


<b>City of Petaluma, California Administrative Policy</b>	<b>Number:</b> <b>Last Revision Date: April 4, 2005</b> <b>Established: February 1, 2005</b>
<b>Subject: Vehicle Use Policy</b>	<b>Authority: City Manager</b>  <b>Michael A. Bierman</b>

**I. PURPOSE**

This policy defines employee use of vehicles on City business; establishes the requirement that all City employees must obtain advance written approval before the use of a City-owned vehicle and/or advance written approval to drive a privately-owned vehicle for City business; and, provides procedures for all City employees to obtain written approval prior to the use of a vehicle.

**II. POLICY**

Each Department Director is responsible for ensuring compliance with this policy and for keeping current on City policy and California laws and regulations on the use of vehicles.

City vehicles shall be used only in the conduct of City business. This means a City vehicle shall only be used by a City employee in the performance of, or in the course of, his or her job duties with the City, except as provided for in Section XIII (City Manager Approval of Certain Personal Use of City-Owned Vehicles).

Each Department Director may approve employee use of City-owned vehicles for rest and meal breaks.

Only City employees may drive City-owned vehicles. Any person who is not a City employee is not authorized to drive City-owned vehicles.

No family members, pets, or persons other than those on official City business may be transported in any City-owned vehicle.

All vehicles shall be operated in conformity with the provisions of the California Vehicle Code.

Seat belts and shoulder harnesses must be used at all times by both the driver and passengers in vehicles.

Prior to using a vehicle for City business, all City employees must obtain advance written approval to use a City-owned vehicle and/or to drive his or her privately-owned vehicle on the authorized City form.

Employees may transport persons in City-owned vehicles on official City business in the conduct of City business after obtaining vehicle use approval in accordance with this policy.

### **III. DEFINITION OF MISUSE OF CITY-OWNED VEHICLES**

The following conditions are considered a misuse of City-owned vehicles:

1. Driving any vehicle on City business without written authorization.
2. Driving without valid current California Driver's License (CDL).
3. Personal use or conveying passengers other than those persons on official City business.
4. Engaging in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment in the vehicle being operated.
5. Improper storage or parking of City-owned vehicle.
6. Failure to comply with any City policy, law, or regulation, regarding the use of City vehicles.

### **IV. RESPONSIBILITIES AND PROCEDURES**

Prior to use of a vehicle for City business a City employee must have written approval on the Authorization to Use a City-Owned Vehicle on City Business form (Appendix A-1) and/or Authorization to Use Privately-Owned Vehicle on City Business form (Appendix A-2) and possess a valid current CDL.

1. To obtain approval a City employee completes the Authorization to Use a City-Owned Vehicle on City Business and/or Authorization to Use Privately-Owned Vehicle on City form and submits the form to his or her Department Director for approval.
2. The Department Director indicates his or her approval.
3. The Department Director forwards the approved form to Human Resources for filing in the employee's personnel folder.

### **V. MOTOR VEHICLE ACCIDENTS**

A City employee involved in an accident while driving a City-owned vehicle, or a privately-owned vehicle on official city business, is to make no admission about liability or fault, comment or statement regarding the accident to anyone except police or City officials.

### **VI. VEHICLE ACCIDENT REPORTING PROCEDURES**

A City employee involved in a vehicle accident while driving a City-owned vehicle or while driving a privately-owned vehicle on City business shall follow the established City of Petaluma Vehicle Accident Reporting Procedure.

### **VII. OFF-PREMISE RETENTION OF CITY VEHICLES**

Except as otherwise authorized, City-owned vehicles shall not be retained off-premises except under two specific circumstances:

1. Authority to retain the vehicle off-site is granted by the Department Director; or
2. When a City employee is in a travel status on official business.

**VIII. CITY REPORTS THE VALUE OF CITY-PROVIDED VEHICLES**

The City complies with the Internal Revenue Service Regulations and reports the value of City-provided vehicles in the gross income of each employee who has personal use of City-provided vehicles. The City assumes twenty percent (20%) personal use, unless the employee substantiates actual annual total miles and actual annual personal miles. The City uses the annual lease value table method to calculate the amount of compensation to be included on the employee's W-2 related to the personal use of the City-provided vehicle.

**IX. INSURANCE COVERAGE - PRIVATELY-OWNED VEHICLES**

A City employee who drives a privately-owned vehicle on City business needs to be aware that in the event of an accident, his or her private automobile insurance coverage generally is primary as defined by the California Vehicle Code.

The normal practice of insurance carriers is to allow the occasional use of privately-owned vehicles on business trips without an increase in insurance premium rates. If the privately-owned vehicle is used consistently on City business, the employee should contact the insurance carrier who may change the premium class with a corresponding increase in premium rate.

**X. MILEAGE REIMBURSEMENT**

A City employee shall be reimbursed at the City of Petaluma mileage rate for use of his or her privately-owned vehicle on City business. Claims for mileage reimbursement shall be made in accordance with Finance Department policy.

**XI. OPERATOR INSPECTION AND REPORT OF VEHICLE PROBLEMS**

The operator of any vehicle shall make a reasonable inspection of the vehicle before driving it to ensure safe operation. Problems noticed by a City employee while using a City-owned vehicle should be noted and reported to the Public Facilities and Services Department.

**XII. VEHICLE ACCIDENT REPORTING PACKET**

City-owned vehicles must contain a City of Petaluma Vehicle Accident Reporting Procedure packet.

**XIII. CITY MANAGER APPROVAL OF CERTAIN PERSONAL USE OF CITY-OWNED VEHICLES**

The City Manager may approve a City employee in a management or supervisory position, on call, and responsible for providing emergency services for limited personal use of a City-owned vehicle.



**CITY OF PETALUMA**  
**Authorization To Use**  
**City-Owned Vehicles On City Business**

*To be completed by Employee*  
**I. Certification**

While driving a City-owned vehicle, it is required to:

1. Have possession of a valid and current California Driver's License.
2. Only use the City-owned vehicle to conduct City business.
3. Permit only City employees to drive an assigned City-owned vehicle when the vehicle is in your possession or under your direct control.
4. Operate the City-owned vehicle in conformity with the provisions of the California Vehicle Code.
5. Ensure all persons in the vehicle wear seat belts.
6. Report an accident in accordance with City policy and State Law.
7. Transport no family members, pets, or persons other than those on official City business in any City-owned vehicle.

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California Driver's License Number	Expiration Date
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Employee's Signature	Printed Name	Date
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*To be completed by Department Director*

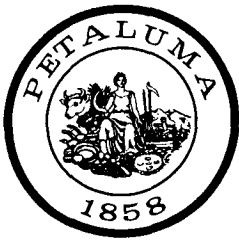
**II. Approval**

*Use of a City-Owned Vehicle on City business is approved until revoked or until \_\_\_\_\_.*  
(Date)

Other specific terms, conditions or limitations on approval include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Approving Authority Signature	Printed Name	Date
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**CITY OF PETALUMA**  
**Authorization To Use**  
**Privately-Owned Vehicles On City Business**

*To be completed by Employee*  
**I. Certification**

While driving a privately-owned vehicle on City business it is required to:

1. Be in possession of a valid and current California Driver's License.
2. Have at least the statutory limits of minimum liability insurance required by State Law on the vehicle in the following amounts:
  - \$15,000 for death or injury of any one person, any one accident,
  - \$30,000 for all persons in any one accident, and
  - \$5,000 for property damage
3. Be in possession of proof of liability insurance.
4. Operate the vehicle in conformity with the provisions of the California Vehicle Code.
5. Ensure all persons in the vehicle wear seat belts.
6. Report an accident in accordance with City policy and State Law.

***The mileage rate claimed is for full reimbursement for the cost of operating the vehicle, including but not limited to, fuel, maintenance, repairs, physical wear or damage to the vehicle, and insurance.***

\_\_\_\_\_  
California Driver's License Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

*To be completed by Department Director*

**II. Approval**

***Use of a Privately-Owned Vehicle on City business is approved until revoked or until \_\_\_\_\_.***  
(Date)

Other specific terms, conditions or limitations on approval include: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date