



POLICIES & PROCEDURES

CITY OF FLINT, MICHIGAN

USE OF CITY VEHICLES

PURPOSE:

To establish administrative regulations, which standardize the procedures, utilized in the use of City-owned vehicles and privately owned vehicles used conducting City business.

PROCEDURES:

The regulations and procedures outlined in this Administrative Policy are to apply to all pool vehicles (City-owned and/or leased vehicles assigned to the departments) and to those who use their private vehicles while conducting City business under the administrative direction of the City Administrator.

Any exceptions or unusual circumstances that are not provided for in this regulation must have the prior approval of the City Administrator.

The following rules and regulations are established and apply to all City of Flint employees who are authorized to use a City vehicle or who are compensated for the use of their private vehicle in the conduct of City business.

STATEMENTS OF POLICY:

I. USE OF CITY VEHICLES.

Personal use of a City of Flint vehicle is not authorized unless approved by the City Administrator. An exception to this general rule is that the employee may use a City vehicle for transportation to and from an eating establishment, only if a lunch or dinner period occurs during the employee's normal working hours and the employee, due to particular vehicle assignment, has no access to a private vehicle.

1. A vehicle may be assigned to a position on a special use 24 hours basis when: (1) the responsibilities of that position require the routine and regular conduct of City business before or after normal working hours in the performance of the duties of that position; (2) emergency use, on a routine basis, will be required after or before normal working hours; (3) the responsibilities of the position are such that it is to the convenience of the City of Flint to assign a vehicle

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2. Any employee assigned to use a City of Flint owned or leased vehicle on a 24 hour basis must have prior approval of their Department Head and the City Administrator.
3. Any employee assigned a City of Flint vehicle on a 24 hour basis may be required to submit a report relative to use on a form provided by the City of Flint.
4. An employee assigned to a City vehicle on a 24 hour basis may be required to reimburse the City, at the statutory mileage rate established by the Internal Revenue Service; for mileage driven to and from the employee's residence and work station, computed on the basis of actual miles driven as revealed by the report filed in accordance with paragraph 2 above. This form will be forwarded on to the Payroll Department to be deducted from the employee's paycheck.
5. Pool vehicles may be used by employees during their regular work shift. Employees requiring a pool vehicle overnight must obtain advance approval from the City Administrator.
6. Depending on the availability, a City vehicle may be assigned to an employee who has a daily need to utilize a City vehicle to perform the duties of their position. The assignment of a City vehicle may be made for the duration of that employees' work shift.
7. Any employee assigned a pool vehicle on an 8 hour basis (work shift) may be required to submit a report relative to said use, on a form provided by the City, and if required shall include date, time and purpose of such use, destination and miles driven and shall be submitted to the City Administrator bi-weekly.
8. Any person using a pool vehicle shall submit a report relative to said use, on a form provided by the City of Flint, which may include date, time and purpose of such use, destination and miles driven. The form shall be submitted to the department head immediately upon return of the pool vehicle.
9. Every pool vehicle that is owned and/or leased by the City of Flint will have a vehicle usage log in it at all times. This log is to be maintained by the driver and or drivers of this vehicle. This log shall be made available for inspection and audit purposes.

II. REGULATIONS FOR PRIVATE VEHICLE USE

1. City of Flint employees may be eligible to use their privately owned vehicle in the conduct of official City business subject to reimbursement.

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2. Any employee who is authorized or required by the City Administrator to use his or her personal vehicle, on a daily basis, to conduct official City business (specific use) shall receive reimbursement for such use. The City Administrator must approve reimbursement for the use of a private vehicle and must certify that the vehicle was used in the conduct of official business.
3. Upon authorization for use of a private vehicle, employees are required to document actual miles driven per month and will be reimbursed at a rate established by the Internal Revenue Service. Actual miles will be defined as only those miles which are directly related to the physical carrying out of official City of Flint business. This does not include those miles required to transport employees between home and primary work destination.
4. Employees who are required to use their personal vehicle for the performance of official City business shall provide the Payroll/Retirement Office proof of liability insurance in the amount of \$100,000/\$300,000 and each such policy shall contain a ten (10) day notice of cancellation provision. Failure to provide or maintain such insurance shall result in the Payroll/Retirement Office canceling any monthly vehicle allowance and/or reimbursement.

III. GENERAL RULES REGARDING THE OPERATION OF CITY VEHICLES

1. While operating a City vehicle, the operator shall observe all traffic ordinances, laws and rules of the road under penalty of discipline.
2. At all times properly and fully use all available safety devices. Operators of City-owned vehicular equipment shall at no time, and under no circumstances, tamper with nor attempt to defeat the purpose of any vehicular safety device. This includes but is not limited to, seat belts, shoulder harnesses, mirrors and anti-theft devices under penalty of discipline.
3. All City of Flint vehicles are to be marked with City of Flint emblems.
4. Possess a current and valid motor vehicle operator's license issued by the State of Michigan appropriate for the size and type of vehicle operated.
5. Ensure that the City vehicle is in proper operating condition at all times and all preventative maintenance schedules are followed as directed and approved by the Fleet Supervisor. Any and all defective equipment on City-owned vehicles shall be reported to the Fleet Supervisor or his-her designee immediately. If the defective equipment is of such a nature as to render the vehicle unsafe, or its operation hazardous, it shall not be used.

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6. Each employee driving a City vehicle shall inspect the vehicle daily to assure that the vehicle is in sound operating condition. A checklist will be provided for each City vehicle.
7. Any employee using a City-owned vehicle shall be responsible for any violations of City, State, and/or federal laws and regulations except for any violation relating directly to the equipment itself. The operator of the vehicle shall be personally responsible for any fines resulting from traffic violations. The City of Flint Police Department shall issue citations to operators of City vehicles for violations of traffic laws
8. The Accident Review Board will review all accidents. The findings will be forwarded to the employee's supervisor for assessment and possible disciplinary action.
9. Each driver's privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe manner. A record of "Preventable" accidents shall be grounds for revocation of driving authorization.
10. Drivers from time to time will be required to attend training on the safe operation of City vehicles.
11. All drivers and messengers are required to comply with the Michigan Seatbelt Law by wearing seatbelts at all times in the operation of the vehicle.
12. Be in such physical condition to ensure the safe operation of the vehicle and to prevent a hazard to the driving public.
13. Inform the immediate supervisor of any condition, which presents a safety hazard to either the employee or to the general public in the operating of a vehicle.
14. Except where specifically authorized by contract or otherwise, no City-owned vehicle shall be operated by an individual not employed by the City. Further, no City employee shall operate City-owned equipment unless he or she has been authorized to do so by his/her department head, division head or supervisor.
15. All authorized drivers have the responsibility of notifying the City of significant events, which would impair their ability to comply with this policy. This would include, but not be limited to, cancellation of insurance on a vehicle used for City business, suspension of a driver's license and any incident or injury involving a City vehicle. In addition, any traffic violation must be immediately reported to Risk Management.

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16. Any employee using a City-owned vehicle shall be responsible for any violations of city, state and/or federal laws.
17. Smoking in a City vehicle is prohibited. It is the operator's responsibility to enforce this rule.
18. The consumption and use of illegal drugs and the use of alcohol is prohibited.
19. The City reserves the right to periodically investigate driving and other records for approving or refusing any individual the use of any vehicle for City business.
20. The City of Flint is not responsible for the loss of any and all personal property of the driver unless specifically authorized by contract provisions.
21. All authorized drivers must be insurable by the City's fleet insurance company. Designation of an excluded driver by the fleet insurer will result in their driving privileges being suspended.

IV. PRIVATE VEHICLE USE

The following rules apply to employees who are using private vehicles for City business:

1. The employee must possess a current and valid motor vehicle license issued by the State of Michigan appropriate for the size and type of vehicle operated.
2. Ensure that the vehicle is licensed and registered by the State of Michigan.
3. Be the owner, lessor or lessee and operator of the vehicle for which the mileage reimbursement is being claimed for. Private vehicles owned by non-City employees are not to be used by a City employee conducting City business (e.g. a friend or relative loaning a City employee a vehicle). An exception would be if the vehicle was owned or leased by the employee's spouse.
4. Obtain and maintain liability insurance in the minimum amount \$100,000/\$300,000.

V. SPECIFIC PRACTICES PROHIBITED

1. The operation of a City of Flint vehicle or privately-owned vehicle for which reimbursement is claimed while under the influence of alcohol or any other intoxicating or hallucinatory drug.

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2. The transportation of alcohol or any other intoxicating or hallucinatory drugs in a City owned or privately owned vehicle for which reimbursement is claimed, while in the conduct of official City of Flint business.
3. The transportation in a City of Flint vehicle of any non-City of Flint employee unless it is required for the performance of the employee's official duties.
4. The operation of a vehicle, in the conduct of official City business, which results in the violation of any traffic regulation.
5. The operation of a vehicle in such a manner that would result in property or bodily injury or damage either to the City of Flint or to the public due to the careless or negligent operation of the vehicle.
6. The leaving of any City of Flint vehicle unattended and running. Keys must be removed from the ignition and placed in safekeeping at all times.

VI. GENERAL REGULATIONS

1. In the event an employee is involved in an accident while driving a City vehicle or while driving their private vehicle in the performance of official City business as previously authorized, they shall report the same to the appropriate law enforcement office for purposes of filing an accident investigation report. In addition, employees involved in an accident while driving a City vehicle shall report the accident to their supervisor who in turn shall notify the office of Risk Management as soon as practicable but not more than five working days after the accident.

ISSUED:

DATE: November 27, 2000

DEPARTMENT: LAW DEPARTMENT

APPROVAL: Resolution #001619