

**CITY OF ROCKLIN  
ADMINISTRATIVE POLICY  
USE OF CITY-OWNED VEHICLES**

**SUBJECT:** Appropriate uses of City-owned vehicles.

**PURPOSE:** The purpose of this policy is to provide guidelines to City employees and volunteers on the appropriate use of City-owned or leased vehicles in the performance of their assigned duties.

**POLICY:** It is the policy of the City to provide, at its discretion, vehicles for use by employees to assist in the efficient performance of their duties. It is the goal of the City to procure and provide those vehicles that are best suited for their intended purpose. It shall remain a management right to determine if a vehicle will be provided and the types and numbers of vehicles to be provided.

The provision of City-owned vehicles is generally to facilitate the work of the employee within the City limits or within the immediate area. It shall be the responsibility of the department head to determine when it is more effective for City vehicles to be used outside of the jurisdiction for an extended period of time as opposed to the employee's use of their personal vehicle or the use of alternative transportation. Any use of a personal vehicle shall be reimbursed at the rate set periodically by the IRS for business travel.

City vehicles shall only be used to perform such functions as are included in the user employee's job duties or related duties as may be assigned. City vehicles shall not be used and shall not be allowed to be used for personal business or personal use by the employee. The City Manager may waive this restriction in limited circumstances by prior agreement.

Based on job description and response requirements, selected employees may be allowed to use their assigned City vehicle for transportation between their primary residence and their work location. Assignment of vehicles to such employees shall be reviewed on an annual basis to verify the benefits to the City of such use.

The basic criteria for such assignment is that the employee is frequently subject to call for emergency response during off-duty hours and has specific expertise and adequate authority to handle such calls. Ongoing take-home authorization of City vehicles shall be limited to those employees that reside within ten miles of their assigned work location.

The use of such assigned take-home vehicles shall be limited to the transport of the designated employee between their residence and the worksite or other approved destination. The transport of other employees, volunteers, or any other persons for commute purposes to or from the work site shall not be an approved use.

The use of City vehicles shall be authorized for the following purposes:

- 1) Performance of assigned duties;
- 2) Transportation between work locations;
- 3) Transportation inside and outside of City to attend meetings, seminars, special events, and conferences that have been appropriately authorized;
- 4) Transportation to procure supplies, equipment, materials or services for City use;
- 5) Transportation to make deliveries related to City business.

City employees may transport non-City employees in City vehicles only when required by the specific assignment.

Non-City employee volunteers may be authorized to operate a City vehicle under limited circumstances and only for the specific event for which they have volunteered. Each such volunteer must provide evidence of a valid operator's license appropriate for the type of vehicle to be driven. A copy of the license should be retained by the Division utilizing the volunteer.

All drivers who operate a City vehicle on a street or highway shall assume responsibility for the following:

- 1) Compliance with all state vehicle codes;
- 2) Security of the vehicle by not leaving keys in unattended vehicles and locking vehicles when not in use;
- 3) Immediately reporting mechanical failures or safety device malfunctions to the Fleet Manager;
- 4) Not operating a City vehicle after consuming an alcoholic beverage or any other substance or medication that may impair the ability to safely operate the vehicle;
- 5) Immediately reporting any accident, collision, theft, or damage to the vehicle to the employee's immediate supervisor, the appropriate law enforcement agency and to the Fleet Manager;
- 6) Parking the vehicle in a proper and/or safe location at all times;
- 7) Possession of a valid driver's license appropriate to the type of vehicle being operated;
- 8) Proper appearance of vehicle; i.e., cleanliness both interior and exterior.

City employees who are assigned a vehicle for regular use shall relinquish the vehicle for regular scheduled preventive maintenance by Fleet. All maintenance on City vehicles shall be performed by or arranged by City Fleet personnel.