



# ADMINISTRATIVE POLICIES

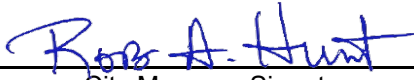
## Office of the City Manager

**Policy Number** GS-01  
**Version** 3  
**Effective Date** 5/10/2021  
**Responsible Department** General Services

**TITLE: Vehicle Policy**

- New  
 Supersedes AP Number 92-02, Version 2, effective 11/20/2018

### APPROVAL

  
\_\_\_\_\_  
City Manager Signature

5/10/2021  
\_\_\_\_\_  
Date Approved

1. **PURPOSE.** The purpose of this policy is to set forth regulations governing the purchase, operation, maintenance, and disposal of all vehicles and equipment owned and operated by the City of Tulare. It is further intended to set forth vehicle use regulations for employees authorized to operate city owned vehicles.
2. **SCOPE.** The regulations contained herein shall apply to all vehicles owned by the City of Tulare licensed or operated on public thoroughfares, and shall also apply to all employees, as well as all elected and appointed officials, of the City of Tulare without restriction unless specifically exempted.
3. **POLICY.**
  - 3.1. **Purchase, Operation, Maintenance, and Disposal and Replacement of Vehicles and Equipment**
    - 3.1.1. **Purchase:**
      - 3.1.1.1. No vehicle shall be purchased unless the funds necessary for such purchase have been approved and allocated.
      - 3.1.1.2. No vehicle shall be scheduled for replacement until an evaluation of such vehicle has been performed and approved by the Fleet Maintenance Division, and the results of said evaluation are on file in the Fleet Maintenance Division.
      - 3.1.1.3. Expansion vehicles for a department shall be requested during the annual budget process. An expansion vehicle required as

part of an employee new hire shall be requested and budgeted at the time of the personal budget approval process.

- 3.1.1.4. Vehicle purchases shall be completed in accordance with the current City Purchasing Policy.
- 3.1.1.5. Vehicle purchases and specifications should be made with input from the Fleet Maintenance Division to insure best value to the City and the use of standardization.
- 3.1.1.6. The Fleet Maintenance Division will take delivery of vehicles purchased and deliver or cause to be delivered all appropriate documents to the Finance Department.
- 3.1.1.7. The Fleet Maintenance Division shall issue a vehicle number, a service sticker, and a fuel card for the newly purchased vehicle, record where the vehicle is assigned and forward the purchase documents and vehicle number information to the Finance Department for processing. The vehicle registration (pink slip or certificate of title) shall be delivered to the Fleet Maintenance Division who will make copies for the vehicle files and return the original copies to the Finance Department.
- 3.1.1.8. The Fleet Maintenance Division will arrange for equipment installation required for placing the vehicle in service. No installation of equipment is to be performed by outside agencies except as directed by the Fleet Maintenance Division.

3.1.2. Operation:

- 3.1.2.1. City employees and anyone authorized to drive the City vehicles must have a valid driver's license for the class of the vehicle being operated. Obtaining a driver's license is a personal expense.
- 3.1.2.2. **Safety belt use is mandatory.** It is the City's policy that every operator of our equipment and all occupants of any vehicle must wear safety belts while on City business. This applies to all personally owned, City owned, leased, and rented vehicles.
- 3.1.2.3. Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk accidents through lack of attention to driving. Inattention can also include adjusting the radio, eating, smoking, daydreaming, talking to passengers, things outside the vehicle, and other distractions.
- 3.1.2.4. All vehicles owned by the City of Tulare are to be operated in a safe and prudent manner.

- 3.1.2.5. Traffic laws of the State of California are to be obeyed at all times.
- 3.1.2.6. Toll citations, parking violation fees, traffic fines and other violation fees or citations associated with City vehicle operation shall be the sole responsibility of the vehicle operator and shall be reported.
- 3.1.2.7. Emergency vehicles shall be operated in accordance with department policies governing emergency response.
- 3.1.2.8. All vehicles shall be operated according to policies of their respective departments. Individual department's assigned vehicles will be responsible for the maintenance and upkeep of the vehicles and any damage beyond that of normal wear and tear.
- 3.1.2.9. All city owned vehicles involved in an accident shall remain at the scene of the accident until released by a Police Officer. If practical, photographs and notes of the accident should be taken on scene as well and the information requested by the City's Accident Report form. Risk Management shall be notified of any accident as soon as possible.
- 3.1.2.10. Personal use of city owned vehicles/equipment is prohibited; however, an employee using a city owned vehicle for city business may, for incidental use, make a stop for lunch or rest break between city business stops. **No other personal use by an employee is permitted.**
- 3.1.2.11. Employees should be aware that there is no expectation of privacy when using a city owned vehicle. Data may be collected by the vehicle, or electronics inside the vehicle, with or without the employee's knowledge or consent. The data collected is property of the city and may be used without limitation, including disciplinary action.
- 3.1.2.12. All city owned vehicles/equipment shall not be allowed to idle for more than five consecutive minutes whether on City of Tulare premises or in transit between work locations or assignments as well as employees off duty, unless:
  - Idling when in operations queuing;
  - Idling to verify safe operating condition;
  - Idling for testing, servicing, repairing or diagnostic purposes;
  - Idling necessary to accomplish work for which the vehicle/equipment was designed (such as operating a crane);
  - Idling to reach required operating temperatures by manufacturers' specifications

- Idling necessary to ensure safe operations of the vehicle/equipment
- Idling to provide heat or cold in adverse weather conditions for employee safety.

3.1.3. Maintenance:

- 3.1.3.1. All City owned vehicles are to have a complete service and safety check annually or every 3,000 miles or as directed by the Fleet Maintenance Division. Heavy Duty Trucks and other diesel equipment are to be serviced and safety checked every 6 months or 200 hours, as required by regulation, or as directed by the Fleet Maintenance Division. Inspections required by State, Federal, or Local authorities shall not be violated. The Department or Division is responsible for routinely checking the maintenance and inspection status of its vehicles and its equipment.
- 3.1.3.2. All operators of City owned vehicles/equipment shall inspect their assigned vehicle and equipment daily or prior to operation. Vehicles shall be kept clean and free of trash and debris. No smoking or use of vapor type electronic devices of any type is allowed in City vehicles.
- 3.1.3.3. No City vehicle shall be operated in an unsafe condition. Vehicles requiring safety related repairs shall be delivered to the Fleet Maintenance Division immediately or be taken out of active service and reported.
- 3.1.3.4. The Fleet Maintenance Division will not release a vehicle until it has been properly repaired.
- 3.1.3.5. The department assigned a vehicle is responsible for following the inspection guidelines assigned by the Fleet Maintenance Division and to notify and deliver the vehicle to the Fleet Maintenance Division when service is due or when repairs are needed.
- 3.1.3.6. Damage done to a vehicle shall be inspected, repaired or vehicle returned to service by the Fleet Maintenance Division. Charges for damage repairs or deductibles not covered by insurance shall be the responsibility of the assigned department vehicle maintenance account.

3.1.4. Disposal:

- 3.1.4.1. Any vehicle which is to be replaced must be delivered to the Fleet Maintenance Division before or concurrently when the

replacement vehicle is placed in service. All tools, equipment and personal items shall be removed from the vehicle.

- 3.1.4.2. In order for a vehicle to be replaced, but retained, by an operating department, written authorization must be obtained from the City Manager's Office. Such written authorization must be presented to the Fleet Maintenance Division who will then release the replacement vehicle.
  - 3.1.4.3. Any vehicles delivered to the Fleet Maintenance Division for replacement will be automatically placed on the surplus list.
  - 3.1.4.4. No vehicle shall be removed from the surplus line without authorization and said authorization is delivered to the Fleet Maintenance Division prior to such removal. The decision to "cannibalize" a vehicle for repair parts shall be made by the Department Head.
  - 3.1.4.5. No vehicle shall be transferred from one city department to another without written authorization from each of the affected departments and the City Manager's Office. Such authorization must be delivered to the Fleet Maintenance Division who will make the required changes to the Fleet Control Budget billing that is sent monthly to the Finance Department together with making the changes in RTA fleet tracking system.
  - 3.1.4.6. All replaced vehicles will be either traded-in as part of the purchase agreement negotiated by the Fleet Maintenance Division, or sold by the Fleet Maintenance Division at an auction or other means in the best financial interest of the City for the disposal of property after appropriate approval by the City Council and/or the Board of Public Utilities has been given.
- 3.1.5. Replacement of Wrecked or Severely Damaged City Vehicles: In the event a City owned vehicle is involved in an accident or incident resulting in significant damage to the vehicle and is recommended for replacement by the Fleet Maintenance Department, funds from insurance coverage or funds held in the Fleet Control Budget account for said vehicle or both are to be utilized.

If there are not sufficient replacement funds for the subject vehicle, then the balance needed for replacement shall be requested from and approved by the City Manager.

- 3.1.6. Equipment Replacement Schedules:

- 3.1.6.1. The Finance Department in cooperation with the Fleet Maintenance Division will maintain the Fleet Control Budget for the replacement of scheduled vehicles and equipment.
- 3.1.6.2. Special authorization granted by the City Manager shall be maintained in the Finance Department to support exceptions to the general provisions of this section of the Vehicle Policy.
- 3.1.6.3. Equipment replacement schedules shall be updated annually at the direction of the City Manager.

3.2. Employees with Commuting Privileges

- 3.2.1. Employees holding certain positions are furnished with city owned vehicles for use in city business. The authorization to drive vehicles home is based on the higher than normal need to be on-call to return to duty on evenings and normal days off. Employees using city owned vehicles must reside in the Tulare area to be eligible for commute use of said vehicle. Any employee designated for commuting privileges may choose not to exercise the privilege.
- 3.2.2. Employees who use a vehicle under this policy are subject to the following conditions:

Neither the employee nor any friend, associate or member of the family may use the vehicle for personal use with the exception that the employee may use the vehicle for commuting to and from home and work, and “de minimums” personal use, such as a stop for a personal errand on the way to and from home, for lunch between business errands, and for transporting non-city employees during city business related activities. The City Manager may modify any of these limitations as conditions warrant.
- 3.2.3. The employee is expected to maintain evidence sufficient to determine whether the use of the vehicle met each of the above conditions. Vehicle policy and use for police personnel is contained in the Police Procedure Manual.
- 3.2.4. An employee using a city vehicle for commute purposes under the provisions of this policy may, from time to time, be assigned a “pool” vehicle during a period when the assigned vehicle is damaged, inoperative or has been temporarily reassigned. When this condition occurs, the “pool” vehicle shall be used in compliance with these regulations.

3.3. Drivers Re-Education

All City employees and volunteers driving for and on behalf of the city and having four or more points on their driving record or having a restricted license, shall be required to go through the Drivers Re-Education Program. This program will

consist of drivers counseling, training and/or the defensive drivers training program provided by the Department of Motor Vehicles or other approved drivers training program.

4. VIOLATION/ENFORCEMENT. It shall be the responsibility of all supervisors to ensure that employees comply with this policy and to take appropriate disciplinary action when violations occur.
5. DISCLOSURE. The City has the right to add to, delete from or amend this policy at any time. The City Manager reserves the right to make an exception to this policy, if he/she believes such an exception is in the best interest of the City. The City Manager reserves the right to withdraw the approval of an employee or volunteer to drive a City owned or personal vehicle for City business.
6. REVISION HISTORY

<u>Version #</u>	<u>Date</u>	<u>Approved By</u>
3	5/10/2021	Rob A. Hunt, City Manager
2	11/20/2018	Willard Epps, Interim City Manager
1	7/27/1992	Lynn Dredge, City Manager

Attachments

- A. New or Replacement Vehicle Request



# City of Tulare New or Replacement Vehicle Request

Department \_\_\_\_\_ Division \_\_\_\_\_ Division # \_\_\_\_\_

Vehicle is an Expansion Vehicle to the Department

Vehicle Justification, What type of vehicle is being requested. Vehicle will be used for what purpose or by what employee:

Vehicle is a Replacement for Unit #

Describe vehicle to be replaced, Year, Make, Condition, Miles, suitability for the department:

Vehicle Requested is a Like Type Replacement (*Truck for Truck, Car for Car etc.*)

Vehicle Replacement is **NOT** a Like Type Replacement (*Truck for Car, Car for Equipment, etc.*)

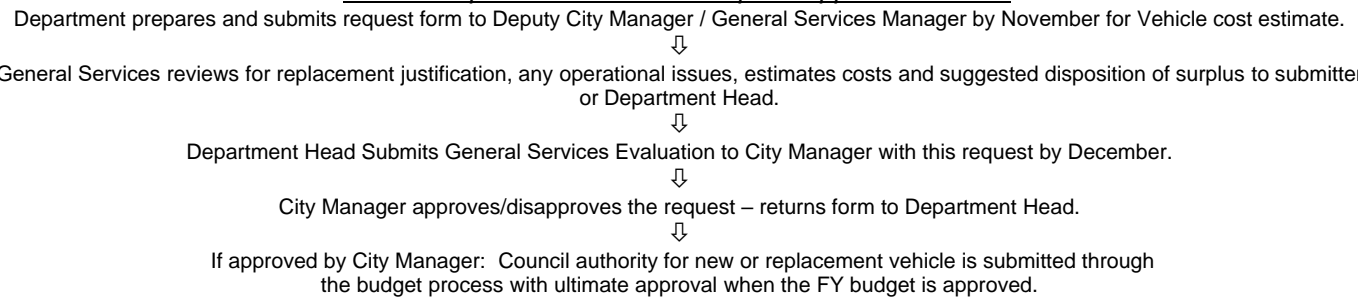
Describe New Vehicle Type and any Special Equipment or Requirements for Use: Please refer to Vehicle Justification section above.

Funding Source for the Replacement or Expansion (Fleet reserve, grant monies, revenue generating, etc.):

*(For additional comments and information, or if additional space is needed, attach a memo to this form.)*

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### New or Replacement Vehicle Request Approval Process



New vehicle expansion or replacement request reviewed by General Services Director

Estimated new or Replacement Cost \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

New or Replacement Vehicle Request Approved  Not Approved

CITY MANAGER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_