

General Administration Policy No.-GA-13

Vehicle-Use
July 8, 2024

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**CITY OF LAUDERHILL
GENERAL ADMINISTRATION POLICIES**



VEHICLE USE POLICY

GA POLICY NO.-GA-13
July 8, 2024

SUMMARY OF REVISED, DELETED, OR ADDED CONTENT

Revision	Date	Responsible Department	Description of Change
1	June 01, 1997	Administration	Initial Release
2	December 29, 2004	Administration	Revision
3	July 8, 2024	Administration	Revision
4		Administration	Revision

APPROVAL

City Manager Signature

Date

VEHICLE USE POLICY

1.1 PURPOSE

The City of Lauderhill is committed to ensuring that City assets, including but not limited to City vehicles, are appropriately managed. The purpose of this policy is to establish that City vehicles are for official government use only and provide public officers and employees with the City's protocol for the appropriate use, operation, and maintenance of all City of Lauderhill non-public safety vehicles.

1.2 SCOPE

This policy applies to all City of Lauderhill public officers, employees, volunteers, and persons associated with the City while conducting business on behalf of the City. All public officers, employees, volunteers, and persons associated with the City are expected to abide by the City's vehicle use policy.

1.3 REFERENCES

1. Cell Phone Allowance Policy
2. Code of Conduct for Public Officers, Code Section 2-166
3. Code addressing commission benefits 2-16.1
4. Drug and Alcohol Policy
5. Florida State Statutes, Section 320.025
6. Smoking in the Workplace Policy
7. Travel Policy

1.4 DEFINITIONS

For the purposes of this policy, understanding the following concepts is important:

1. **Board Member:** Any individual serving on any City board, committee or advisory board.
 2. **Charter Officer:** A position created and defined through the City Charter. In the City of Lauderhill Charter, the following positions are defined as charter officers: City Attorney, City Clerk, and City Manager. The City Clerk and City Manager are all to be included in the definition of "employee".
 3. **City Attorney and Assistant City Attorney:** Although the City Attorney is a Charter Officer as defined by the City Charter, the City Attorney and Assistant City Attorney are contractors of the City and not considered City employees, but shall abide by this City policy.
 4. **City Commission:** Any person elected or appointed to serve as the Mayor or City Commissioner of the City of Lauderhill, also defined as a Public Officer. City Commissioners are not included in the definition of "employee".
 5. **Employee:** Individuals employed by the City of Lauderhill in a full-time, part-time, or seasonal status, including, the City Clerk, City Manager, and interns solely for the application of this policy.
 6. **Operator:** City employee and/or City Commissioner who has been assigned, instructed, and authorized to utilize a City vehicle.
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7. **Public Officer:** Any person elected or appointed to hold office in any agency, including any person serving on any city board, committee or advisory body, pursuant to Florida State Statute 112.313(1). The City Commission and all members of any City or CRA board(s) are included in the definition of "public officer". Public officers are not included in the definition of "employee."
8. **Pool Vehicle:** A vehicle assigned to a department for general use by employees in the department or division.

1.5 POLICY

The City of Lauderhill provides employees in designated capacities, as well as City Commissioners, with the ability to utilize appropriate vehicles in the performance of their essential functions. City vehicles are to be solely and exclusively utilized for authorized City business by authorized City employees and City Commissioners. Vehicles shall not be used for personal reasons with the sole exception for travel to an establishment visited by the operator during work hours and during an approved lunch, dinner, or 15-minute break period in a location within a 5-mile radius of the operator's assigned work or travel area, within the tri-county area. Employees and City Commissioners who operate City vehicles will be held accountable for proper usage, safety, and maintenance procedures.

All City of Lauderhill vehicles must be equipped with proper tracking through the Automatic Vehicle Location ("AVL") program and must have proper City tags affixed on the vehicle. Confidential license plates are reserved for Police Department vehicles only and must be approved by the City Manager, or designee.

No public officer, board member, city attorney, assistant city attorney, volunteer, vendor, CRA employee, or any other person who is not an employee of the City or a City Commissioner shall be permitted to utilize City vehicles, unless expressly approved by the City Manager prior to the utilization of a City vehicle. All Elected Officials must fill out the Affidavit – Elected Officials Statement of Expenses when utilizing a City vehicle, in the performance of their essential functions and in furtherance of a public purpose. The City of Lauderhill provides employees in certain capacities with the ability to utilize appropriate vehicles in the performance of their essential functions. City vehicles are to be solely and exclusively utilized for authorized City business by City employees. Vehicles shall not be used for personal reasons with the sole exception for travel to an establishment visited by the operator during work hours and during an approved lunch, dinner or 15 minute break period in a location within a 5 mile radius of the operator's assigned work or travel area, within the tri-county area. Employees who operate City vehicles will be held accountable for proper usage, safety, and maintenance procedures.

All City of Lauderhill vehicles must be equipped with proper tracking through the Automatic Vehicle Location ("AVL") program and must have proper City tags affixed on the vehicle. Confidential license plates are reserved for Police Department vehicles only and must be approved by the City Manager, or designee.

No public officer, board member, city commissioner, city attorney, assistant city attorney, volunteer, vendor, CRA employee, or any other person who is not an employee of the City shall be permitted to utilize City vehicles under any circumstances.

General Provisions

When operating a City vehicle, the following general provisions must be abided by. Any violations of the provisions will result in disciplinary action, up to and including termination.

1. Department Heads who have City vehicles assigned to their Department for the general use of the vehicle by their Department employees are responsible for monitoring the usage of the vehicles and for ensuring that the City vehicles are appropriately logged out and back in.
 2. Employees shall obtain permission from their Department Head prior to utilizing the City vehicle and the usage must be appropriately logged.
 - ~~2.3.~~ Operators shall conduct and log pre-trip and post-trip inspections of their assigned City vehicle before and after each use.
 - ~~3.4.~~ Operators shall ensure any materials and/or tools hauled in the vehicle are properly secured and/or stored in a safe manner in compliance with appropriate state and local laws.
 - ~~4.5.~~ The City's insurance card for each City vehicle, shall remain in the glove compartment at all times. Operators shall contact their Department Head to replace missing or expired insurance cards.
 6. No personal equipment shall be stored in City vehicles, including but not limited to personal air freshener, sunpass, vehicle decal, and/or bumper sticker(s).
 - ~~5.~~ Employees with personal electric vehicles are prohibited from using City-owned charging stations that are not designated for public use. However, employees may use publicly available charging stations to charge their personal electric vehicles while on duty.
 7. ~~6.8.~~ Operators shall maintain a valid State of Florida driver's license with the appropriate classification for the type of vehicle operated, and in accordance with their job descriptions/requirements. The driver's license must be in the operator's possession at all times while driving the City vehicle. Operators with expired, suspended, revoked, otherwise invalid licenses, or no license at all are prohibited from operating any City vehicle and must immediately report the situation to their Department Head and to the Human Resources Department.
 - ~~7.9.~~ City vehicles shall be driven with the utmost care. All traffic laws and regulations shall be obeyed, including seatbelt usage, and courtesy should be displayed by City-employees/operators while operating these vehicles.
 - ~~8.10.~~ Operators shall not operate a City vehicle while under the influence of alcohol, illegal drugs, prescription medications that may affect their ability to drive, or when a physical or mental impairment causes the employee's inability to drive safely. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication. The transportation of alcohol in City vehicles is strictly prohibited, unless approved by Department Head and City Manager.
 - ~~9.11.~~ Smoking is prohibited in all City vehicles in accordance with the City's Smoking in the Workplace Policy.
 - ~~10.12.~~ Operators shall not utilize their cell phone to send text messages while operating the City vehicle and must abide by all provisions of the City's Cell Phone Allowance Policy.
 - ~~11.13.~~ Operators shall not transport family members, ~~public officers,~~ or non-City employees in City vehicles, unless the person being transported is a contractor, business invitees or consultant, riding in the vehicle in furtherance of the performance of work on behalf of the City, and the transport is specifically authorized by a corresponding Department Head and the City Manager.
 - ~~12.14.~~ City vehicles shall not be driven beyond the limits of the tri-county area unless expressly authorized by their Department Head and the City Manager.
 - ~~13.15.~~ Operators shall not use City vehicles overnight or take City vehicles home, except to attend conferences, and must obtain City Manager approval in writing prior to doing so.
 - ~~14.16.~~ When using the radio in the City vehicle, the volume shall be kept at a level that cannot be heard outside of the vehicle with the windows and doors closed. The radio shall be turned off
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when approached by the public. At no time shall the volume and/or the operation of the radio interfere with the driver's ability to safely operate the vehicle while in motion.

- ~~15-17.~~ Operators shall report any accidents, tickets, or any traffic violations (i.e., red light camera tickets, etc.) to their supervisor, Department Head, and Human Resources immediately, but no later than the beginning of the next business day, regardless of whether there is any resulting bodily injury or property damage. An incident report shall be submitted to their supervisor and Department Head upon reporting the incident. Supervisors shall inform the Human Resources Department of any vehicle accidents, bodily damage and/or theft upon notification.
- ~~16-18.~~ An operator who is involved in a motor vehicle accident or who discovers damage to a City vehicle shall immediately report the event to their supervisor, Department Head, and the Human Resources Department. Any operator found "at-fault" for an accident or incident, shall submit to a drug and alcohol test, in compliance with the City's drug and alcohol policy.
- ~~17-19.~~ Operators are responsible for any ticket or traffic violation that is received while they are the driver of the vehicle. The employee can contest violations or pay the ticket, as dictated by State Statutes or other applicable law.
- ~~18-20.~~ Vehicles shall be properly parked and locked when not in use or left unattended.
- ~~19-21.~~ Vehicles shall be parked securely on City property overnight, unless authorized otherwise in writing in advance.

1.6 PROCEDURE

Vehicle Allowance

Vehicle allowances are part of benefits provided to Department Heads, Assistant/Deputy Department Heads, Deputy City Manager, and Assistant City Manager, as indicated in their respective benefit highlight sheets, and shall only be given to those specified by benefit highlight sheet unless otherwise approved in writing by the City Manager.

City commissioners are entitled to an expense allowance pursuant to City Code 2-16.1, which addresses commission benefits.

Assignment of Vehicles

Assigned vehicles will be provided to:

1. Department Heads who use a vehicle as part of their required job operations, request a City vehicle in lieu of a car allowance. An employee shall not receive a car allowance and have an assigned take-home City vehicle, with the exception of Department Heads who may utilize pool vehicles while at work based on the nature of their positions, or as approved on a case-by-case basis by the City Manager. Under no circumstances shall a Department Head receive a car allowance and have an assigned City vehicle, with the exception of the following Department Heads: the Public Works Director, and the Utilities Director, who may utilize pool vehicles while at work, based on the nature of their positions.
2. Employees who require City vehicles to perform the essential functions in their role as a City employee.
3. Departments who require a pool car for various employees in the department to conduct City business on an occasional or on-going basis.

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Pool vehicles must be logged out and back in after every use. Vehicle logs must be sent to the City's Public Works Department on a monthly basis for proper recordkeeping. Department Heads are responsible for

monitoring the usage of the vehicles and for ensuring that the City vehicles are appropriately logged out and back in.

Employees may not take home City vehicles without prior written authorization from their Department Head and the City Manager or designee. Similarly, employees may not operate a City vehicle outside of the tri-county area without prior written authorization from their Department Head and the City Manager.

~~No public officer, board member, city attorney, assistant city attorney, volunteer, vendor, CRA employee, or any other person who is not an employee of the City or a City Commissioner shall be permitted to utilize City vehicles, unless expressly approved by the City Manager prior to the utilization of a City vehicle.~~

~~No public officer, board member, city commissioner, city attorney, assistant city attorney, volunteer, vendor, CRA employee, or any other person who is not an employee of the City shall be permitted to utilize City vehicles under any circumstances except when in.~~

Ride-Alongs

~~Ride-alongs in City vehicles are permitted solely for City business in furtherance of a public purpose, and as authorized under applicable policies (including, but not limited to, Police Department Code Compliance, and Fire Department policies). All ride-alongs require prior approval from the City Manager. No City vehicle is permitted to be used to provide a ride-along, except as expressly provided in any policy (i.e. Police Department and Fire Department policies).~~

License Plate Assignment

All license plates for City vehicles shall be ordered and tracked by the City's Public Works Department. All City vehicles shall be affixed with proper City plate/registration certificate, prior to being utilized by a City employee. In accordance with Florida State Statute 320.025, confidential license plates are exclusively reserved for Police Department vehicles only. Under no circumstances shall a City vehicle that does not belong to the Police Department have confidential license plates affixed to it.

City Identifiable Key

All keys for City vehicles shall be tagged with a keychain indicating that the vehicle is "The Property of the City of Lauderhill" and shall indicate that if the keys are found, the City's Public Works Department shall be notified.

Vehicle Tracking

All City owned vehicles shall be equipped with a Global Positioning System ("GPS") and/or Automatic Vehicle Location ("AVL") or any other system that enable the City to help ensure effective asset tracking, efficient use of City vehicles, reduce vehicle maintenance, reduce fuel cost, and encourage proper driving habits. The GPS/AVL or other system may gather vehicle information that includes, but is not limited to, the vehicle's location and use as well as the operator's driving behavior. Any tampering with the GPS/AVL Unit, other system, and/or peripheral equipment may result in disciplinary action, up to and including termination. The City always reserves the right to inspect the inside and outside of any City vehicle at any time, and to review an employee's use of City vehicles, and as a result, employees using any City vehicles shall have no expectation of privacy in the use of that City vehicle. The program is intended to protect City employees, preserve City resources, ensure efficient utilization of City assets and better serve the community. The City's Public Works Department, or designee, shall be responsible for the daily

administration of the program, including reporting data to the City Manager, as necessary. A monthly audit shall be conducted on the City's AVLS on all City vehicles, in which speeding, appropriate vehicle usage, and maintenance compliance are reviewed. Any abnormalities in the audit shall be provided to the City Manager for review.

General Maintenance

The City is committed to ensuring that vehicles are properly maintained. Operators are responsible for keeping vehicles clean to provide the best possible appearance. In an effort to maximize the useful life and condition of the City vehicle, operators must abide by the preventative maintenance schedule set by the City's Public Works Department. The Public Works Department shall notify the operator's department when maintenance is due and when it has been completed for each City vehicle assigned the department.

City vehicle operators are responsible for regularly checking their assigned vehicles and mobile equipment headlights, taillights, turn signals, corner strobe lights, hazard lights, and vehicle markings or signage to ensure proper functioning, and to check for any flat tires or unreasonably low tire pressure. Other maintenance shall be performed in accordance with the preventative maintenance schedules determined by the City's Public Works Department.

Operators are responsible for immediately notifying their supervisors and Department Head of any vehicle condition that may be unsafe or in need of repair. Operators must not attempt to make any repairs to any City vehicle, as all repairs shall be made through the City's Public Works Department.

Operators are responsible for keeping their assigned vehicles or temporarily used vehicle properly fueled at all times. Gas fueling key fobs are issued by the Public Works Department to Department Heads for Department pool vehicles, or to operators with assigned City vehicles. Gas fueling key fobs shall not be loaned or shared for any reason. If a gas fueling key fob is damaged or not functioning properly, the operator shall inform their supervisor, Department Head, and the Public Works Department. All deficiencies found on City fueling equipment or fuel leakage shall be immediately reported to the City's ~~Public Works Department~~ Purchasing Division. Alternate fueling options, such as gas cards, may be available for employees traveling in a City vehicle or in case of an emergency. All alternate fuel options are managed by the City's Public Works Department and shall be approved by the appropriate Department Head and the City Manager.

Reporting Accidents or Incidents

An operator who is involved in a motor vehicle accident or who discovers damage to a City vehicle shall immediately report the event to their supervisor, Department Head, and the Human Resources Department. Any operator found "at-fault" for an accident or incident, shall submit to a drug and alcohol test, in compliance with the City's drug and alcohol policy. The operator shall obtain a formal Florida Traffic Crash Report completed by a responding law enforcement agency. Failure to obtain a formal report by a law enforcement agency will result in disciplinary action up to and including termination.

Disciplinary Action

Failure to comply with the requirements of this policy may be grounds for revocation of driving privileges and/or assigned or pool vehicles and may result in disciplinary action, up to and including termination.

Public officers who violate this policy and/or retaliate against an employee who files, assists, supports, or cooperates in the investigation of violations of this policy are subject to disciplinary action in accordance with the Code of Conduct for Public Officers, Code Section 2-166.

ACKNOWLEDGEMENT OF RECEIPT

All employees and public officers are required to read and comply with the foregoing policy. All employees and public officers are required to sign the Acknowledgment of Receipt acknowledging receipt of the City's Travel Policy and Procedure, unless it has been signed electronically. The Acknowledgment of Receipt will be retained in the Human Resources Department's file.

I hereby acknowledge that I have read and understood the foregoing policy, rules and conditions governing the use of the City of Lauderhill's Vehicle Use Policies & Procedures. I understand that a violation of the Policy or any General Administrative policy may result in disciplinary action, including possible termination, and/or legal action.

I hereby acknowledge that I have read and understood the foregoing policy, rules and conditions governing the use of the City of Lauderhill's General Administration Policies & Procedures. I understand that a violation of the Policy (GA-13) or any Human Resources policy may result in disciplinary action, including possible termination, and/or legal action.

Employee/Public officer Signature

Employee/Public officer Name

Date

Witness/HR Representative Signature

Witness/HR Representative Name

Date