

# City of Richmond

## Administrative Manual

**SUBJECT:** Driving on City Business and Use of City Vehicles

**SECTION:** General Administration

**POLICY NUMBER:** AP 107

**INITIAL DATE PREPARED:** August 25, 1999

**LAST DATE REVISED:** August 25, 1999

### **I. Purpose**

To ensure that City employees have transportation access to perform their respective duties and represent the City of Richmond pursuant to the necessities of their positions by the authorization of auto allowance agreements, the access to the use of City-owned vehicles, or the provision of mileage reimbursement.

### **II. Policy**

Many City employees may be required to travel on a daily or regular basis to perform their respective duties or to represent the City of Richmond. Such frequency of required travel may necessitate the use of the employee's privately owned vehicle for City business, or access to a City vehicle. The type of travel authorized for an employee may be revised as required by changing conditions of fuel costs, auto insurance or other factors affecting this policy.

In all cases, the City employee receiving an auto allowance, authorized for the exclusive use of a City vehicle, authorized for the intermittent use of a vehicle for business purposes, or authorized for the daily use of City-owned vehicles must possess a valid California Driver's License, as verified through Department of Motor Vehicle (DMV) reports.

In no case will those employed by the City under any high school intern program be allowed to drive City vehicles. College interns and volunteers will not normally be allowed to drive City vehicles; however, exceptional circumstances may be approved by the Department Director provided that DMV reports indicate good driving records.

Use of vehicles is restricted for official business of the City of Richmond.

With regard to the use of City-owned vehicles which have been assigned to employees to be taken home, it is recognized that such assignments are made for the City's benefit to provide certainty that key personnel will have the means to respond when contacted in emergency situations. However, such assignments preclude the use of the employee's own transportation during the commute to and from work, and during the employee's free time within the lunch

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period. It is not the intent of these assignments to unreasonably restrict the employee so assigned during the employee's free time. Uses such as stopping to perform a personal errand on the employee's own time while directly en route to and from work, or traveling a reasonable distance for lunch, shall be considered as included within the scope of "official business".

Car pooling is encouraged as an integral part of City vehicle use. Car pooling by employees should be utilized whenever feasible in all travel as a means of effectively using the City's vehicle resources.

The City Manager may cancel an employee's access to City-sponsored travel at any time in any of the following circumstances:

The City employee does not possess a valid California Driver's License, as verified by the Human Resources Management Department through the Department of Motor Vehicle reports.

The City employee is no longer appointed to the specific position authorized for the provision.

Absence of required car insurance coverage and failure to reestablish required coverage within fifteen calendar days.

The employee fails to comply with the City's policy on City Driving Standards and Vehicles Accidents (AP 108).

Any other reasons deemed necessary by the City Manager.

### **City Driver Categories**

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### **A. Executive Management Group**

The City Manager shall be authorized to use his or her own vehicle on City business in accordance with proper agreements which provide for such to receive an auto allowance per month, or shall be authorized for the exclusive use of a City vehicle.

### **B. Employees Authorized for the Exclusive Use of City-Owned Vehicles**

Exclusive assignment to a City vehicle may be granted to other City employees based on the following criteria:

1. The need to be available to supervise or perform emergency maintenance or safeguarding of City property on a twenty-four hour basis.
2. The need to have easy and frequent access to City property on a twenty-four hour basis.
3. The commute valuation rules relating to use of City-owned vehicles is contained in Policy Number AP 509, "IRS Commute Valuation Rule".

Consideration for qualification for the exclusive use of a City vehicle shall be made by the City Manager or his designee(s) upon receipt of memorandum from the respective department director (this includes the City Attorney) stating the reason for the request and the criteria upon which consideration is to be based.

### **C. Intermittent Use of Personal Vehicles**

On occasion it may be necessary for an employee to use his or her personal vehicle for City business when a pool car is unavailable. In these cases, the employee will be reimbursed at the prevailing IRS mileage rate (currently \$.31) per mile for mileage to and from the employee's work assignment site. Reimbursement will be provided

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upon receipt of the employee's Travel Expense Report as outlined in Policy Number AP 508, "Travel and Expense" or in Policy Number AP 510, "Petty Cash".

Names of employees who may be utilizing personal cars shall be given in advance to the Human Resources Management Department for review of the Department of Motor Vehicles reports, and to the Finance Department for reimbursement eligibility.

### **D. Intermittent Use of City Pool Cars**

On occasion it may be necessary for an employee to use a City pool car for City business. In these cases, the employee shall sign out for the use of the car in accordance with regulations identified by the Finance Department (AP 507).

### **E. Daily Use of City-Owned Vehicles**

Many City employees' jobs require regular, daily use of various City vehicles. Once these employees' drivers license have been verified as valid, use or assignment of these vehicles will be at the discretion of the appropriate department director for the vehicles assigned to that area of responsibility. Where specialty licensing or specific equipment training is required, the appropriate department director is responsible for assuring that appropriate licenses have been obtained or training completed before an employee is assigned use of specialty vehicle or equipment.

## **III. Procedure**

Department directors shall identify employees eligible for receiving auto allowances, using City vehicles and receiving mileage reimbursements on the "Application for Use of City-Owned Vehicle or Auto Allowance" form (Exhibit AP 107-1). Temporary agency workers, contractors or consultants must submit form AP 107-1 and shall attach a memorandum from their supervisors describing why they need to drive a City vehicle. Forms are reviewed and approved by the City Manager or his or her designee. Approved forms are then forwarded to the Human Resources Management Department for verification of valid licenses, suitable driving records and required insurance coverage. A new form must be submitted whenever

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an employee changes driver category or moves to another department.

Human Resources Management Department will initiate the form AP 107-1 as a part of the check-in procedure for employees being hired to fill positions where driving is a required part of the job. Verification of suitable driving records must be confirmed prior to hiring of regular employees, temporary employees, consultants and contractors when driving is a required part of the job.

After verification, the Human Resources Management Department shall place a copy in their DMV file and send the original to the employee's department director with a copy to the employee. Copies will also be sent for Categories C and D to the Finance Department.

Police and Fire Departments may perform their own driving record review, but must forward verification of suitable driving records to Human Resources Management Department for inclusion in their DMV file.

Brief trips to shuttle vehicles from one point to another by properly licensed and approved drivers are allowed and do not require special permission.

Employees who are assigned a City vehicle for exclusive use that is removed from service for one or more nights due to maintenance or repairs should be assigned a temporary vehicle. If the maintenance department does not have a suitable substitute available, the employee is authorized to utilize a Car Pool vehicle until their assigned vehicle is back in service. The person in the vehicle maintenance facility who removes the assigned car from service will complete the "Special Use of Car Pool Vehicle" form Exhibit AP 107-2, requesting the Finance Department provide a car pool vehicle for the duration of the repair.

*Note: AP 509, "IRS Commute Valuation Rule" covers the Internal Revenue Service requirements on the commute valuation rule of personal use of company vehicles which became effective January 1, 1985.*