

MUNICIPAL VEHICLE POLICY AND PROCEDURES

STATEMENT

The City of Ashland herein establishes a municipal vehicle policy. The implementation of a municipal vehicle policy by the City of Ashland will further the overall interests of the City by (1) ensuring public safety; (2) developing public trust and integrity; (3) discouraging corruption; and (4) minimizing or eliminating liability. Department Heads or Supervisors will be furnished with all rules and changes hereto, and shall be responsible for maintaining a complete set of rules, and for bringing these rules to the attention of all employees under their supervision.

GUIDELINES

Municipal vehicles will be furnished for assigned permanent, full-time employees that live within a twenty (20) miles radius of the designated department as specified under "Policy." An employee with a take home vehicle shall follow the following provisions:

1. Only City employees possessing a valid State of Alabama driver's license appropriate for the vehicle, are authorized to operate City vehicles.
2. Employees shall not operate a City vehicle under the influence of drugs or alcohol.
3. Employees shall not transport any persons other than City employees in a City vehicle, except in the course of official business.
4. Employees and authorized passengers are expected to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the City, while operating a take home vehicle.
5. All incidents involving City vehicles must be reported to the Alabama State Trooper and the employee's supervisor immediately. Employees with take home vehicles will provide copies of any accident reports, citations, etc., concerning the vehicle or its operation, to their supervisor.
6. Employees will not operate their vehicles in such a way as to cause public criticism or nuisance. This includes vehicle parking when not in use.
7. Employees will not operate their vehicles for personal business conducted outside the city limits or jurisdiction.
8. Employees will not transport alcohol by City vehicles.
9. City vehicles will not be used on off-duty hours to come to the City of Ashland for personal business.

10. Employees must be properly attired or have proper identification to show their full-time employment status with the City of Ashland when operating the assigned vehicle.
11. Employees are expressly prohibited from making any cosmetic or mechanical modifications to any City owned vehicle without the approval of the Mayor of the City of Ashland. The Mayor reserves the right to remove any or all modifications that may impair the vehicles safety or usefulness and/or cosmetic changes that are not in keeping with City policy.
12. Take-home vehicles may only be used for personal purposes on a “de minimis” basis, such as an occasional use for a personal errand while using the take-home vehicle for a business purpose or during a commute to or from work.
13. Unattended take-home vehicles shall be legally parked and locked at all times, except in emergency circumstances. Employees shall not leave sensitive information or public documents (other than reference material) in the vehicle while off duty.
14. Employees are responsible for the maintenance of their take home vehicles. Scheduled maintenance will be coordinated with the City of Ashland. Employees will be responsible for routine maintenance, such as checking the tire pressure, all fluid levels etc. Employees may be subject to disciplinary action for failing to maintain their take home vehicle in proper working order or if there are signs of mechanical abuse or uncleanliness. All vehicle maintenance shall occur on duty.
15. Any employee assigned a take-home vehicle is required to commute in the vehicle for valid business reasons.
16. Any employee on any kind of extended leave beyond seven (7) days shall be required to park their vehicle at the designated parking area as described below under “Policy.”
17. Occasions that may prompt the Mayor of the City of Ashland or supervisor of such department to authorize additional employees to take home department vehicles include but are not limited to: preparations made in advance of a severe storm, such as a hurricane, to secure vehicles or to position vehicles to facilitate effective post-storm service restoration/clean-up activities. Such authorizations may be temporary in nature and may require alternative work assignments. Pre-approval from the Mayor or Administrator of the City of Ashland to take home a City vehicle for storm related purposes may be requested in writing through Department Heads in accordance with Department/Division Disaster Plans.
18. The assignment of a City take-home vehicle may result in taxable income to the employee pursuant to IRS rules. Typically, qualified non-personal use vehicles (such as an ambulance, bus or other vehicle whose design would make the vehicle unlikely to be able to be used personally) are exempt from taxation, while use of other vehicles may result in the attribution of taxable income. In circumstances where the employee with a take-home

vehicle is not restricted to personal use (i.e., supervisor of listed department) he/she will be required to keep a log of all personal usage– to be turned in monthly (see Appendix A). At the end of the year, the personal use miles will be divided by the total miles driven in that vehicle to determine the “personal use percentage” of that vehicle. The personal use percentage will be multiplied by the Annual Lease Value (as defined in IRS Pub. 15-B) to determine the amount that must be added to that employee’s taxable income. In instances where personal use is prohibited except for commuting, that employee may either pay the City \$1.50 for each trip from their home to work or from work their home, or the City will include an additional \$1.50 of taxable income on that individual’s W-2 for each such trip.

19. Violations of this policy and procedures may result in disciplinary action and could result in the revocation of take home vehicle privileges.

POLICY

Municipal vehicles will be furnished for assigned permanent, full-time employees that live within a twenty (20) miles radius of the designated department as specified below. City vehicles will be used only for departmental duties. Travel time will not be counted for hours worked.

I. Police Department

This policy is intended for all full-time, non probationary sworn law enforcement employees. Probationary employees shall be at the discretion of the Chief of Police. When not needed for duty or patrol, vehicles will be stationed at the police department located at 54 Court Square, Ashland, Alabama 36251. Dispatchers will not be furnished municipal vehicles.

II. Fire Department

This policy is intended for all full-time volunteer fire department employees. When not needed for duty, City vehicles for the fire department use will be stationed at the fire department located 21 3rd Avenue South, Ashland, Alabama 36251.

III. Maintenance, Streets, & Parks and Recreation Department

This policy is intended for all full-time maintenance, streets, and parks and recreation department employees. When not needed for duty, City vehicles for these departments use will be stationed at the maintenance department at 720 County Road 31, Ashland, Alabama 36251.

EFFECTIVE DATE OF POLICY: _____

Approved:

LARRY J. FETNER
City of Ashland Mayor

Date

Attest:

CHELSEY WYNN
City of Ashland Administrator/Clerk

Date

CITY OF ASHLAND

TAKE HOME VEHICLE GUIDELINES AND POLICY

AWARENESS ACKNOWLEDGMENT

I acknowledge that I have carefully read and understand the Take Home Vehicle Guidelines and Policy.

I have been given a copy of the Take Home Vehicle Guidelines and Policy to retain in my personal records.

Employee Signature

Date