



# Administrative Regulations

Number AR4-2  
Issue 8

**Subject: Employee Transportation Authorization and Control.**

## I. PURPOSE

The purpose of this regulation is to establish policies and procedures governing the assignment, use and control of City-owned vehicles utilized as transportation for employees engaged in official City business. This regulation does not apply to take home carpool vehicles, which are regulated by the City's Trip Reduction incentive Program.

Additionally, this regulation establishes reimbursement rates for the use of privately-owned vehicles and/or public transportation by City employees during the performance of their official duties and clarifies the City's responsibilities for damage and/or liability for private vehicles used for official City business.

## II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

## III. AMENDMENT

The City Manager may amend the procedures and content set forth in this regulation as required.

## IV. EMPLOYEE TRANSPORTATION POLICY

Employees requiring transportation to perform their official duties may be authorized to utilize the following types of transportation in accordance with the criteria set forth in Section V of this regulation:

- A City-owned vehicle permanently assigned to the employee.
- A City-owned vehicle checked out from any dispatch pool on an 'as required' basis. Such vehicles may not be kept overnight without the prior approval of a department head.
- Privately-owned vehicles with reimbursement for associated expenses as specified in this regulation.
- Public transportation, such as bus or taxi, on an "as required" basis with reimbursement for costs incurred by the employee.
- Rental of vehicles may be authorized based upon specialized and/or emergency needs.

City-owned vehicles shall only be used for official business. No City-owned vehicle shall be driven to and kept at any employee's home or any location other than the regular work location or equipment yard, except as provided by this regulation.

Reimbursement will be provided to employees incurring expenses associated with the authorized utilization of personal vehicles or public transportation while performing City business. To obtain reimbursement, there must be a memo on file in Financial Management for each employee with social security number and City Manager approval.

Employees authorized to drive either personal or City-owned vehicles on official City business must possess a valid California motor vehicle driver's license for the class of vehicle they will be operating.

## V. POLICY FOR ASSIGNMENT OF CITY-OWNED VEHICLES, AUTHORIZATION OF AUTOMOBILE ALLOWANCE. AND REIMBURSEMENT FOR MILEAGE

### A. Policy for Assignment of City-owned Vehicles to Management Staff

Individuals expected to supervise and inspect field operations, subsequent to approval by the City Manager, said employees on an individual basis shall be authorized to utilize an individually-assigned City-owned vehicle which may be garaged at home or to receive an optional monthly automobile allowance as set forth in the salary resolution. Individually assigned, City-owned vehicles, may not be

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garaged at homes with a traveling distance of greater than twenty-two direct line miles from the city limit to where the vehicle is stored, unless approved by the City Manager.

"Twenty-two direct line miles" from the city limits is defined as a straight line from the city boundary to the proposed end point.

Individuals electing to receive the monthly automobile allowance must personally bear all expenses associated with the operation of their vehicles. The City will not provide gas, oil, or service of any kind to personal vehicles.

### B. Policy for Assignment of City-owned Vehicles and Reimbursement to All Other City Employees

(1) A City employee may be assigned a City-owned vehicle only when total mileage incurred on City business exceeds five hundred miles a month. An assigned City-owned vehicle may be driven to and garaged at home only if the employee is required to respond in an emergency-equipped vehicle to after hours emergency call-outs. The vehicle-assigned employee must live or store the vehicle within twenty-two direct miles from the city limits, unless otherwise approved by the City Manager.

(2) Any City employee whose duties regularly requires that transportation be available between multiple job sites but who does not qualify for the assignment of a City-owned vehicle based on the criteria set forth above will be authorized to use his/her personal vehicle for the performance of official duties and will be reimbursed by the City at the flat rate, and per mile rates, as set forth in the current salary resolution and approved by the City Manager.

(3) Any City employee not having access to a departmental or dispatch vehicle pool but whose official duties require intermittent transportation will be authorized to utilize his/her personal vehicle for the performance of official duties and will be reimbursed at the per mile rate set forth in the current salary resolution and approved by the City Manager.

(4) With the approval of the City Manager, employees may be authorized to use, and be reimbursed for, public bus or taxi transportation. Employees subject to emergency calls but who do not have access to a City-owned vehicle during off-duty hours, may be authorized to be reimbursed as specified above for the use of their own vehicles or for the actual costs of public transportation.

(5) In an emergency or irregular situation, employees may utilize personal vehicles for the performance of official duties and receive a mileage reimbursement with the approval of the Department Head or City Manager.

### C. Criteria for All Assigned City-Owned Vehicles

Departments are responsible for maintaining a Vehicle Allocation Plan approved by the City Manager. The Plan shall be annually reviewed, updated, and submitted to the City Manager concurrent with the requirements set forth in Section VI (B) of this regulation. All individuals with an assigned City-owned vehicle are directed to comply with their department Vehicle Allocation Plan which requires assigned vehicles to be utilized as pool vehicles by the department during the business day.

## VI. REQUESTS FOR TRANSPORTATION AUTHORIZATION

All assignments of City-owned vehicles and any authorization to receive automobile or mileage allowance by any City employee, shall be approved by the City Manager, based on the recommendation of the employee's department head.

### A. Permanent Assignment of City Vehicles

During the annual departmental budget review, the City Manager, in cooperation with department heads, will review all permanent assignments of motor vehicles to City employees for conformance with the standards set forth in Section V of this regulation.

### B. Authorization for Assigned Vehicles to be Taken Home

Prior to April 15 of each year, departments which have assigned motor vehicles authorized to be taken to employees' homes shall review such assignments. A report of these assignments will be prepared, containing the following information:

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- Department and Division
- Employee Name and Classification
- Employee Address and Direct Distance of Employee's Residence to the City Limits

- Justification for Taking Vehicle Home
- Average Monthly Business Mileage
- Average Monthly Number of Emergency Call-outs or After Hours Work Requirements
- Radio-Equipped (yes or no)

The subject report will be transmitted to the Fleet Services Bureau for review and incorporation into a consolidated report on Citywide Take Home Vehicles, which will be submitted to the City Manager by May 31 of each year. In addition, the Vehicle Allocation Plan set forth in Section V of this regulation will be submitted to the Fleet Service Bureau at this time.

Subsequent to the preparation of the annual budget, listings of assigned motor vehicles authorized to be driven to and kept at home will be updated. The approval of the City Manager shall be required for any change in the assignment of motor vehicles to be garaged at employees' homes.

C. Certification of Insurance

Any individual authorized to receive mileage reimbursement for use of his or her personal vehicle on City business must file a certificate of insurance coverage for that vehicle with his or her department head prior to being eligible to receive reimbursement

D. Seat Belts

In accordance with the provisions of Administrative Regulation 34-2, Seat Belts, use and Operation, all privately-owned vehicles regularly driven on City business shall be equipped with seat belts which conform to the standards set forth in that regulation. It shall be the responsibility of the driver operating a vehicle on City business to ensure that all occupants of that vehicle are wearing seat belts while the vehicle is in operation.

E. Mileage Reports for Employees Authorized to Receive Mileage Reimbursement

Mileage traveled on official City business must be recorded daily on a Mileage Report form. Mileage driven on personal business, including to and from work, shall be recorded as personal business and excluded in computing the amount of reimbursement. Each report shall be approved by the department head at the end of the month prior to reimbursement.

(1) An original of the Mileage Report form should be completed, properly signed and forwarded to the Accounts Payable Section of Financial Management office within five (5) working days after the close of the month.

(2) If an employee is authorized to receive mileage reimbursement only, and the amount of earned mileage allowance is less than \$10, the initiating department must retain the completed form until subsequent employee business mileage totals a net allowance of at least \$10.

(3) New employees and terminating employees mileage must be a prorated amount for only that portion of the month that the employee was paid.

(4) The reporting year for mileage flat rates for income tax purposes will be the calendar year. Flat rate auto allowance is paid regardless of business use. The gross flat rate will be reported on an Employee W-2. The employee may deduct expense on a form 2106.