practices while on City business. City personnel must obey all traffic laws as well as departmental rules for public safety at all times.
3. All vehicles shall be operated without abuse to assure the full life expectancy of the vehicle.
4. In accordance with State law, and for personal safety and City liability reasons, employees are expected to wear seat belts at all times.
5. City vehicles shall be used in a manner that minimizes fuel consumption.
6. Use of personal vehicles on City business is permissible only when authorized by the Department Director. Mileage reimbursement will be made in accordance with Finance Department policies.
7. Policies applicable to "City-owned" vehicles shall likewise apply to "City-leased" vehicles.

B. Operation and Usage

1. City-owned vehicles shall only be operated by City employees, except upon the specific approval of the Department Director responsible for such vehicles.
2. Persons other than City employees may be passengers in City-owned vehicles in the following circumstances, and with the knowledge of the Department Director responsible for such vehicles.

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- a. When such persons are official guests of the City or guests of the employee responsible for the vehicle, and the vehicle is being used for purposes relating to City business;
 - b. When required for the conduct of official City business;
 - c. In any other case when specific approval is granted in advance by the employee's Department Director.
3. City-owned vehicles shall be used only for purposes relating to City business. Personal errands in the midst of City business may be permitted, if such errands are brief, within the normal travel range and not done in excess.
4. All City vehicles will normally be kept overnight on City property, except when otherwise approved by the City Manager. City-owned vehicles, which are authorized to be driven to the employee's residence, should be parked either in a garage or private driveway, or otherwise in a safe and secure place.
5. City-owned vehicles are to be operated in a safe and responsible manner at all times. Any indication of irresponsible use may result in revocation of use of the vehicle, disciplinary action and/or possible dismissal. Irresponsible actions may include, but are not limited to:
 - a. Speeding;
 - b. Reckless operation;
 - c. Driving under the influence of alcoholic beverages, and/or other controlled substances, and operating a City vehicle;
 - d. Discourteous use of the vehicle;
 - e. Discourteous action of an employee while in a City vehicle;
 - f. Violation of any City or State vehicle or traffic regulation.

C. Individual Assignment of City Vehicles

1. Permanent assignment of a City vehicle to an individual, including the right to regularly drive a vehicle home after work, can only be authorized by the City Manager. Such authorization shall be done in writing.

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2. A list of employees who are authorized to regularly drive a City vehicle home after normal work hours shall be maintained by the City Manager. Each Department shall provide the City Manager with current information identifying the specific vehicles permanently assigned. Additional permanent assignment of vehicles must be requested by the Department Director in writing, outlining the specific justification for such request.
3. Vehicles may be temporarily assigned by the Department Director to drive home after work when City business dictates such usage. Formal authorization shall be obtained each day a vehicle is driven home from work. In situations where the employee clearly has an identifiable need to drive the vehicle home after work for an extended period of time, written authorization for such use must be granted by the Department Director. A record of such authorizations shall be maintained by each Department.
4. Vehicles permanently assigned to specific individuals may be used or temporarily assigned to other employees as the need arises, and in conformance with this Policy.
5. Vehicles may not be assigned on either a permanent or temporary basis to drive home after work if the employee's residence is in excess of 7.5 miles from their regularly assigned place of reporting to work. Exceptions may be granted only by the employee's Department Director each day such use occurs, and only when the vehicle is specifically required for performance of a City activity directly related to having the vehicle at home, unless specific written authorization for such use is granted by the City Manager.

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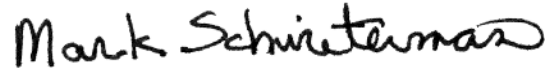
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The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

Date

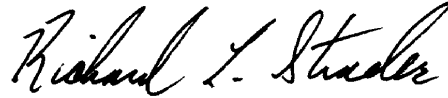


Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources