

**GENERAL EMPLOYMENT MATTERS****1.5.13****M. USE OF CITY VEHICLES AND AUTOMOTIVE EQUIPMENT**

The purpose of this policy is to establish procedures for the use, care and non-emergency operation of City-owned vehicles and automotive equipment. City vehicles and equipment shall only be operated by authorized City employees and volunteers.

**1. Licenses**

Authorized City employees and volunteers must possess an appropriate and valid California driver's license for the designated vehicle and/or equipment they operate. Supervisors shall be responsible for ensuring that their employees have a current license.

**2. Assignment of Vehicles and Equipment**

The City Manager or his/her designee shall assign vehicles and equipment to departments based upon City and department needs. New vehicles and equipment shall be approved by the City Council through the budget process or during a regular City Council meeting.

If more than one department requests an available vehicle or piece of equipment, each Department Head shall justify their need in writing to the City Manager. The City Manager shall make the final determination. If the City Manager decides that a vehicle or piece of equipment no longer meets the needs of the assigned department but may be of use to another department, a transfer may be made.

The transfer of vehicles and/or equipment from one department to another shall be coordinated through the Quality of Life Department and approved by the City Manager. The City Manager may dispose of vehicles and equipment no longer meeting the needs of the City.

**3. Safe Operation of Vehicles and Equipment**

Employees/volunteers using City vehicles and automotive equipment shall be held individually responsible for the safe operation of the vehicles and equipment which they are using. Employees and volunteers operating City vehicles and equipment shall do so in a reasonable and prudent manner, having due regard for street surfaces and other conditions which may affect safe operation. Employees and volunteers shall operate vehicles and equipment in accordance with City and department policies and provisions of the California Vehicle Code. Employees shall accept full responsibility for fines incurred as a result of any driving, parking and/or other traffic violation.

**4. Use of Seat Belts**

It is the intent of the City of Redlands to provide the safest environment possible for employees using vehicles and equipment in the course of their employment. No employee or volunteer shall operate or ride in any vehicle or equipment without being properly secured in a seat belt. Employees shall adjust safety restraint devices so they are comfortable yet provide maximum protection in the event of an accident.

Police, Fire, and Solid Waste employees shall use seat belts in accordance with the California Vehicle Code, department standard operating procedures, and other legislation pertaining to the use of seat belts.

**GENERAL EMPLOYMENT MATTERS****1.5.13****5. Use of Cellular Phones and Radios**

Employees shall refrain from talking or texting on hand-held cellular phones and radios while operating vehicles and equipment. When communication is necessary due to emergency or other work related circumstances, employees shall park and stop the vehicle/equipment prior to using the communication device.

Exceptions may be made for Police and Fire personnel.

**6. Inspection of Vehicles and Equipment:**

The procedure for ensuring proper operation and maintenance of vehicles and equipment is as follows:

- a. The Department Head shall designate supervisory personnel to be accountable for all vehicles and equipment assigned to the department. The supervisor(s) shall be responsible for assigning the vehicles and equipment to a job site, project or employee. Non-supervisory employees do not have authorization to assign equipment and vehicles to others.
- b. Supervisors shall instruct employees on the safe operation and preventive maintenance requirements for the vehicle or equipment to be utilized.
- c. Employees shall conduct daily inspections of assigned vehicles and equipment as required by Department of Transportation regulations. Inspections shall occur at the beginning of each shift when vehicles and equipment will be utilized.
- d. Employees shall complete a department inspection report documenting the following: visible damage, safety items, service needs and maintenance requirements. These inspection reports shall be submitted to the supervisor immediately following the inspection.
- e. The supervisor shall be responsible for reviewing the inspection reports and taking appropriate action.

**7. Maintenance of Vehicles and Equipment**

Employees shall be responsible for the care, cleanliness (exterior and interior) and general maintenance of assigned vehicles and equipment.

- The City shall provide supplies necessary for the care, cleaning and maintenance of vehicles and equipment.
- Supervisors shall allow employees to perform care, cleaning and minor maintenance tasks while on duty.
- Employees shall make periodic inspections of all fluid levels and correct any deficiencies.
- Supervisors shall make weekly inspections of the vehicles and equipment assigned to subordinates to ensure they are being maintained according to policy.
- Supervisors shall ensure employees adhere to the routine service and maintenance schedules established by the Equipment Maintenance Division.
- Employees shall complete the appropriate Equipment Maintenance forms to describe service needs and requested repairs when leaving vehicles and equipment for service at the City Garage. Forms shall be submitted to a supervising mechanic.
- Vehicles and equipment requiring warranty service shall be taken to the City Garage

**GENERAL EMPLOYMENT MATTERS****1.5.13**

where authorized personnel shall arrange appropriate service.

- No modifications shall be made, or accessories added, to City vehicles and/or equipment without the express authorization from the department supervisor, Equipment Maintenance Superintendent and City Manager.
- All vehicles and equipment shall be secured by removing keys, closing windows and locking doors prior to storing at the Corporate Yard and other facilities.

**8. Accidents Involving Vehicles and Equipment**

Accidents involving City vehicles and equipment shall be reported as follows:

- a. Accidents shall be reported to the appropriate law enforcement agency, Risk Management and to the department supervisor immediately.
- b. Employees shall complete and submit to the supervisor a City Accident Report. A copy shall be submitted to Human Resources and the City Safety Officer as soon as practicable and within 24 hours of the accident.
- c. The supervisor, upon receipt of the employee's accident report, shall review the report, investigate the facts, and submit a recommendation along with the completed Accident Report to the City Safety Officer.
- d. Any damage resulting to vehicles and equipment, other than an accident, shall be reported to the department supervisor immediately and shall be subject to the same procedure as accidents.
- e. Damage to City vehicles and equipment due to negligence, unsafe driving or operation, or damage due to willful misconduct by an employee may be cause for disciplinary action, including termination.

**9. Use of Vehicles and Equipment**

Employees may be assigned vehicles and/or equipment for use during standard business hours to conduct official City business.

Employees may need to utilize vehicles to attend official functions inside and outside of the city limits. Employees shall not use City vehicles and equipment outside the City without prior authorization from the Department Head.

Vehicles and equipment may be used after hours to conduct official City business. After hours employees may use City vehicles as transportation from their residence to the assigned work site and back to the residence.

**10. Use of Private Vehicles**

Private vehicles shall not be used for work-related activities without the permission of the Department Head or designee.

**11. Personal Use of Vehicles and Equipment**

City vehicles and equipment shall only be used for work-related purposes and shall not be used for personal errands or transport. Exceptions may be made by the City Manager or through an approved and fully executed Memorandum of Understanding.

**GENERAL EMPLOYMENT MATTERS****1.5.13**

City vehicles and equipment may be authorized for take home use in accordance with the following criteria:

- a. The authorization for the take home use of City vehicles and equipment shall be based on operational need.
- b. The City Manager shall authorize all take home use of City vehicles and equipment not otherwise permitted by an approved and fully executed Memorandum of Understanding.
- c. Safety personnel and other employees responding to emergencies may be provided with City vehicles that have specific equipment. Such take home assignments are regarded as a requirement of the job and shall be identified by the Department Head and City Manager.
- d. The City Manager may discontinue the use of a take home vehicle assignment upon a finding that the position and responsibility of the position no longer require such usage, or that such usage is not in the best interest of the City, including that the employee is not complying with the requirements of this policy.
- e. An employee who is authorized to take home a City vehicle and/or equipment shall make reasonable effort to protect the vehicle and/or equipment against loss and/or damage. This may include the removal of portable equipment from the interior of the vehicle.

**12. Regular Take Home Authorization and Assignment**

Regular or permanent take home authorization of City vehicles and equipment, not otherwise permitted by an approved and fully executed Memorandum of Understanding, shall be approved by the City Manager and based on the following criteria:

- a. The employee resides within) forty 40 miles of the Redlands City Limits. Employees currently assigned a take home vehicle will be grandfathered at the time of adoption of these rules and regulations.
- b. The employee is regularly and frequently subject to call for emergency response, has specific expertise and must respond with a specially equipped vehicle.
- c. The employee provides regular and frequent off duty supervision where no subordinate has been designated to act.
- d. An employee who, on an average of 50% of the standard work week, is required to begin or end daily work activities at sites other than the permanent work station.
- e. There is a specialized assignment, approved by the City Manager and Department Head, requiring the use of City vehicles and/or equipment.
- f. Regular take home and commuter use by City employees who reside more than forty (40) miles from the City Limits of Redlands require a monthly payment to the City based on the Internal Revenue Service mileage reimbursement rate, unless exempted by the City Manager.
- g. Employees taking City vehicles home shall not utilize them for non-City purposes unless otherwise stated. Employees shall be responsible for use of the vehicle in compliance with City and department policies and procedures.

**GENERAL EMPLOYMENT MATTERS****1.5.13****13. Temporary Take Home Authorization and Assignment:**

Temporary take home authorization of City vehicles and equipment shall be approved by the Department Head in accordance with the following criteria:

- a. The temporary assignment of City vehicles and equipment for take home use shall not exceed thirty (30) days.
- b. The employee resides within forty (40) miles of the City Limits of Redlands.
- c. The employee is assigned to "Stand By" or "On Call" status, as defined in respective Memoranda of Understanding, for emergency response, has specific expertise and must respond with a specially equipped vehicle.
- d. There is a temporary or specialized assignment, approved by the Department Head, requiring the use of City vehicles and/or equipment.

**14. Miscellaneous**

This policy does not preclude departments from implementing additional, department-specific policies and procedures related to the use of City vehicles and equipment.

The use of tobacco products, in all forms, is prohibited in City vehicles and equipment.

Any violation of this policy is subject to disciplinary action, up to and including termination.