VEHICLE USE POLICY

I. PURPOSE

The purpose of this City of Durango (“City”) Vehicle Use Policy (“Policy”) shall be as follows:

1. To establish and maintain rules and procedures to promote responsible, safe and accountable use of City vehicles by City employees; and
2. To protect the inventory of City vehicles by making sure that such vehicles are properly maintained and cared for.

This Policy applies to all employees who work for the City. Violations of this Policy may subject an employee to disciplinary action, up to and including dismissal. Employees are prohibited from using any City-owned vehicles for their personal use or benefit, or for the personal use or benefit of any other individual unless authorized by the City Manager.

Employees of the City may also be subject to supplemental department vehicle use requirements. (Reference Personnel Regulations: 4.5.1 Use of City Equipment, Safety Manual: Section 5, Vehicle Operation and Maintenance, Loss Control Manual: Accident Reporting, Drug and Alcohol Policy)

In the event of a conflict between this Policy and any supplemental department vehicle use requirements, the terms and conditions of this Policy shall control.

II. CITY VEHICLE POLICY

A. PROCEDURE FOR OBTAINING CITY VEHICLE

1. Any and all use or assignment of City vehicles must first be authorized or approved by a Department Director, or his or her designee.

2. Finance Director approval is then required for the use or assignment to City employees of Take Home Vehicles/Emergency Response Vehicles, Travel Vehicles, and Work Vehicles.

3. Department Directors must complete a Request for Additional or Upgrade Equipment form and then provide such form to the Director of City Operations for approval. Such form is obtainable from the Fleet & Facilities Manager.

4. Designation of City vehicles for use or assignment must fall into one of the following categories:

   i.) Public Safety Emergency Response/Take Home Vehicles – This designation is for employees who are: (a) on 24-hour call; and (b) are expected to, as part of his or her job responsibilities, respond to emergencies at any hour of the day (i.e. law enforcement officer, firefighter, or member of a rescue squad or ambulance crew.)

   ii.) All Other Take Home Vehicles – This designation is for employees who are: (a) on 24-hour call; and (b) are expected to as part of his or her job responsibilities respond to emergencies at any hour of the day (i.e. Utilities, Building Inspectors, etc.). Per IRS regulations, the commuting value of these vehicles is considered income and is
subject to FICA and income tax withholding. As such, the mileage/usage will be tracked and the employee will be taxed on an annual basis.

iii.) Travel Vehicles – This designation is for employees who need to travel offsite for work related matters or training when departmental vehicles are unavailable. Travel requests for such vehicles must be submitted to the Fleet & Facilities Manager no less than seven (7) days prior to the date for requesting the vehicle.
   a) When using a City vehicle for travel, obtain a gas card from the Finance office at City Hall to purchase fuel. Do not use a pcard or any personal means of payment.
   b) If a City vehicle is unavailable for travel, mileage will be paid to the employee at the current IRS rate.
   c) If an employee elects to take family members along while traveling for work related matters, they must use their own vehicle and will not be reimbursed for mileage.

iv.) Work/Departmental Vehicles – This designation is for employees who are permitted to have access to a vehicle due to the nature of their employment.

5. The Department Directors shall review the assignment of City vehicles annually as part of the City budget process.

B. LICENSE

1. Every employee operating a City-owned vehicle must maintain his or her applicable valid state driver’s license required for purposes of such vehicle. Such employees are also required to inform his or her supervisor immediately upon any changes in the status of his or her license.

C. INSPECTIONS/CARE OF VEHICLES

1. Each employee assigned a City-owned vehicle shall inspect the vehicle each day prior to usage for damage, inoperable lights, safe tires and any other condition that may be a safety hazard. Any issues discovered as a result of such inspection shall be reported to a supervisor immediately.

2. All City vehicles shall be locked when not in use or when unattended.

3. Each employee assigned a City-owned vehicle is ultimately responsible for the location, condition, contents and utilization of their assigned vehicle during such assignment.

4. For those employees assigned Public Safety Emergency Response/Take Home Vehicle, Any Other Take Home Vehicle or Work Vehicle:
   a. Proper use, care, and cleanliness of City vehicles are the responsibility of the employee assigned to or utilizing the vehicle, which shall include, but not be limited to:
      i. Safe operation of the vehicle;
      ii. Arrange for proper and routine maintenance;
      iii. Timely submitting a driver’s inspection report (where applicable); and
      iv. Safekeeping of the vehicle.
b. Each employee assigned a City-owned vehicle when notified or directed is responsible for scheduling or returning such vehicle for routine and preventive maintenance. City vehicles shall be taken to the City Service Center maintenance facility.

c. Each employee assigned a City-owned vehicle is responsible for notifying their supervisor or the City maintenance garage of any suspected vehicle issues as such issues occur.

5. Each employee assigned a City-owned Public Safety Emergency Response/Take Home Vehicle or Any Other Take Home Vehicle must submit a mileage report by the fifth (5th) day of each month to the Fleet Crew Leader.

D. ALCOHOL/CONTROLLED SUBSTANCES/MEDICATION/SMOKING

1. Alcoholic beverages, controlled substances or other intoxicating substances/agents are not allowed in City vehicles under any circumstances unless explicitly required for job related duties. The employee assigned the vehicle is responsible for any violations that occur as a result of any alcoholic beverages, controlled substances or other intoxicating substances/agents being in such vehicle. Any exception is strictly at the discretion of the Department Director.

2. Any City employee under the influence of alcohol, a controlled substance or other intoxicating substance/agent while operating a City-owned vehicle, shall face all legal ramifications as well as disciplinary action, up to and including dismissal.

3. Employees are not permitted to operate a City vehicle while under the influence of any medication that may impair his or her ability to operate a motor vehicle. Any City employee under medication, or who may have any other condition that would impair their ability to drive, must immediately notify his or her supervisor.

4. Smoking is prohibited in all City vehicles.

E. VEHICLE ACQUISITION/TRANSFER PROHIBITED

1. In no event shall any employee or Department Director acquire or transfer to or from another Department or to another employee, a City-owned vehicle without prior written approval from both the Director of City Operations and the Director of Finance, and also from each respective Department Director whose department is involved in the acquisition or transfer.

F. ADDITIONAL REQUIREMENTS

1. Seat belts must be worn at all times by all drivers and passengers within a City vehicle.

2. Each employee assigned a City-owned vehicle, and those using their personal vehicles in pursuit of City business, must observe all applicable federal, state, and local laws. Rules and regulations may differ, however, drivers are required to exercise due caution and care in travel at all times.
3. Any vehicular accident or injury in a City-owned vehicle, or any accident or injury in a personal vehicle while performing work-related business, must be immediately reported to the employee’s supervisor and to the appropriate law enforcement agencies (i.e. 911 emergencies). Such accidents or injuries from a City-owned vehicle must also be immediately reported by the employee’s supervisor to the Director of City Operations.

4. Any loss, theft, or damage of City equipment or vehicles must be immediately reported to the employee’s supervisor and to the appropriate law enforcement agencies. Such loss, theft or damage must also be immediately reported by the employee’s supervisor to the Director of City Operations.

5. While the vehicle is in operation, the operator shall not engage in any activity which will be a distraction from safe operation of the vehicle, which shall include, but not be limited to, the following activities: reading, talking or texting on the phone or upon an electronic device (unless permissible hands free device) or utilization of an electronic device, unless such employee is specifically exempt by applicable law from such requirements.

6. No persons other than City Employees are permitted in a City-owned vehicle at any time except when required for job related purposes or City business. Any other deviations are strictly at the discretion of the Department Director. City assigned vehicles that are used for emergency purposes are excluded from this requirement.

G. AUTO ALLOWANCE

1. Employees receiving a monthly auto allowance must follow all City vehicle use and safety policies. Employees are also required to maintain current automobile insurance coverage and must submit a copy of their current insurance on an annual basis. Submit a copy of insurance with annual stipend request.

H. CONSEQUENCES OF VEHICLE POLICY VIOLATION

1. Violations of this policy may subject you to disciplinary action, up to and including dismissal.