



1B (2)

DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

5730 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
RISK MANAGEMENT
AND INSURANCE
SUPPORT SERVICES

June 12, 1987.

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Report Back on Overnight Retention of City Vehicles and
Policy

SUMMARY

This report is a follow-up to Councilperson Chinn's request on June 9, 1987 regarding the number of vehicles authorized for overnight retention and the City's policy on overnight retention.

INFORMATION

All individual vehicle assignments must be justified in writing to the City Manager prior to the assignment and are subject to review. Assignments to individuals shall be specified as "Duty Hour Retention", "Overnight Retention", "Seasonal Overnight Retention", or "Intermittent Overnight Retention" (Refer to Sections 2 and 7 of attached GSPD 86-1, dtd 12/1/86).

Below is a schedule of the currently authorized overnight vehicle retention by activity, by category:

	<u>Vehicle Type</u>	<u>Overnight On-Call</u>	<u>Overnight Retention</u>	<u>Seasonal Overnight Retention</u>
<u>General Services</u>				
Facility Mgmt. Div. -	Mech.	1/2TFU	1	
	- Elect.	1/2TFU		1
Fleet Mgmt. Division-	Shop	CFU		1
	Fire Support	Van		1
	Solid Waste Support	CFU		1

Report Back On Overnight Retention
of City Vehicles and Policy
Page 2

Police Department

Administration	Sedan		12	
Office of Chief	Sedan	2	3	
Office of Investigation	Sedan	5		
Office of Operations	Sedan	2	4	
	Motorcycle		23	

Fire Department

Sedan	1	
-------	---	--

Parks & Community Service

Sedan	2	11
PU	2	7


Public Works

Animal Control Division	PU	1	1	
Engineering Division	PU	3		
Street Division	PU	4	1	2
Water Division	PU	16	4	3
Flood Control & Wastewater Division	PU	18	6	3
Solid Waste Division	PU	<u>1</u>	<u> </u>	<u> </u>
Totals		53	63	26

RECOMMENDATION

This report is for Committee information and no action is required.

Respectfully submitted,


Frank Mugartegui
Director of General Services

FOR COMMITTEE INFORMATION ONLY:

June 23, 1987


Jack R. Crist
Deputy City Manager

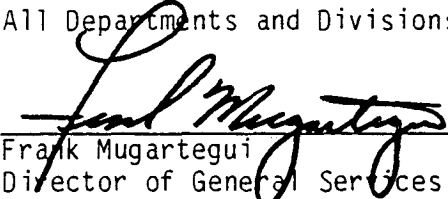
Attachment - GSPD 86-1

CITY OF SACRAMENTO
GENERAL SERVICES POLICY DIRECTIVE

Topic: City Employees Transportation Policy and Procedures Effective Date: December 1, 1986

From: Department of General Services Supersedes: GSPD-85-1
Dtd 1/1/86

To: All Departments and Divisions Section: GSPD-86-1

Approved: 
Frank Mugartegui
Director of General Services

SUMMARY OF CONTENTS

1. Purpose and Scope
2. Policy
3. Definitions
4. Transportation Availability
5. After Hours Availability of City Vehicles
6. Use of City Owned Vehicles
7. Assignments of City Owned Vehicles
8. Use of Privately Owned Vehicles
9. Reimbursement for Use of Privately Owned Vehicles
10. Accident Reporting
11. Traffic Citations
12. City Equipment in Privately Owned Vehicles
13. Seat Belts

SUMMARY OF CONTENTS - Cont'd

14. Appendixes

- 14.1 Insurance Certification
- 14.2 Driver's Report of Accident
- 14.3 Vehicle Assignment Request
- 14.4 Reimbursement for Use of Privately Owned Vehicles

1. PURPOSE AND SCOPE

- 1.1 To establish the policy, procedures and guidelines for use of City or privately owned vehicles to perform City business. The provisions relating to City owned vehicles apply to all vehicular equipment. This procedure applies to all City employees and officials, and supersedes all other directives previously issued pertaining to use of City owned or personal vehicle use on City business.

2. POLICY

- 2.1 It is the policy of the City to provide employees with suitable transportation to conduct official business. In most cases this will be a City vehicle. However, with the approval of the City Manager and the concurrence of the employee, a privately owned vehicle may be authorized for use by an employee to conduct City business. It is the policy of the City that no employee will suffer a personal financial loss in carrying out City business.
- 2.2 The City Manager has the responsibility for administration of the provisions of this policy.
- 2.3 Assignments of City owned vehicles or the reimbursement for use of privately owned vehicles must be justified in writing to the City Manager and are subject to periodic review.
- 2.4 City vehicles provided shall be used only for official City business. Reimbursement for mileage does not include conducting personal business. City and privately owned vehicles being used for City business shall be operated in a manner consistent with all safety and legal requirements of the City and State.
- 2.5 Thirty (30) days notice will be given prior to termination or modification of the assignment of a City vehicle or the reimbursement for use of privately owned vehicles.

3. DEFINITIONS

- 3.1 Term "Out-of-Town Travel" means travel beyond twenty-five (25) miles of the City limits.
- 3.2 Term "Duty Hour Retention" means vehicle assignment on a continuous basis during duty hours.
- 3.3 Term "Overnight Retention" means that an individual may be assigned overnight retention of a City vehicle when it is deemed in the public interest and the task(s) to be performed requires immediate response during off-hours.

- 3.4 Term "Seasonal Overnight Retention" means that an individual be assigned overnight retention for a defined period.
- 3.5 Term "Intermittent Overnight Retention" means that an individual may be assigned overnight retention of a City vehicle when task(s) performed require employee's presence at times other than normal work schedule.
- 3.6 Term "Official City Business", as related to individuals authorized to used their personal vehicles on City business, covers all mileage except normal miles driven to and from an employee's home and their assigned regular work location.

4. TRANSPORTATION AVAILABILITY

- 4.1 Five types of transportation are available to City employees for use on City business:
 - a. City owned vehicles assigned from the pool for intermittent local or out of town travel.
 - b. City owned vehicles assigned on a full working day basis or on a permanent basis.
 - c. Employee owned vehicles (actual mileage or monthly allowance reimbursement).
 - d. Authorized emergency transportation by private car or taxicab.
 - e. Public carriers (bus or air travel).

5. AFTER HOURS AVAILABILITY OF CITY VEHICLES

- 5.1 In the event that an employee is called out after his/her normal working hours and does not wish to use their personal vehicle on City business, a radio equipped vehicle can be checked out from the security guard at the Corporation Yard, 5730-24th Street except for employees categorized in Section 4.1c. In this circumstance, the employee will be reimbursed for their mileage from home to the Corporation Yard and back, or, in the event the employee's personal vehicle is not available, the employee may be reimbursed for taxi fare.

6. USE OF CITY OWNED VEHICLES

- 6.1 City owned vehicles shall be used for official City business only and shall be operated in a manner consistent with all safety and legal requirements of the City and State. Employees violating this provision are subject to disciplinary action.

- 6.2 Costs of repairing damage to City vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable at the option of the City from the employee.
- 6.3 City owned vehicles shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the official City business being conducted (i.e., speakers, fellow conference members, etc.). Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
- 6.4 The driver of a motor vehicle used on City business should verify that the vehicle is in good operating condition before embarking on a trip. The following items are to be checked by the driver prior to the use of any vehicle: brakes, fuel, oil, horn, rear view mirrors, steering and windshield wipers. All mechanical defects must be reported to the Car Pool Supervisor.
- 6.5 Pool vehicles shall serve as the primary source of transportation for general, short-term or occasional usage. The following conditions shall exist prior to checking out a pool vehicle:
 - a. The employee needs the vehicle for conduct of official City business;
 - b. The employee may be requested to exhibit a valid California driver's license to the Car Pool Supervisor;
 - c. The employee presents required billing information (i.e., department/division title and organization number); and
 - d. The employee has not been denied use of City vehicles for proper cause by the City Manager or department head.

After checking out a vehicle and making the required trip, the employee shall return the vehicle to the pool. Durations of checkout shall be limited to the shortest practical time so that vehicle utilization can be maximized and fleet size kept at a minimum.

- 6.6 Pool vehicles shall not be utilized by any employee for overnight retention except when authorized by the department head or division head with a properly filled out Vehicle Assignment Request Form (See Appendix 14.3).

- 6.7 Pool vehicles shall not be utilized by any employee for "Out-of-Town Travel" (i.e., 25 miles beyond the City limits) without prior approval of a Travel Request and Claim Form (Form 22) and Vehicle Assignment Request Form (See Appendix 14.3).

7. ASSIGNMENTS OF CITY OWNED VEHICLES

- 7.1 All individual vehicle assignments must be justified in writing to the City Manager prior to the assignment and are subject to periodic review. City vehicles may be assigned to individuals when essential to the City for public safety, on-call assignments, and other special or emergency assignments.
- 7.2 Individuals assigned City vehicles shall be responsible for abiding by the provisions of this policy. Vehicles assigned to individuals shall be made available for official use by other employees during all periods when immediate availability to the assignee is not required. In addition, the assignees are responsible for bringing the vehicles to City maintenance facilities at appropriate times.
- 7.3 Assignments to individuals shall be specified as "Duty Hour Retention", "Overnight Retention", "Seasonal Overnight Retention", or "Intermittent Overnight Retention".
- 7.4 In case of an emergency, a department head may authorize an employee temporarily to retain the vehicle overnight and/or on weekends under certain conditions without prior approval of the City Manager. This approval must be obtained in advance except in an emergency. Emergency work, in this case, is defined as necessary work requiring immediate attention for the protection of persons or property and specifically requiring the presence of the employee in a supervisory and/or technical capacity to reduce the emergency.
- 7.5 Each year, departments and divisions shall review the necessity for each individual vehicle assignment prior to submitting their budget requests to the City Manager.
- 7.6 Departments and divisions shall maintain a list of existing assignments, including the type of vehicle, position classification and name of the person to whom the vehicle is assigned and justification for the assignment. This list shall, upon request, be sent to the City Manager and all assignments not appearing on the list will be considered in violation of the policy.

8. USE OF PRIVATELY OWNED VEHICLE

- 8.1 The use of privately owned vehicles shall be allowed and encouraged when such use is determined to be in the best interest of the City.
- 8.2 Use of a privately owned vehicle for official City business is voluntary unless specifically stated as a condition of employment.
- 8.3 A privately owned vehicle, while being used for official City business, shall be considered an official vehicle and subject to the following rules:
 - a. The vehicle shall be a conventional four-wheel, enclosed vehicle;
 - b. The vehicle shall be equipped with seat belts; and
 - c. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
- 8.4 Any employee authorized use of his/her privately owned vehicle for official City business shall have:
 - a. A valid California driver's license; and
 - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Section 16430). Currently, the requirement is \$15,000/\$30,000.

An employee receiving mileage reimbursement shall certify that the preceding requirements are met each time a mileage claim is submitted. Employees receiving a monthly automobile allowance will sign a statement certifying that the preceding requirement is met. (See Appendix 14.1.) The City may require documentation of such compliance. Falsification of these records shall be grounds for disciplinary action.

- 8.5 Employees receiving a monthly automobile allowance are to use their privately owned vehicles for "Out-of-Town Travel" up to 175 miles one way.
 - * However, they must comply with the provisions of Section 21a.(4) of Personnel Resolution covering unrepresented officers and employee. (See Appendix 14.4.)
- 8.6 In the event that the privately owned vehicle of an employee who is authorized a monthly personal vehicle allowance is out of use for repairs, the City Manager may authorize temporary use of a City owned vehicle for performance of official City business.

*Revised 11/18/86

9. REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLES

- * Refer to FPI #14, provided in Department of Finance Policy Instruction.

10. ACCIDENT REPORTING

10.1 Reporting of vehicle accidents by City employees driving a City owned vehicle or their own vehicle on City business is required; it must be prompt, accurate, and complete. The importance of proper and timely reporting cannot be overemphasized because personal and City liability are involved. Many times the good will of the general public and the City is also in the balance.

10.2 General instructions in case of any accidents:

- a. Be calm;
- b. Be courteous;
- c. Call the police;
- d. Be sure to notify your supervisor immediately;
- e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss. Leave the handling of the claim to the City's Claims Administrator; and
- f. The driver must not admit fault nor discuss the accident with anyone except the police, his supervisor, representative of the Risk Management and Insurance Division, the City's insurance adjuster, or Safety & Training Coordinator.

10.3 The reporting procedure to be followed by City employees who are involved in a vehicle accident while driving a City owned or their own vehicle on City business is listed below:

- a. Call the police immediately;
- b. Complete and distribute copies of Driver's Report of Accident (Form RM 2-77, Appendix 14.2), as noted on lower left corner of form, within 24 hours of incident;

*Revised 11/18/86

- c. Should it appear that an accident involves serious injuries and/or serious property damage, immediately telephone the City's Safety & Training Coordinator at 449-5278 (after normal work hours, call 449-5011);
- d. If the driver is injured and unable to complete the report, it should be completed by the driver's immediate supervisor.

11. TRAFFIC CITATIONS

11.1 Traffic citations issued to an employee while using a City or personal vehicle on City business are the sole responsibility of the employee involved. Parking citations issued to a City vehicle are the responsibility of the employee who parked the vehicle. If the employee cannot be identified, the department or division to which the vehicle was assigned shall be responsible.

12. CITY EQUIPMENT IN PRIVATELY OWNED VEHICLES

12.1 City equipment may be installed in privately owned vehicles utilized for City business upon the written request of the department head involved and upon the written authorization of the City Manager. Authorization shall be granted only if the use of the private vehicle is covered in Section 8 of this policy. Upon the installation of the City equipment, the employee (i.e., the owner of the vehicle) shall be responsible for any misuse of the equipment involved.

13. SEAT BELTS

13.1 The use of seat belts is mandatory for drivers and passengers of City vehicles or privately-owned vehicles when used to conduct official City business.

13.2 Sanitation worker crews, except for operators of automated refuse side loaders, shall be exempt from this policy while actually performing residential or central City commercial collections, but shall not be exempt when performing other duties such as driving or riding enroute to or from a residential or central City commercial area.

13.3 The Police Department shall establish a separate seat belt policy for transporting prisoners.

13.4 Failure to use seat belts may result in disciplinary action pursuant to the Rules and Regulations of the Civil Service Board.

14. APPENDIXES

14.1 Use of Privately Owned Vehicle on City Business Insurance Certification

14.2 Form RM 2-77 (Rev. 7/81), Driver's Report of Accident

14.3 Vehicle Assignment Request Form

*14.4 Article IV Reimbursements and Allowances Section 21(a) of Personnel Resolution covering unrepresented officers and employees. (Resolution 85-512)

*Revised 11/18/86