



## **CITY OF ROSWELL VEHICLE POLICY**

A. Vehicles owned by, titled to or otherwise under the control of the City are authorized for use in the performance of all essential travel and transportation duties. Unless specifically excepted under this policy, use is not authorized for unofficial travel duties or tasks or the transportation of unauthorized persons or items.

### **B. Authorized Use of Vehicles**

1. Transport of officials, employees, clients, or guests of the City.
2. The performance of law enforcement duties.
3. When on official travel status, between place of official business and temporary place of lodging.
4. When on approved travel status between places of official business, temporary lodging, and places to obtain meals and medical assistance.
5. Transport of consultants, contractors, or commercial firm representatives when in direct interest of the City.
6. Transport of representatives from Federal, State, or local government when in direct interest of the City of Roswell.
7. Transport of any person or item in an emergency situation.
8. Commute between place of dispatch or place of performance of official business to personal residence when specifically authorized by provisions of this policy as stipulated herein.
9. Transport of prisoners.
10. Transport of recreation program participants that are involved in a Recreation Department program if the program is required to be held off site.
11. "De Minimis" personal use such as lunch or an occasional stop for a personal errand on the way between a business delivery and the employee's home. Such personal use should not extend the length of dispatch by more than one half of a mile.

### **C. Unauthorized Uses:**

1. Travel or task performance of a personal nature, not connected with the accomplishment of official business.
2. Transport of family members
3. Transport of friends, associates, or other persons who are not employees of the City or serving the interest of the City.
4. Transport of hitch-hikers, except in the case of law enforcement personnel.
5. Transport of items of cargo having no relationship to the conduct of official business.
6. Extending the length of dispatch (more than one-half mile) beyond that necessary to complete the official business purpose of the trip.
7. Transportation between place of residence and place of employment other than as specified in this policy.
8. Loan of vehicle for use in non-city authorized functions or to persons that are not on the City of Roswell payroll.
9. Transport of acids, explosives, weapons, ammunition, or highly flammable material except in the performance of an authorized task in the normal performance of duties.
10. Transport of any item, equipment, or cargo projecting from the side, front, or rear of the vehicle in such a manner as to constitute a hazard of safe delivery.
11. Transportation to and from training sites without approval granted through Training Report Process.

### **D. General**

City Vehicles are considered tools for performing the duties and requirements of a position. Allocation of City vehicles is based on the job requirements of a position. It is the responsibility of the Department Head to annually review the allocation of vehicles and to recommend to the City Administrator the need for a vehicle for a particular position, based on the work requirements of that position.

Vehicles may be assigned for use by a position either as an exclusive assignment (take-home) or as an eight-hour (daily use) assignment. Determination of assignment of a vehicle to a position is at the discretion of the City Administrator based on the recommendation of the Department Head. The City Administrator may also designate specific vehicles as motor pool vehicles.

## **E. Vehicle Assignment:**

Vehicle Assignment for business purposes may be categorized in the following manner:

1. Exclusive assignment
2. Eight hour assignment
3. Motor pool

### **1. Exclusive Assignment**

Exclusive assignment is defined as authorized use of a City vehicle by a designated City position for the purposes of effectively performing City business. This encompasses commuting to and from home and occasional incidental personal use.

In conjunction with the Department Head, the City Administrator will authorize which position is eligible for exclusive assignment of a vehicle and review on an annual basis if the exclusive assignment of a vehicle to any position is to continue.

In order to qualify for an exclusive assignment vehicle, the position must have job requirements that meet one of the following three categories:

**Category One:** This category is for City Administrator, Deputy City Administrator and Department Head level positions where the Department regularly provides services seven days per week and has assigned employees on duty during the seven days whose response is essential in order to restore the required City services prior to the beginning of the next normal work day. Response on more than a casual basis is required and normally requires more than ten (10) responses per year.

**Category Two:** This category is for positions that are on-call personnel, including deputy department heads, division heads, managers, supervisors or field technicians who regularly respond to emergency needs and whose response is essential in order to restore the required City services prior to the beginning of the next normal work day. Response on more than a casual basis is required and normally requires more than ten (10) responses per year.

**Category Three:** This category is for positions in the Special Investigations unit of the Police Department and for the officer(s) assigned to the D.E.A. Task Force, or those employees who qualify under the Assigned Car Program of the Police Department.

### **2. Eight-Hour assignment**

Eight-hour assignment is defined as the assigned use of a City vehicle by a designated position for the efficient and effective performance of City business during normal work hours. Such assignment allows for use of the City vehicle for authorized uses with the exception of commuting between normal work site and personal residence.

Vehicles may be assigned to individual positions on an eight hour assignment where it is necessary to conduct City business, and where such assignment results in less cost to the City than reimbursing for the expenses incurred in the use of a private vehicle for City business, or is deemed to be more practical by the City Administrator.

An eight-hour assignment of a City vehicle may be approved when:

- a. A vehicle is needed and used extensively each working day (more than 6 hours);
- b. It is less expensive to furnish a vehicle than to pay mileage based on the number of miles traveled;
- c. The nature of work prevents the sharing of a vehicle by more than one employee in a position.
- d. The nature of the work performed by the position may cause unusual depreciation and wear on a personal vehicle;
- e. The nature of work performed by the position requires a vehicle to be driven in sites or under conditions which would endanger privately owned vehicles.

### **3. Motor Pool**

Motor pools may be established at the direction of the City Administrator in order to provide vehicles for use on an as needed or periodic basis. The City Administrator will determine if it is in the best interest of the City for a vehicle to be considered a pool vehicle for primary use by an individual department or shared for primary use by several departments or by the City as a whole.

The following special rules shall be in effect:

- Motor pool vehicles must only be used for authorized uses as noted in Section B of this policy.
- Motor pool vehicles cannot be used by an employee to travel to and from lunch unless it is a business lunch.

### **F. Minimum Business Miles Driven**

For each year a position is assigned a vehicle, the position should drive a least 6,000 City business miles. If, after one year of assignment, a position fails to drive 6,000 City business miles, the City Administrator may revoke the vehicle's assignment to the position.

The minimum number of miles specified refers solely to those miles driven exclusively for conducting City business. Miles driven between employee's residences and their work site are not City business miles, but are considered official commuting miles as defined by the Internal Revenue Code.

If the total City business miles driven by a position assigned a vehicle fails to exceed the 6,000 City business miles in a year, written justification must be provided to the City Administrator specifying the reason the vehicle was driven less than the minimum amount in order for the position to continue being assigned a vehicle.

Examples of appropriate justification are:

- Has special equipment, or is used to transport special equipment, which is too large or heavy or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location.

- Position must be able to respond quickly to emergency situations as part of their job requirements.

### **G. Use of City Vehicle for Training Assignment**

City vehicles may be used by personnel for training assignments. Subsequent to approval according to the City's travel and training policy, employees may be assigned a city vehicle to use to attend a training course, seminar or conference.

### **H. Use of Personal Vehicle for City Business**

Personal vehicles may be used occasionally for official City business with approval of the Department Head or City Administrator. Approved officials or employees who use their personal vehicles for City business may be reimbursed on a per mile driven basis. Mileage for transit between home and work does not qualify for reimbursement unless specifically noted in this policy.

The rate of reimbursement shall be established at the beginning of each fiscal year (July 1) depending upon the current rate used by the Internal Revenue Service and approved during the budget process.

Accurate and substantiated mileage records must be maintained and submitted to the Finance Department for reimbursement. Acceptance of reimbursement by an employee gives the City certain rights of verification of authorized uses.

Personal vehicle use by employee/positions when commuting in response to an emergency return to work call back may be reimbursed for mileage at the approved rate.

Mileage reimbursement is not permitted for employee/position called to work to fill in for shift workers who may be absent or because more than the normal number of assigned workers to a shift are needed for any reason.

Personal vehicles may be used for training assignments according to the City's travel and training policy.

### **I. Driver Responsibilities**

All drivers who operate vehicles owned by, titled to, or otherwise controlled by the City are responsible for the proper care, use, and safety of City property.

Drivers must adhere to the following minimum responsibilities:

1. Possess and maintain valid State of Georgia Drivers License approved for the class appropriate for the vehicle.
2. Obey all traffic laws and practice safe courteous driving.
3. Ensure that vehicles are used for authorized purposes only.
4. Follow accident reporting procedures.
5. Accept legal responsibility for violations and fines resulting from actions of the driver. This includes illegal parking tickets.

- Consumption of alcoholic beverages within an 8-hour period prior to driving the City vehicle is not permitted. Violators of this particular responsibility are subject to disciplinary action leading up to and including termination.

**J. Vehicle Identification**

City vehicles are to be appropriately marked as required by the State of Georgia. All markings must be approved by the City Administrator. All City vehicles are to be white, except for those specifically approved by the City Administrator or required by law, ordinance or other official action to be of another color i.e. fire trucks, police cars.

**K. Replacement Criteria Guidelines**

Vehicles selected by the City for replacement should meet or exceed the minimum criteria as described below. The City Administrator will make final determination concerning replacement of vehicles based on recommendations and determinations made by the Department Head in conjunction with the City Garage as detailed below.

- When the City Garage determines it is no longer cost effective to retain the vehicle.
- A vehicle may be considered for replacement regardless of the scheduled minimum replacement interval if the City Garage recommends that the vehicle is otherwise unsafe, inoperable and beyond repair.
- When a vehicle meets the age replacement guideline but has realized less than the mileage guideline, the City Garage shall recommend if the vehicle is to remain in service.
- When either miles, hours or age are reached or exceeded as described below.
- Meeting any or all of the replacement criteria does not constitute automatic replacement of vehicle.

| <u>Public Safety</u>             | <u>Miles/Hours</u> | <u>Years</u> |
|----------------------------------|--------------------|--------------|
| Police Cruisers                  | 100,000 m          | 10           |
| Police (Detective, Supv. Admin.) | 100,000 m          | 10           |
| Police Transport                 | 100,000 m          | 10           |
| Fire (Administrative)            | 100,000 m          | 10           |
| Fire Pumpers                     | N/A                | 20           |
| Fire Ladder                      | N/A                | 20           |
| Rescue                           | N/A                | 10           |

| <u>General</u>                | <u>Miles/Hours</u> | <u>Years</u> |
|-------------------------------|--------------------|--------------|
| Sedan                         | 125,000 m          | 10           |
| Vans                          | 125,000 m          | 10           |
| Pickup Trucks                 | 125,000 m          | 10           |
| Dump Trucks                   | 125,000 m          | 10           |
| Specialized Trucks            | 125,000 m          | 10           |
| Sanitation Truck (Commercial) | 150,000 m          | 3            |

|                                |           |   |
|--------------------------------|-----------|---|
| Sanitation Truck (Residential) | 150,000 m | 5 |
|--------------------------------|-----------|---|

| <u>Specialized Equipment</u> | <u>Miles/Hours</u> | <u>Years</u> |
|------------------------------|--------------------|--------------|
| Backhoe                      | 10,000 H           | 10           |
| Small Tractor                | 8,000 H            | 8            |
| Motor Grader                 | 18,000 H           | 18           |
| Trailers (Heavy Duty)        | N/A                | 20           |
| Trailers (Small)             | N/A                | 12           |
| Street Sweeper               | 15,000 H           | 15           |

**L. Sustainability Goals**

When a vehicle has been identified as meeting the criteria for replacement and is recommended for replacement in a specific fiscal year, it shall be replaced with a hybrid vehicle when the following criteria are met:

1. The use and function of the vehicle is such that it will not prohibit or substantially diminish the specific function or intended use if a hybrid is acquired; and
2. When, after analyzing the life-cycle cost, the total expense of the hybrid vehicle does not exceed the total expense of the cheapest option by more than ten percent (10%).

The life-cycle cost calculation shall have three (3) components as follows:

- a. Initial cost of the vehicle; and
- b. Fuel - the price of fuel shall be calculated at the current rate and by using the total number of miles estimated to be driven; and
- b. Estimated annual maintenance costs as published by the manufacturer.

Should a hybrid vehicle not be acquired because it does not meet the requirement above, the function of the vehicle will be best matched with the vehicle type that provides the most economical life-cycle costs for the City outside of a hybrid vehicle.

**M. Surplus of Vehicles**

The first consideration shall be to surplus the vehicle for potential use by another department or division for an appropriate purpose. If there is no immediate need by another department or division, or if the vehicle is determined by the City Garage to be of no future use to the City, the Finance Director shall recommend to the City Administrator the appropriate method of disposal of the vehicle.

**VEHICLE POLICY ACKNOWLEDGEMENT AND RECEIPT**

I certify that I have received and have had the opportunity to read the "Vehicle Policy" (*revised May 2002*) which is found in Chapter XXII, Appendix VIII, of the City of Roswell Personnel Manual.

I understand the Vehicle Policy and, further, that the use of any vehicles owned by, titled to or otherwise under the control of the City is governed by the provisions of this Policy.

\_\_\_\_\_  
Signature of Employee

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Date Signed

**HRP508**