
 <p>Administrative Policies & Procedures Manual</p>			<p>Subject:</p> <p>GENERAL ADMINISTRATION</p> <p>Vehicle Use Policy</p>
<p>Number: GA -13</p>	<p>Revisions: 2</p>	<p>Effective Date: 2/24/15</p>	<p>Page: 1 of 2</p>
<p>Supersedes: 6/01/97, 12/29/04</p>	<p>Approved By:</p> <p><i>Charles Faranda Jr., City Manager</i></p> 		

GA-13.0 PURPOSE:

The purpose of this directive is to ensure the efficient and reliable use of city vehicles for the purpose of accomplishing municipal business.

GA-13.1 POLICY:

Unless otherwise indicated by an explicit agreement between the employee and the City Manager, vehicles are assigned **for official government use only** and are not to be used for personal purposes except for commuting or to be regarded as compensation.

GA-13.2 PROCEDURE:

Due to the high cost of vehicle purchase, operation and maintenance, City vehicles are to be used and operated as safely and economically as possible. Trips should be minimized, to the extent consistent with the accomplishment of official business. Drivers will utilize good methods of maintenance and economical operation.

Some employees may be assigned a vehicle to be quartered at their homes overnight. These employees may include managerial, professional, technical personnel or other employees who may often conduct work or attend meetings in their official role after regular work hours or who may begin their vehicle-based work near their homes. If assigned a vehicle for one or more of the above-stated purposes, an employee may drive the vehicle to and from work and may, to the extent necessary, use the vehicle to travel to their meal during their meal period. In some instances, employees may be required to keep their City vehicle with them while not engaged in City business in order to maintain communications contact and fulfill stand-by work responsibilities.

To minimize the risk of an employee receiving automobile damage to their personal vehicle while conducting City business, employees are required to use a City vehicle; whether traveling between facilities or running errands to purchase equipment and supplies.

Authorization for take-home vehicle use requires the approval of the City Manager. Approvals of take-home use will be based on such factors as:

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- The frequency and probability of outside hours official use;
- The need for radio communications access;
- The alternative cost of compensation for personal vehicle use.