

CITY VEHICLE POLICY

PURPOSE

The purpose of this policy is to provide clear guidelines for regulating the use of City-owned vehicles by City employees and to avoid any conflicts or misunderstandings regarding their use.

SCOPE

City-owned vehicles are to be utilized exclusively for City business and matters relating to the operation of the services provided by the City of Rocky River to the community. This policy covers all vehicles owned or leased by the City of Rocky River.

ELIGIBILITY

The Mayor shall assign vehicles and accompanying privileges to employees. All City-owned vehicles used by employees shall be operated under the following criteria:

- A City vehicle may be assigned to an employee with commuting privileges, who is on twenty-four hour call responding to emergencies as part of their job description. The twenty-four hour call positions are as follows:
 - A. Mayor
 - B. Safety Service Director
 - C. Police Chief
 - D. Fire Chief
 - F. Service Commissioner
- A City vehicle may be assigned to an employee with daily commuting privileges if the department head to which the vehicle is assigned can provide justification to the Mayor that such take home use is necessary for Departmental operation, including but not limited to attendance at City meetings, after-work hours and City organized programs. The Mayor or Safety Service Director, upon the request of the department head, may grant full use or temporary use of City vehicles for commute purposes when deemed appropriate or necessary, subject to the restrictions set forth herein.
- A City vehicle may be assigned for daily use to an employee. Those with daily use privileges may not use the City vehicle for commuting purposes unless specifically authorized by the Mayor or Safety Service Director as set forth herein.

USE OF CITY VEHICLES

City owned vehicles are to be used exclusively for City business and matters relating to the operation of the services provided by the City to the community.

Personal Use

Personal use of City vehicles by Administrative Officials or employees is permitted where such personal use is de minimis and incidental to his or her use of the City vehicle and does not result in:

- a significant deviation from the course of travel on City business;
- exposure of the City vehicle to substantial additional risk or loss or damage;
- exposure of the City to substantial additional risk of liability.

All personal use must be logged. See Logs/Reporting section of this policy.

Use by Non-employees

Non-employees are strictly prohibited from driving City vehicles. However, non-employees are permitted to ride in a City vehicle for business related reasons (for example, carpooling for City business).

Only in extreme emergency (for example, safety, health and welfare reasons) would a minor be permitted to ride in a City vehicle. Activities such as routinely dropping children off at school or picking them up from daycare are strictly forbidden. Other examples of prohibited personal use of a City vehicle would be attending private or political functions.

(See also IRS information regarding taxable benefits information in the following section of this Policy entitled “Logs/Reporting”.)

ALCOHOL AND DRUG USE PROHIBITED

No employee while driving, operating, or traveling in a City vehicle shall use, misuse, be under the influence of (or report for duty under the influence of) any of the following:

- Alcohol or any beverage, mixture or preparation including medication containing alcohol;
- Controlled substances as defined by Section 3719.01 of the Ohio Revised Code;
- Any legal substance the packaging of which contains a warning to the effect that such substance should not be taken while driving or operating heavy equipment or machinery.

“Under the influence” shall be defined as use of drugs and / or alcohol registering at any level.

No employee shall use, misuse, possess, sell, or transfer alcohol, drugs, controlled substances, drug paraphernalia or any combination thereof while driving, operating or traveling in a City vehicle or City equipment.

SAFETY

Seatbelts are to be used at all times when driving or riding in a City vehicle.

Employees operating City vehicles are required to follow all laws and ordinances including signs and signals as well as lawful full time and attention requirements. (Cellular conversation, eating or liquid consumption while driving a City vehicle is prohibited. Exception shall be

made for transmittal/communication devices that are required in the performance of duties (i.e., police or safety/service) if the vehicle is stationary. Smoking is prohibited inside the city owned vehicles.

ACCIDENTS

In the event of any accident involving a City vehicle colliding with either, another vehicle, a person, animal or a stationary object, the employee shall report said collision and any property damage or personal injury **immediately to the Police Department for the purpose of completing a Police report**. Thereafter, the employee is to report the accident, damage or injury promptly to their Department director or commissioner. Failure to promptly report the details of the accident, damage or injury to the employee's department director or commissioner may result in disciplinary action up to and including termination.

Any employee having frequent accidents in a City vehicle, due to carelessness, shall face disciplinary action up to and including termination.

LICENSE INFORMATION AND INSURANCE

Operators of City vehicles are required to provide their Department Head with the following:

- proof of appropriate license according to Ohio law and class of vehicle;
- proof of personal automotive insurance (copy of the policy page);
- a completed, signed City of Rocky River "Driver "Consent /Release of Information".

Each Department Head shall maintain records of employees' licenses and insurance, to be provided to the Director of Public Safety Services as required.

Any employee who drives any vehicle on behalf of the City must report to his or her director or commissioner when accumulating traffic violation convictions that total six (6) points on his or her driving record.

MAINTENANCE

All vehicles owned or leased by the City of Rocky River are to be operated and maintained in a safe and efficient manner. The operator of any such vehicle or equipment shall be responsible for reporting any defect, damage or unsuitable condition of any City vehicle or equipment to his or hire department supervisor, director or commissioner. Prior to any employee using a City vehicle, the employee shall inspect it for any perceptible damage or defect. If such damage or defect is detected it should be reported immediately to their Department Head.

City owned gas and other vehicle fluids or parts shall be used in City vehicles only. No employee is permitted to place City owned gas or other fuel in his or her personal or other private vehicle under any circumstances. An employee who operates their personal vehicle for City business shall be paid a mileage allowance in accordance with established City code. If refueling a "City vehicle during approved travel, when City owned fuel cannot be used, employees must use self service gas pumps and submit a receipt for reimbursement.

LOGS / REPORTING

Each employee who has access to a City vehicle must maintain a personal use log, as provided, where mileage pertaining to personal use is recorded. Department Director shall maintain a personal use log for all employees with commuting privileges to be turned in to the Finance Department at the end of each year.

It is the responsibility of the department director or commissioner to provide, keep and maintain mileage logs regarding use of all City vehicles in their department. The logs shall include personal use mileage and commuting mileage where allowed. Department Heads shall forward all logs to the Director of Public Safety Service on a monthly basis. The Director of Public Safety Service shall submit said logs to the Director of Finance.

Due to IRS regulations, all City employees having City vehicle commuting privileges must report such vehicle use to the Director of Finance of the City of Rocky River.

Also, for those with daily commuting privileges, publication 15-B of the Internal Revenue Service (IRS) entitled "Employer's Tax Guide to Fringe Benefits" (or any similar guide provided by the IRS) which is periodically revised, will be the authority the City uses to determine the taxable amount to employees of a City provided vehicle. The provisions and definitions contained therein are not restated here.

VIOLATIONS OF POLICY

Any violations of this Policy may result in disciplinary action including, but not limited to, verbal warning, written reprimand, time off without pay (suspension), loss of use of vehicle, or termination.