

Vehicle Use and Operation Policy

- 1.0 POLICY STATEMENT:** To establish uniform vehicle use practices and guidelines for all municipal departments and employees to ensure against the abuse of inefficient use of public property.
- 2.0 PROCEDURES:** The City recognizes that the use and operation of city-owned vehicles may be required of specific employees in various departments in performance of their duties. Vehicles may be assigned to one or more employees for their primary use during the work day or may be assigned as “pool” vehicles available and used for general departmental purposes at departmental or executive level. At the end of every work day, city vehicles must be parked in their assigned parking area on city property unless specifically exempt by conditions set forth in this policy.
- 2.1 Employees may be granted the privilege of using city vehicles when the best interests of the public is served by providing city employees with safe, dependable transportation for extensive travel during or after working hours, for after hours response to emergency requests for service or for other official purposes vital to service of the citizens of Johnson City.
- 2.2 *Overnight Use and Assignment* - Employees residing outside their respective department’s service area will not be routinely granted overnight use of a city vehicle unless it can be demonstrated that such use would serve the best interests of the city and approved by the City Manager.
- 2.3 Employees who reside within the service area of their respective department may be assigned overnight use of a city vehicle by the City Manager, subject to the provisions set forth as follows:
- 2.3.1 The Assistant City Manager, Heads of Operating Departments and their Assistant Department Heads may be provided overnight use of a city vehicle as a condition of employment only if they live within the city limits of Johnson City.
- 2.3.2 Other specified city personnel whose regular duties require frequent after hours response to emergency requests for service, both evenings and weekends, may be provided overnight use of a city vehicle. Annual audits of need must demonstrate at least one “call out” per week.
- 2.4 Temporary overnight assignment of city vehicles may be approved for use by city employees by his or her Department Head in an emergency situation or for official purposes in such cases as the best interest of the city will be served by such action.

Temporary overnight vehicle assignment requiring more than three (3) nights of use during a one week period must be approved by the City Manager.

2.5 Specific Conditions of Vehicle Use

2.5.1 City-owned vehicles are to be used for official purposes only. Personal use of a city vehicle is not permitted.

2.5.2 Persons who are not in the employ of the City of Johnson City may ride in city vehicles for official out of town travel or for periods of extended duration only with prior approval of the City Manager.

2.5.3 City-owned vehicles are not assigned for, nor shall be used for, the convenience of the employee with regard to transportation needs or other non-business activities.

2.5.4 Subject to approval of the City Manager, specific personnel may draw a vehicle allowance in lieu of a city vehicle, however, the general policy is that all city personnel use city-owned vehicles while on city business.

2.5.5 Employees who are on annual leave (or other circumstances) for more than two (2) consecutive working days will park their city vehicle at the Municipal Building or on other designated city-owned property.

2.6 Maintenance

2.6.1 City personnel driving an assigned city-owned vehicle shall be responsible for adhering to the periodic maintenance schedule that may be required.

2.6.2 Employees operating “pool” vehicles are responsible for servicing such vehicle as required (i.e. gasoline, etc.)

2.7 Required Drivers’ License

2.7.1 Any employee driving a City vehicle must possess a valid State of Tennessee operator’s license with such endorsements as are necessary to lawfully operate that vehicle, including a commercial driver’s license if necessary.

2.7.2 No employee not in possession of a valid State of Tennessee operator’s license with appropriate endorsements as specified above shall drive a City vehicle. Any employee that operates City vehicles whose commercial driver’s license or operator’s license is suspended or revoked shall immediately report such suspension or revocation to the Director of Human Resources. Failure to notify Human Resources could result in disciplinary action up to and including discharge.

2.7.3 Traffic violations, citations, fines, or other action taken by any law enforcement authority against any City employee while driving a City vehicle shall be the individual responsibility of the employee, and may also subject the employee to such disciplinary action as the City Manager may deem appropriate.

2.8 Annual Review

2.8.1 The City Manager and Department Heads shall, at least annually, review the appropriateness and effectiveness of this policy. They shall annually review the assignment of city vehicles to specific employees as well as the necessity for specific employees to take vehicles home overnight.

2.9 Violation

2.9.1 Violation of this policy is considered a MISUSE of city property. Anyone misusing or abusing city vehicles shall be subject to appropriate disciplinary action, up to and including dismissal.

3.0 RESPONSIBILITY: All Assistant City Managers and Department Directors are responsible for the dissemination and administration of this policy within their departments, and for monitoring travel expenses of their employees. All employees who use City vehicles are responsible for compliance with the requirements of this policy and for the exercise of sound judgment. Violation of vehicle use rules can result in disciplinary action up to and including termination. Vehicle abuse can result in criminal prosecution of City officials or employees.

APPROVED:

M. Denis Peterson
City Manager

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