

**ADMINISTRATIVE
PROCEDURE**

SUBJECT: USE OF CARS FOR OUT-OF-TOWN TRIPS

1.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

2.0 PROCEDURE:

- 2.1 Pool vehicles are available for out-of-town trips by City employees.
- 2.2 Department Heads with 24 hour vehicles shall make the vehicles available, if the need occurs.
- 2.3 Reservations for vehicles shall be made through the Park Recreation Department. Also, secretaries have access to the Facility Booking online and may book vehicles for employees. Twenty-four hour notice should be given for reservation.
- 2.4 The employee, upon return from a trip, shall refuel the vehicle (See Administrative Procedure 107-6).
- 2.5 The Park Recreation Department shall be responsible for delivery of the vehicle fit for travel for out-of-town usage.
- 2.6 Keys for pool vehicles shall be returned to the Park Recreation Department upon trip completion.
- 2.7 All employees with passenger vehicles assigned to them on a 24 hour basis shall make their vehicles available to the pool when they are on vacation, sick leave, etc.

DEPARTMENT:
CITY MANAGER

SUPERSEDES:
1/16/02

PREPARED BY:
MJO

APPROVED BY:
EBS

DATE:
4/9/04