

## Vehicle Policy Summary

The Employee Transportation Policy and the Use of City Vehicles Policy, Sections 142 and 144 of the Administrative Manual shall be consolidated into one policy, Use of City and Personal Vehicles, Section 13.01 of the City Policy Manual. The following chart summarizes the changes and/or additions to the recommended Vehicle Policy.

<b>Recommended Revised Vehicle Policy</b>	<b>Current Vehicle Policy</b>
<ol style="list-style-type: none"> <li>1. The General Services Department will periodically conduct a break-even analysis to identify the annual mileage at which it is cost beneficial for the City to provide a vehicle instead of mileage reimbursement.</li>   <li>2. Employees authorized to use a personal vehicle to conduct official City business must furnish proof of possession of valid and current liability insurance as required by the State of California Vehicle Code Section 16451.</li>   <li>3. Departments may request and obtain a complement of transport vehicles based on their operational needs. The vehicles can be used by employees on a work shift basis, or an occasional, as needed basis. The General Services Department will partner with departments to ensure that the complement of transport vehicles are utilized in such a way that vehicles meet or exceed the minimum utilization standards.</li> </ol>	<ol style="list-style-type: none"> <li>1. Not specified in the policy.</li>   <li>2. Employees authorized to use a personal vehicle to conduct official City business must provide proof of coverage, a valid insurance policy to minimum limits of \$25,000/\$50,000 bodily injury and \$10,000 property damage liability.</li>   <li>3. Departments request vehicles for assignment on a workday basis or permanent basis. Currently, there is no formal requirement to monitor or rotate the use of vehicles to ensure they are meeting or exceeding the minimum utilization standards.</li> </ol>

<ol style="list-style-type: none"><li>4. Departments must meet the minimum utilization standards (9,000 miles per year for sedans and 11,000 miles per year for light trucks) on all department complement vehicles and citywide fleet. Departments may request exceptions for transport vehicles to have available for employees on a work shift basis that will not meet the minimum utilization standard. The request must be submitted in writing to the City Manager's Office. Factors that will be considered in granting an exception include, but are not limited to, service delivery, employee safety, and job requirements.</li><li>5. Departments may request a complement of transport vehicles for use on an as needed, occasional basis. However, these vehicles must meet the minimum utilization standards (9,000 miles per year for sedans and 11,000 miles per year for light trucks).</li><li>6. Utilization reports will be provided semi-annually to departments by the Fleet Management Division. This will help the departments identify those vehicles that need to be rotated to permit maximum utilization and utilize the fleet as effectively as possible.</li><li>7. Special Purpose Vehicles are defined. Provisions for the take-home use of Special Purpose vehicles are included. Employees approved for a take-home vehicle shall park the vehicle in the City parking lot designated by the Department on scheduled days off, which is to be the lot closest to the employee's primary work location.</li><li>8. Description of police and fire vehicles included, along with guidelines for take-home use of those vehicles.</li></ol>	<ol style="list-style-type: none"><li>4. The 9,000 miles per year standard is included as one element of deciding whether to assign a vehicle on a workday basis. There is no mechanism for requesting exceptions to the standard.</li><li>5. Departments request vehicles for assignments on a workday basis or permanent basis.</li><li>6. While departments are currently receiving utilization reports, the policy does not specify any information regarding these reports.</li><li>7. Special Purpose Vehicles have not been defined. The policy does not specify what happens to the City assigned vehicle on scheduled days off for employees assigned to a take-home vehicle.</li><li>8. The policy only outlines that City-owned fire apparatus and police emergency vehicles is one type to transportation method available to city employees.</li></ol>
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9. Information provided on parking city vehicles when not in use, in the City parking lot designated by the Department.

10. Identification of city-owned vehicles included.

9. Information is not provided on parking city vehicles when not in use.

10. No information about identification of city-owned vehicles.