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| CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE | NUMBER: 107-1 | REVISED: 6 | PAGE <u>1</u> OF <u>5</u> |
| | SUBJECT: USE OF CITY OWNED AND PRIVATE VEHICLES | | |

1.0 POLICY:

This administrative procedure establishes City policy and conditions for the use of City owned and privately owned vehicles in connection with the official City business. It shall be the policy of the City to conserve fuel consumption by regulating usage and proper scheduling of the City owned vehicles.

2.0 ORGANIZATIONS AFFECTED:

All departments/divisions

3.0 PROCEDURE:

3.1 General

3.1.1 It is the policy of the City to insure that all City employees requiring transportation for the satisfactory completion of their assigned duties will either (1) have a City vehicle available for their use as required by the nature of their work, or (2) be adequately reimbursed for the use of their own private vehicles when such use is authorized.

3.1.2 Authorization for use of privately owned vehicles in connection with official City business during normal duty hours will be forthcoming only when official City vehicles are not available.

3.1.2.1 Authorization for use of privately owned vehicles shall come from the Department Head.

3.1.3 No City owned vehicle will be assigned for the exclusive use of any employee without the specific approval of the City Manager.

3.1.4 All City employees requiring the use of transportation in connection with their official duties are expected to conform to the conditions of such use as set forth herein. It shall be the Department Head's responsibility to assure that employees under his/her control comply with said conditions.

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| CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE | NUMBER: 107-1 | REVISED: 6 | PAGE <u>2</u> OF <u>5</u> |
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3.2 Conditions of Use

3.2.1 Official City vehicles are not to be used for any purpose other than official City business or as approved by the City Manager.

3.2.1.1 Emergency services, use for performing daily duties and out of town meeting attendance, are considered official City business.

3.2.1.2 The City Manager may approve the use of City owned vehicle for commuting to and from work.

3.2.1.3 Commuting use shall be considered a total value of \$1.50 per one-way commute. Use must be recorded on a form provided by the City Finance Department and submitted at the beginning of each month.

3.2.2 No person will be assigned to or permitted to operate a City owned vehicle if he/she does not possess and maintain a valid operator's license, this shall be enforced by the Department Head.

3.2.2.1 Employees shall obey all speed limits and other traffic laws while operating a City owned vehicle. Any expenses incurred as a result of any violation, whether moving or parked, shall be paid by the employee.

3.2.2.2 All people operating a City owned vehicle and those riding in the vehicle shall attach the seat belts before the automobile, pickup, van, or other equipment is in motion, as per State law.

3.2.3 Any employee and/or person operating an official City vehicle may only carry, as passengers, in said vehicle other City employees on official City business and/or such other persons whose transportation via City vehicle is essential to the conduct of City business.

3.2.3.1 City employees conducting official City business out of town (conventions, meetings, etc.) or approved commuting use may carry as passengers family members only if such

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| CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE | NUMBER: 107-1 | REVISED: 6 | PAGE <u>3</u> OF <u>5</u> |
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accompaniment does not interfere with the best interest of the City. Family passengers as such are protected by the City's public liability.

3.2.4 Vehicle assignments permitted are: 24 hour basis, during working hours, or temporary basis.

3.2.4.1 *Assigned on a 24 Hour Basis:* Criteria for a vehicle to be assigned on a 24 hour basis shall be that the employee is subject to call to answer emergency situations on a regular basis day and night or other City Manager approved use. Employee would be allowed to use vehicle lunch hours and back and forth to work and minimal personal use. Assignments shall be made by the City Manager with Department Head recommendations. Employees on leave from work shall make their passenger vehicles available for usage as pool vehicles.

3.2.4.2 *Assigned for Employee's Work Shift Only:* Vehicles will be assigned and scheduled within departments. Vehicles shall not be used for employee transportation during lunch hour or any other non-duty hours, except when authorized otherwise by Department Head. Employee shall not use a City vehicle or get reimbursed for use of private vehicle or get reimbursed for use of private vehicle for attendance of in-town after workday meetings. Storage of vehicles will be at department headquarters, City Hall employees will store vehicles in the City parking lot or City Hall garage when available.

3.2.4.3 *Assigned on a Temporary Basis:* Vehicles will be assigned within departments for temporary usage in town and out of town. Pool passenger vehicles will be made available for this purpose. Individuals with vehicles assigned on a 24 hour basis shall also make vehicles available, if the need arises.

3.2.4.3.1 *Reservations for Pool Vehicles:* Reservations shall be made through the Park Recreation Department. Out of town usage will be granted priority.

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Employees attending the same seminar/conference/meeting shall utilize the same pool vehicle.

3.2.4.3.2 Reservation refusals will be in writing and will serve as basis for employee using his/her private vehicle. An employee using private vehicle without a reservation refusal notice cannot collect mileage, but can be reimbursed for gasoline used, based on sixteen miles to a gallon, legitimate mileage traveled, times the local cost of gasoline.

3.2.5 City vehicles and equipment shall not be parked in the parking spaces in front of City Hall, which are designated for City Hall visitors on official business, except for loading and unloading. These spaces are reserved from the public who are conducting business at City Hall.

3.3 Financial responsibility of the City of Winona and employees in connection with the operation of motor vehicles and equipment.

3.3.1 Employees operating City owned vehicles and equipment are protected against claims for damage to private property and/or personal injuries or death to others and for cost of repairs for damage to City owned motor vehicles or equipment, by the City, when the employee is acting within his/her official capacity.

3.3.2 Employees operating City owned vehicles or equipment and acting outside the scope of their official capacities are not protected by the City's Public Liability and Property Damage Insurance. Therefore, such conduct may result in the employee being subject to claims and litigation by private citizens for damage to property or personal injuries or death. In addition, such employees will be held financially responsible for the amount of damage or loss to City owned vehicles or equipment and may be subject to any other disciplinary action as may be permitted.

3.3.3 Employees Use of Privately Owned Vehicles

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|--|--|-----------------------|--------------------------------------|
| CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE | NUMBER: 107-1 | REVISED: 6 | PAGE <u>5</u> OF <u>5</u> |
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Employees who use their own vehicles on official business are not protected by the City or the City's insurance. The payment made to employees for mileage driven on City business is intended to cover all costs, including insurance coverage, or operating the vehicle. Therefore, the employee must take appropriate action with his own insurance carrier.

3.4 Reimbursement for Use of Private Vehicle

- 3.4.1 Whenever an employee is required or authorized to use his privately owned vehicle for either routine business during normal working hours or after normal hours for emergency services such employee will be entitled to reimbursement for actual mileage incurred in connection therewith at the rate stated in the Travel Policy, 108-1.
- 3.4.2 In order to obtain reimbursement for mileage, the employee must record such mileage on the City Employees Mileage Record and submit it monthly to the Department Head.
- 3.4.3 Upon approval by the Department Head, a requisition shall be made out.
- 3.4.4 After the requisition process is completed, the Finance Department shall properly audit and disburse the payment.
- 3.4.5 Reimbursement claims shall not include mileage for transportation to and from other employee's residence except when such mileage is incurred in connection with emergency services after normal work hours.

VEHICLES ASSIGNED ON A 24 HOUR BASIS

Animal Control Officer
 Police Chief
 Deputy Police Chiefs
 Fire Chief
 Assistant Deputy Fire Chiefs
 Assistant City Manager for Public Works

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