

# CITY OF COMMERCE

## ADMINISTRATIVE POLICIES

### USE OF CITY OWNED MOTOR VEHICLES

#### 1.0 PURPOSE

To establish guidelines for the use of City owned motor vehicles.

#### 2.0 POLICY

2.1 City owned motor vehicles will be used for routine in town City business only.

- A. City vehicles must be available for City business at all times.
- B. The vehicle is not to be used for personal family activities.
- C. The vehicles may not be driven by family members.

2.2 City vehicles will not be taken home over night except as follows:

- A. Department Heads and other employees assigned City owned vehicles.
- B. Employees designated by the Department Head to be "on 24-hour call" for department emergencies.
- C. When specifically authorized by the Department Head and approved by the City Manager.
- D. Police Department employees assigned "take home" vehicles.
- E. Approval for Item 2.2, B & C above may be granted verbally by the employee's Department Head.

2.3 City owned vehicles designated as "take home" vehicles will not be used while performing duties of a second job.

2.4 City vehicles may be used for travel to lunch.

2.5 Violations issued to the driver of the vehicle will be the responsibility of the driver not the City.

2.6 Seat belts will be used by the driver and all passengers at all times when the vehicle is in motion.

- A. It will be the employee's responsibility to ensure use of seat belts by all passengers in the vehicle.

2.7 Employees have the responsibility to inspect safety items such as lights, signals, brakes, and horns.

EFFECTIVE: 07-01-11

LAST REVISED: 06-01-97

CITY MANAGER APPROVAL:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid horizontal line.