

Number: 604
Sections: 1-13
Effective Date: April, 1996

SUBJECT: City Vehicle Use/Assignment

1. Purpose. The purpose of this regulation is to establish and implement City policies and procedures relative to the assignment, utilization and control of City-owned vehicles as transportation for employees while engaged in official City business, to establish reimbursement procedures for privately-owned vehicles used for City business and to clarify the City's responsibility for damage and/or liability for private vehicles used on official City business.

2. Authority. Section 401, Huntington Beach City Charter.

3. Scope. This regulation covers the use of City and private vehicles for conducting official City business and shall be applicable to all City departments and employees.

4. Policy.

4.1 When necessary during the course of an employee's official duties, transportation shall be provided by the City. In the event no City vehicle is available, the employee may use his personal vehicle with the approval of his/her department head.

4.2 Employees authorized to drive either their own or a City-owned vehicle on official business must possess a valid California driver license for the class of vehicle they will be operating.

4.3 The transportation method authorized will be that which is in the best interests of the City.

4.4 City-owned vehicles shall only be used for official City business.

4.5 City-owned vehicles shall not be driven to and kept at the employee's home or any location other than the regular work location or Corporation Yard, except as provided by this regulation.

4.6 No City owned vehicle will be driven outside the boundaries of Los Angeles, Riverside and Orange Counties without prior approval of the Department Head.

4.7 All City vehicles shall be fueled and maintained at the City Yard or other City facility, as applicable, except in cases of emergency.

4.8 The general program set forth in this regulation will be implemented by the City Administrator and administered by the department heads in accordance with the

regulations herein established. It is the responsibility of each department head to enforce the provisions of this regulation as it relates to the employees of his/her department.

5. Vehicle Use Assignments.

5.1 Category A - Permanent Assignment: Upon approval of the City Administrator and Department Head, assigned City vehicles may be taken home by employees whose residence is within twenty-five (25) miles of City Hall for the uses as described below:

5.1.1 Executive Use: Includes the City Administrator and Department Heads.

5.1.2 Other Designated Management Positions: In addition to the Executive Use positions, certain other employees in management positions may be assigned a City vehicle if they meet the following criteria:

A. They have received a permanent or probationary appointment to the management position, or are serving in an acting capacity in a management position in excess of sixty days, and

B. Assignment is approved by the City Administrator, and

C. There is a higher than normal need for incumbents to return to duty in the evenings and normal days off (more that 3 times per month), and

D. There is a need to have a vehicle available for City business purposes on a constant and regular basis, and

E. In addition, such employees must meet one of the following criteria:

1. Have routine and recurring duties to perform after or outside of normal working hours which require a return to work from home, or

2. Be subject to call out during non-duty hours for emergencies or meetings if the actual frequency of emergency calls and the importance of response times to emergencies can be documented and justify the assignment of vehicle; or

3. Mileage driven on official City business exceeds an average of 300 miles per month, or

4. Regularly and frequently supervise subordinates in the field and conduct City business in the field, outside of normal working hours, or

5. Duties require the employee to be away from his or her base work station greater than 50% of his or her working time, on an average.

5.1.3 Emergency Response Units:

A. Employees who are required to respond more than once per week on an average without delay in order to protect the public health, safety and property.

B. Employees who are required to carry special emergency equipment in their vehicles which must be utilized on a regular and frequent basis. (A radio or car phone in and of itself does not constitute special emergency equipment).

5.1.4 Exhibit A is a list of authorized "Category A" Assignments where the employee has an option of an auto allowance or vehicle assignment.

5.2 Category B - Non-Permanent Assignment: City vehicles which are not to be taken home may be assigned to an employee by a Department Head based on meeting one of the following criteria:

5.2.1 Monthly mileage driven exceeds an average of 300 miles per month and the vehicle is used for the purpose of supervision or inspection in the field, or

5.2.2 Duties require the employee to be away from his or her work station greater than 50% of his or her working time on an average.

5.3 Category C - Departmental Pool Vehicles

5.3.1 Departmental pool vehicles will be available for employees who require transportation to perform official City business but do not meet the criteria for an assigned City vehicle under "Category A or B" above. Such pool vehicles shall be used in accordance with departmental policies which shall provide for the assignment of responsibility for the maintenance of the necessary records with respect to check in, check out, general purpose of use and other relevant matters related to the use of pool vehicles.

5.4 Temporary Assignment. The City Administrator's approval is required for temporary assignment of a vehicle to an employee if the vehicle is to be taken home by the employee.

6. Vehicle Maintenance.

6.1 City owned pool vehicles or other vehicles assigned as provided by this regulation shall be maintained in a clean and safe manner by the Public Works Department, or other Department as applicable, on a regular schedule administered by the applicable department. The department providing this maintenance service shall schedule required maintenance and perform safety and operational inspections as part of such regular service. At the time a major tune-up is performed on a City owned vehicle, a diagnostic and overall maintenance report shall be prepared by the Manager of Vehicle Maintenance and sent to the appropriate Department Head. In addition, an annual review will be made by the Public Works Director in February of each year to determine the continuing suitability with respect to cleanliness and safety.

6.2 Each department shall have a plan for daily pre-operational safety and preventative maintenance inspection of the vehicle under its jurisdiction. This shall include inspection, reporting of malfunctions and a procedure for ensuring correction of routine, as well as critical safety and maintenance operational problems.

6.3 It shall be the responsibility of each employee using a pool vehicle or other vehicle assigned as provided by this regulation to perform the required inspection and reporting procedure.

7. Reimbursement for Use of Personal Vehicles

7.1 Executive Use. The City Administrator and Department Heads may, at their option, receive an automobile allowance as established by Resolution of the City Council in lieu of the assignment of a City vehicle pursuant to Section 5.1 herein. Administrative Regulation 407 - Auto Allowance, provides the procedures and requirements for selection of the Auto Allowance option.

7.2 Division Heads and employees represented by MEO who are assigned a City vehicle pursuant to Section 5.1.2 and 5.1.3 (Category A) herein may be eligible to receive an auto allowance in lieu of such assignment. Administrative Regulation 407 - Auto Allowance, provides the procedures and requirements for selection of the Auto Allowance option.

7.3 Mileage Reimbursement. Employees, upon authorization of their department head, may use their own vehicles on official City business and shall be reimbursed at the rate of 27¢ per mile driven on official City business.

7.3.1 Employees shall submit monthly claims for reimbursement to the Director of Finance through their Department Head on forms prescribed by the Director of Finance.

7.3.2 Employees shall not be reimbursed for commuting to and from work, except that employees who are required to attend scheduled meetings outside of normal working hours may be reimbursed for mileage required for use of personal vehicles when authorized by the department head.

7.3.3 The mileage reimbursement covers fuel, oil, tires, maintenance, depreciation, insurance and all other costs of owning and maintaining an automobile.

7.4 Safety Inspections. The Traffic Bureau of the Police Department will perform annual safety inspections of personal vehicles for which employees receive an auto allowance or mileage reimbursement, utilizing the form attached as Exhibit B.

8. Vehicle Use Committee. The Vehicle Use Committee shall review and make recommendations to the City Administrator with respect to all vehicle assignments.

9. Composition of Vehicle Use Committee. Public Works Director, Deputy City Administrator/Administrative Services and the Director of Community Services.

10. Vehicle Assignment Review.

A. During the month of February of each year, departments which have assigned City-owned vehicles to employees or have authorized auto allowances for employees shall review such assignments. A report of these assignments will be prepared containing the following information: Department and division, employee name and classification, employee address, justification for assignment, justification for driving vehicle home (if applicable), average monthly business mileage, average monthly personal mileage (includes mileage to and from home), radio equipped (yes or no), special emergency equipment.

This report will be forwarded to the Vehicle Use Committee prior to March 1 of each year.

B. Whenever a vacancy occurs in a position previously assigned a vehicle or an auto allowance pursuant to this Administrative Regulation, such assignment or auto allowance shall be reviewed by the committee prior to recruitment/appointment to fill the vacancy.

C. Annually by February 1 each department head shall review their respective department's pool car needs and shall prepare the necessary budget request for consideration if pool car needs are not being adequately served by the department's existing pool cars.

11. Insurance Requirements. Private vehicles used on City business shall be insured by the individual employee by vehicle liability insurance at least equal to the minimum requirement of the California Vehicle Code. Such requirements currently are:

11.1 \$15,000 for single injury or death.

11.2 \$30,000 for multiple injury or death.

11.3 \$5,000 for property damage.

Employees who do not meet the above requirements shall not be permitted to use private vehicles on City business until such requirements are met.

12. City Liability on Use of Private Vehicle. Should an employee be injured in an accident while driving a privately owned vehicle on official City business, he/she will be covered under the City's worker's compensation policy. There is no City coverage for damage to the privately owned vehicles.

Should an employee be on official City business in a privately owned vehicle and it involved in an accident and he/she is not at fault, the City will reimburse him/her for any property damage loss incurred because of a policy deductible not to exceed \$250.

13. Other Administrative Regulations which include provisions relating to vehicle usage:

<u>A.R.</u>	<u>SUBJECT</u>
407	Auto Allowance
601	Car Pool Operation
602	Vehicle Exterior Finish Maintenance
603	Criteria for the Purchase of City Vehicles

City Administrator

EXHIBIT "A"
CURRENT AUTHORIZATIONS
CITY VEHICLE OR AUTO ALLOWANCE

City Administrator

All Appointed and Elected Department Heads

Administration

Assistant City Administrator

Deputy City Administrator

Community Development

Building Safety Director

Fire

Division Chief (2)

Fire Protection Analyst

Police

Captains (4)

Lieutenants (11 positions)

Information Systems Manager

Chief Criminalist

Police Records Administrator

Public Works

City Engineer

Traffic Engineer

Supt. Parks, Trees & Landscape

Water Operations Manager

Supv. Water Production

Supv. Mechanical Maintenance

Dep. Director Recreation Beach

Supv. Park Maintenance

Supv. Tree, Land. Pest

Construction Manager

Maintenance Operations Manager

Supervisor Water Distribution

Community Services

Marine Safety Captain

Supv. Parking/Camping Facility

Supv. Street/Sewer Maint.

Supt. Rec./Human Svcs

Beach Operations Supervisor

Recreation Supv. Sr. (2)

Arts & Cultural Affairs Manager

Note: The following classifications are not authorized to have an auto allowance, or City vehicle on a take-home basis. The incumbents in these classifications as of November 1, 1989 are, however, receiving auto allowance and will be allowed to continue receiving an auto allowance during their employment with the City.

Department

Administrative Services

Community Development

Classification

Finance Director

Planning Director

EXHIBIT B

CITY OF HUNTINGTON BEACH

Safety Inspection Form
Privately Owned Vehicles Used for City Business

Name _____ Address: _____

Vehicle Make _____ Year: _____ Body Type: _____ Plate # _____

Drivers License #: _____ Class: _____

	Working Order	Needs Attention
Glass	_____	_____
Brakes	_____	_____
Tires	_____	_____
Lighting Devices	_____	_____
Steering/Suspension	_____	_____
Seat Belts	_____	_____
Mirrors	_____	_____

Comments - Details on Items Needing Repair: _____

Inspector's Signature _____ Date: _____

Date and Details of Repairs Made: _____

Inspector's Signature _____ Date: _____

Risk Management

October, 1989