CITY OF EUREKA	Category:	FINANCE
POLICIES & PROCEDURES	Subject:	USE OF CITY VEHICLES
Date Adopted: January 1, 1976	File Number	2.11

POLICY OBJECTIVE

To provide for the most efficient use of City vehicles.

ASSIGNED RESPONSIBILITY

City Manager and all Department Heads

APPLICABILITY

Applicable to all employees who use City-owned vehicles.

PROCEDURES

It is the responsibility of each department head to insure that the following rules are enforced:

1. City vehicles are to be used only for official City business.

2. Persons should not be carried in City vehicles except those engaged in official City business.

3. When taking business trips of an extended nature, (e.g. to out of town conventions, conferences, etc.), that include family members, a private vehicle should be used.

4. Specific exception to rules #2 and #3 may be made by the City Manager for official functions at which attendance of an employee's spouse or family is expected as a matter of protocol.

5. When a city vehicle is used for travel to out-of-town meetings, employees shall follow the most direct route to and from the meeting.

6. Private vehicles shall be used if a side trip is planned or if a longer route is planned than necessary for conducting the City business.

7. A number of employees who are on twenty-four hour emergency call are assigned City vehicles for use during non-regular work hours. Use of these vehicles should be confined to the most direct route between City business and the employee's residence. The vehicles should not be used for running errands or for any other private purpose.

8. Employees operating City vehicles shall obey all laws and practice courteous and safe driving habits. Department Heads will investigate and take proper disciplinary action if a complaint is filed regarding improper use of a City vehicle by any employee.

9. Clearance must be obtained from the City Manager for any use of city vehicles during non-regular work hours.