



CITY OF VISALIA

Vehicle Policy

Purpose

The purpose of this Policy is to establish rules and procedures for the purchase and use of vehicles by all City of Visalia employees.

Table of Contents

A. Policy Modification and Maintenance

B. Scope of Policy

C. General Provisions

D. Assignment of City Vehicle

1. Request for Assignment of City Vehicle
2. Criteria for Permanent Day Use Assignment
3. Criteria for Permanent Around-The-Clock Assignment
4. Geographic Boundary for Permanent Around-The-Clock Assignment
5. Requesting Permission to Take Home City Vehicle
6. Internal Revenue Service Requirements
7. City Pool Vehicles
8. Appropriate Usage of City Vehicles
9. Reporting Requirements for Personal Use of City Vehicle

E. Use and Reimbursement of Personal Vehicles

1. Criteria for Use of Personal Vehicles
2. Usage of Personal Vehicles
3. City Radio Equipment in Personal Vehicles
4. Reimbursement for Use of a Personal Vehicle
5. Reporting Requirements for Mileage Reimbursement
6. Internal Revenue Service Reporting Requirements
7. Incidental Expenses
8. Exceptions Due to Compensation Agreements

F. Collision Reporting Requirements

1. Reporting Requirements
2. Accident Review Committee

G. Use of Rental Vehicles

H. Vehicle Purchase and Replacement

1. Evaluation of Existing Vehicles
2. Purchase of Budgeted Vehicles
3. Vehicles not Authorized in the Budget
4. Air Quality Considerations
5. Alternative Fuel/Hybrid Vehicles
6. Disposition of Vehicles that have been Replaced

I. Appendixes

- Appendix A: Request for Authorization to Take City Vehicle Home
- Appendix B: Anticipated Useful Life of Vehicles and Equipment
- Appendix C: Vehicle Purchase Authorization Form
- Appendix D: Vehicle Evaluation Form
- Appendix E: Monthly Business-Personal Travel Log
- Appendix F: Vehicle or Property Accident Report Form

A. Policy Modification & Maintenance

This policy may be amended at the direction of the City Manager. Amendments shall become effective immediately unless otherwise noted. This policy is used as an internal control document. As such, it should be reviewed as needed, but no less than biannually as a part of the Budget Preparation process to include any changes or additions necessary. This policy, in its most current adopted form with all appropriate amendments and attachments, shall be included in the City of Visalia Administrative Policies.

Situations will occur in which strict application of this policy may be either operationally or economically inefficient or inappropriate. Exceptions to this policy shall only be made as approved by the City Manager.

B. Scope of Policy

All employees using a personal vehicle for City business, a rental vehicle for City business, or a City vehicle at any time are subject to this policy.

C. General Provisions

The following provisions shall apply to the use of any motor vehicle for City business:

- a. For City-owned vehicles, the City shall maintain safe, reliable and economical transportation as required for City employees to conduct City business.
- b. Any City employee who operates a City vehicle on a public roadway must possess a valid California Driver's License of the proper class for the vehicle being operated, as defined by the California Vehicle Code.
- c. It is the employee's responsibility to immediately inform the City of any changes in the status of their California Driver's License or any restrictions placed upon that license by the California Department of Motor Vehicles.
- d. As required by California Insurance Code §11580.1b, the driver of any private vehicle used for City business shall maintain the following minimum liability insurance on that vehicle.
 - \$15,000 for injury/death to one person
 - \$30,000 for injury/death to more than one person
 - \$5,000 for damage to property

Liability insurance compensates a person other than the policy holder for personal injury or property damage. Comprehensive or collision insurance does not meet vehicle financial responsibility requirements.

- e. City vehicles shall only be used for City-related business unless otherwise authorized by the City Manager.
- f. Each City employee who is assigned a City vehicle is responsible for that vehicle being maintained in a clean condition and to ensure that routine maintenance and safety checks on that vehicle are conducted in a timely fashion.
- g. Employees required to operate City vehicles or personal vehicles for City business will be enrolled by the City in the California Department of Motor

Vehicle Employer Pull Notice Program.

- h. City owned and privately owned vehicles used for City business shall be operated in a manner consistent with all safety and legal requirements of the City of Visalia, State of California and, as appropriate, the federal Department of Transportation.
- i. 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.
- j. Costs of repairing damage to City vehicles resulting from willful misconduct or gross negligence by the employee having custody of the vehicle at the time of the damage may be recoverable from the employee at the option of the City.
- k. Damage sustained to a personal vehicle while being used for City business shall be the responsibility of the employee/owner.
- l. Any citation or arrests while operating a City vehicle or a personal vehicle on City business are the personal responsibility of the employee. The employee will not attend court appearances, traffic school or resulting DMV appointments on City time for such citations and arrests and must arrange such appearances by taking appropriate time off. Any judgment of acquittal or guilt sentence handed down by the court will be satisfied by the employee alone. All fines and court costs, to include subpoena of witnesses and/or attorney fees, if any, are also the sole responsibility of the employee, unless it is the direct result of negligence by the City in furnishing a vehicle designed for, but not properly equipped or negligently maintained for, use on a public roadway.
- m. Any City employee who receives a citation while operating a City vehicle or a personal vehicle while on City business shall report same incident immediately to his/her supervisor. The supervisor shall give written notification to the Department Head with a copy to the Risk Management Division.
- n. Employees must obey all laws while operating a vehicle during work time or for City purposes. Employees shall refrain from using a cell phone without a hands free device; texting or using email on a cell phone or other device while driving; and engaging in any other activity prohibited by law or that distracts the driver from safely driving, whether or not a citation has been issued.
- o. The operator of any vehicle used on City business shall ensure that seat belts are available for and used by the driver and all passengers in the vehicle.
- p. Employees shall not, under any circumstances, operate a City vehicle or a personal vehicle on City business when any physical or mental impairment causes the employee to be unable to drive safely.
- q. Department Heads will take the appropriate steps to have take-home vehicle privileges suspended from any employee that has been off work or on light duty for a period of time longer than two weeks.
- r. Employees and passengers shall not smoke cigars, cigarettes or use any other tobacco product including but not limited to smokeless tobacco, e-cigarettes and vaporizers, while riding in or operating a City vehicle.

D. Assignment of City Vehicles

1. Request for Assignment of City Vehicle

New ongoing vehicle assignments – assignment of a new vehicle made to individuals who have not previously been assigned a City vehicle – shall be made through the City's annual Capital Improvement Program process for acquiring additional vehicles.

2. Criteria for Ongoing Day Use Assignment

Criteria for ongoing day use assignment of a City vehicle to an individual shall include one or more of the following:

- a. Duties requiring frequent daily travel between crews, job sites and offices.
- b. Need for frequent use of special tools or equipment.
- c. Vehicle use required for more than one-half of the employee's daily work assignment.
- d. Job utilization for an average of 650 miles per month or more.

The evaluation process, as discussed in section H.1. a & b of this policy, should be used by each department to determine that vehicles assigned continue to meet the criteria of this section. Vehicles no longer meeting these requirements should be returned to the Fleet Division for reassignment.

3. Criteria for Ongoing Around-the-Clock Assignment and On-Call Assignment

Criteria for ongoing around-the-clock (take home) assignment of a City vehicle to an individual shall include one or more of the following:

- a. The employee must and routinely does, respond to after-hours emergencies one or more times per week, using a specially-equipped vehicle.
- b. The employee provides off-duty field supervision or attends off-duty business-related meetings on the City's behalf three or more times per week.
- c. The employee is required to begin work at a location other than the permanent work station more than 50% of the annual working days.
- d. Inadequate parking space at City facility.
- e. Police Officers assigned a Personalized Patrol Vehicle (PPV) or Personalized Unmarked Vehicle (PUV). (Please see Visalia Police Department Policy Manual – Policy 705.)
- f. Special circumstances determined by the Department Head which require an employee to be on call and respond after hours.

4. Geographic Boundary for Ongoing Around-the-Clock Assignment and On-Call Assignment

- a. Ongoing around-the-clock assignments and on-call assignments of a City vehicle are limited to City of Visalia employees who reside within the Visalia squared off, or fully justified, urban area boundary.
- b. As of the effective date of this policy, the City confirms the following boundary lines for the maximum distance assigned vehicles can be driven home:

Northern boundary line - Ave 336

Southern boundary line – Ave 256

Eastern boundary line – Road 160

Western boundary line – Road 52

These boundaries were established by squaring off or fully justifying the existing outer boundaries of the City's urban boundary line. If the urban boundary lines are extended further outward in the future, as the city grows, this will automatically expand and reestablish the corresponding vehicle take home boundary lines as well.

- c. Department Heads may request an exception that allows a City vehicle to be driven to an employee's residence outside the established boundaries for ongoing or temporary around the clock assignment of a vehicle. Justification for the waiver must be provided on the appropriate form and approved by the City Manager.

5. Requesting Permission to Take Home City Vehicle

Fill out the City form entitled "Authorization to Take a City Vehicle Home," and submit the completed form to the Fleet Division*. Add any comments to this form that are appropriate to be considered in this decision.

The completed form will be reviewed by the Fleet Division and forwarded to the employee's immediate supervisor after the comments and information added to the form are verified.

After the approval or disapproval of the supervisor, the form will be routed to Department Head, who may approve or deny the request. If approved by the Department Head, the form will be forwarded to the City Manager for final approval or disapproval.

There is no appeal to this process.

The completed form will then be filed in the Fleet Division's vehicle file and copies of the finalized form returned to the Department Head and the employee. Each time an employee's assignment changes, a new authorization to take a city vehicle home form must be submitted for review through the above protocol. Employees living outside the take-home vehicle boundary lines who are authorized to take home a vehicle must file the "Authorization to Take a City Vehicle Home" form annually*.

*(*Exception: Public Safety Officers assigned take home Public Safety Vehicles which qualify for tax exemption under section 6.c. of this policy, will follow the guidelines of their departmental take home vehicle policy. Tax exempt Public Safety vehicles do not require submittal of this form to fleet.)*

6. Internal Revenue Service Requirements

The IRS requires that any employee who uses a City vehicle around the clock will pay taxes on the personal use of the take-home vehicle. The value of the personal use is determined as follows.

- a. The employee shall maintain a log of all personal use, including to and from work.
- b. The log will be completed and sent to payroll annually by December 15th for the January 1st-December 31st time period. Mileage for December 16th-31st may be estimated and any variance between the estimated and actual mileage provided to payroll by the 5th work day of the following January.
- c. Annually, payroll will calculate the vehicle's lease value and charge the personal usage percentage of the vehicle's lease value plus a per mile gasoline charge to the employee as taxable income. This amount will be added to the employee's W-2.

Some public safety vehicles are exempt from IRS regulations as a working condition fringe benefit. To qualify for this exemption, all of the following requirements must be met.

Marked Public Safety Vehicles

1. The vehicle must be clearly marked with insignia or words which make it clear that it is a public safety vehicle. A marking on a license plate is not clear marking for this purpose.
2. The vehicle must be required to be used for commuting by a public safety officer, as defined in section 402 (I)(4)(C) who, when not on regular shift, is on call at all times. Section 402 (I)(4)(C) defines public safety officer as "an individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer, a firefighter, a chaplain, or as a member of a rescue squad or ambulance crew."
3. Other than commuting, personal use of the vehicle outside the limit of the public safety officer's obligation to respond must be prohibited by the governmental unit.

Unmarked Public Safety Vehicles

1. The driver of the vehicle must be a law enforcement officer, as defined in 26 CFR part 1, ¶. 3 Section 1.274-5 ¶ (k)(6)(ii), which requires the driver to be employed on a full-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), and be authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), and to regularly carry firearms (except when it is not possible to do so because of the requirements of undercover work). The term "law enforcement officer" may include an arson investigator if the investigator otherwise meets these requirements.

2. Take home usage (commuting) must be authorized due to the need to report directly from home to a stakeout or surveillance site, or to an emergency situation.
3. Any personal use of the vehicle (commuting) must be authorized by the City of Visalia.

Police vehicles qualifying under this section as a working condition fringe benefit will follow the guidelines of the City of Visalia Police Department's Personalized Patrol Vehicles Policy (Please see Visalia Police Department Policy Manual – Policy 705.)

Personal use of Public Safety vehicles which does not meet the requirements for a working condition fringe benefit will be added to the employees W-2 as required by the IRS and outlined above and must be approved as outlined in section 5 above.

7. City Pool Vehicles

At the discretion of the City Manager and the Public Works Director, a small motor pool of City vehicles may be maintained by the Fleet Division for an employee's temporary use. Use of pool vehicles shall be subject to the following provisions:

- a. A request for extended use of a pool car (five working days or longer) must be approved by the Fleet Supervisor.
- b. Use of a pool vehicle may be granted to an employee with Department Head approval, on a one-day basis, when the employee is on emergency call, must attend a business-related activity or begin work at a location other than the permanent work station.

8. Appropriate Usage of City Vehicles

Use of a City vehicle by any City employee shall be subject to the following:

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, consultants, contractors, other conference attendees, etc.) with the following exceptions:

- a. Incidental transporting of children, during off duty time, to and from child care or school while driving to and from the workplace;
- b. Transportation of person or persons in the event of an accident or other emergency;
- c. Incidental transporting of others in public safety vehicle while responding to an incident from off-duty status.

9. Reporting Requirements for Personal Use of City Vehicle

Any personal use of a City take-home vehicle shall be promptly reported to payroll. For each such use, the operator shall document the date driven, destination from and to and total miles for the trip. This reporting shall satisfy the requirements of the IRS. Again, certain public safety vehicles may be exempt from this requirement. (Please see, D. Section 6. Internal Revenue Service Requirements.)

E. Use & Reimbursement of Personal Vehicles

1. Criteria for Use of Personal Vehicles

Authorization to use a personal vehicle for conducting City business may be granted when it is in the best interests of the City. Personal vehicle use may be recommended by the Fleet Supervisor with the concurrence of the Department Head, when the Fleet Divisions cost records indicate that the replacement or the continued usage of certain vehicles is not cost effective in comparison with established vehicle allowances, or when usage of a vehicle is required to perform job assignments but such usage does not meet the criteria for assignment of a City vehicle. Personal vehicle use may be rescinded when usage of the personal vehicle for City business exceeds 650 miles per month for a one-year period. A City vehicle may then be provided with the concurrence of the Department Head. The Fleet Supervisor shall re-examine usage patterns when an incumbent leaves and develop a vehicle-assignment recommendation for the Department Head.

2. Usage of Personal Vehicles

- a. All City employees utilizing a personal vehicle for City business shall be familiar with and shall comply with the provisions listed under Section C. General Provisions and with all other requirements of this policy.
- b. Employees utilizing a personal vehicle for City business shall maintain the vehicle in a clean and safe operating condition.
- c. Registration and insurance requirements for personal vehicles used for City business shall be the sole responsibility of the owner and operator. Any personal vehicle used by a City employee for City business shall have current vehicle registration.

3. Reimbursement for Use of a Personal Vehicle

Employees who must operate their personal vehicle while performing City business shall be reimbursed for such use at the current rate established by the Internal Revenue Services (IRS).

Department Heads not assigned a take-home vehicle are provided with a monthly vehicle allowance. This allowance is intended to cover the full cost of operating a personal vehicle for business purposes within a 75 mile radius of the City of Visalia. For business trips outside this 75 mile radius, the first and last 75 miles of the trip (150 miles total) will not be eligible for mileage reimbursement.

4. Reporting Requirements for Mileage Reimbursement

Any employee receiving reimbursement for mileage driven on City business shall submit a Request for Check form and a completed Monthly Business-Personal Travel Log to the Finance Accounts Payable desk. The City operates an accountable plan as outlined in IRS Publication 463 for mileage and travel reimbursements and as such, mileage reimbursements are not taxable to the employee. No reimbursement shall be made without submittal of the log. The Monthly Travel Log shall include the date driven, destination from and to, reason for the trip and total miles driven for each trip.

An employee who pays for fuel with a City credit card while operating their personal vehicle on City business shall deduct that amount from their reimbursement request.

5. Internal Revenue Service Reporting Requirements

Any employee who receives a monthly vehicle allowance will have that amount added to their W-2 Form. The IRS will accept the Monthly Business Travel Log as adequate accounting. Employees may wish to keep additional cost receipts for fuel, oil, parts and maintenance should expenses exceed reimbursement and the amount of business mileage is adequate to amount to a legitimate business expense.

6. Incidental Expenses

Employees shall be reimbursed for parking, toll fees and similar incidental expenses incurred while traveling on City business. This shall be in addition to any mileage reimbursement or monthly vehicle allowances.

7. Exceptions Due to Compensation Agreements

The City Manager shall be provided transportation or a vehicle allowance as negotiated and approved by contractual agreement with the City Council.

F. Collision Reporting Requirements

1. Reporting Requirements

The driver involved in an accident while operating a City vehicle and/or their supervisor must do the following:

Immediately:

- a. Contact Risk Management immediately, regardless of whether injury or damage has occurred or whether a Police Report is filed.
- b. Report the accident to the Police Department, which will create a police report whenever damage to another vehicle, damage to the City vehicle, damage to private or City property, or injury is involved. (If the traffic collision involving a City vehicle occurs in a jurisdiction outside the City of Visalia and that jurisdiction refuses to take an accident report, a counter traffic collision report should be obtained at the earliest convenience at the Visalia Police Department.)
- c. The driver must notify their supervisor.

By the end of the following working day:

- a. Complete a City of Visalia Vehicle or Property Accident Report (Appendix F) and forward to the City Safety Officer and Risk Management.
- b. Have damage to vehicle assessed by Fleet Division management.

2. Accident Review Committee

Once a Vehicle Accident Report Form is received, Risk Management will provide copies of the Accident Report and the Police Report (when available) to the City Safety Officer. The City Safety Officer shall then convene the Accident Review Committee who shall be responsible for determining whether the employee was at fault, in whole or in part, for the accident. The Safety Officer shall then provide a copy of the Accident Review Committee's report to Risk Management, the employee's Department Head, and Human Resources. All departments shall participate in the City's Accident Review Committee facilitated by the Safety Officer, regardless of whether it also utilizes an internal review procedure.

G. Use of Rental Vehicles

Whenever possible and absent compelling reasons for doing otherwise, employees shall use the most economical and appropriate mode of transportation available when conducting City business. Employees traveling out of town for City business shall evaluate the total cost of alternative modes of transportation and choose the one that is the most efficient, effective and appropriate. All other things being equal, the alternative with the lowest cost shall be chosen.

H. Vehicle Purchase and Replacement

1. Evaluation of Existing Vehicles

- a. At a minimum, each department should review its assigned fleet vehicles during the preparation of the City of Visalia bi-annual budget.
- b. Operational Cost Analysis reports are available from the Fleet division, which provide the following information to assist in evaluation of vehicles:
 1. Vehicle Year
 2. Vehicle City Identification Number
 3. Vehicle Mileage at last service
 4. Vehicle Mileage driven in the previous 12 months
 5. Fuel Cost Year-to-Date and Life-to-Date
 6. Preventative Maintenance Costs
 7. Repair Costs
- c. Vehicles will be scheduled for replacement by the department when they are projected to reach the end of their useful lives (age and mileage), as defined in the Vehicle Replacement Guidelines summarized in Appendix B.
- d. Departments will submit Capital Budget requests according to the replacement schedule for their assigned vehicles.
- e. Replacement of vehicles which have not reached the age and mileage estimated for their useful lives in the Vehicle Replacement Guidelines must have significant justification. Factors to be considered for early replacement of a vehicle are:
 1. Age significantly in excess of guidelines
 2. Mileage significantly in excess of guidelines
 3. Damage to vehicle/vehicle condition
 4. Repair costs (not including preventative maintenance) in excess of annual depreciation
 5. Compliance Issues (for example: smog requirements)
 6. Full vehicle use not reflected by mileage (for example: K-9 patrol units)
- f. Vehicles Requested for replacement before the end of their useful lives (as estimated in the Vehicle Replacement Guidelines) are required to have a completed Fleet Division Evaluation attached to the request.

2. Purchase of Budgeted Vehicles (Replacements and New Fleet Additions)

- a. Department Responsibilities
 1. If replacement, schedule the vehicle being replaced for an evaluation by the Fleet Division. If an evaluation was completed for budget submission, use that one.
 2. Contact Purchasing if assistance is needed to prepare vehicle specifications (specs). This information is also available on internet car purchasing sites. Please do not contact dealerships.

3. Complete Department Portion of Vehicle Replacement/Purchase Authorization Form, attach vehicle specs and send to the Fleet division for review. Once received back from the Fleet division, attach to Purchase Requisition.
 - a. If purchase is a replacement, and specifications do not materially match the vehicle being replaced, prepare a memo justifying and requesting the change and attach a copy of the memo to the Vehicle Replacement/Purchase Authorization form for review and approval. (Note: Approval to replace or upgrade Public Works vehicles with a different class or trim of vehicle must be approved by the Finance Director and a second Department Head other than the Public Works Director.
 4. Complete Purchase Requisition Form and submit to Purchasing.
- b. Fleet Division Responsibilities
 1. Complete Vehicle evaluation and forward to requesting department.
 2. Complete the Fleet Divisions portion of Vehicle Replacement/Purchase Authorization Form, including review of specs and forward to requesting department.
 3. Take delivery of new vehicle and assign to department.
 4. Remove replaced vehicle from service and start disposition of vehicle process.
- c. Purchasing Responsibilities
 1. Assist with preparation of vehicle specs, if needed.
 2. Obtain price comparison information in accordance with the requirements of the COV purchasing policy.
 3. Issue purchase order and place order with vendor.

3. Vehicles Not Authorized in the Budget

- a. Department must prepare a memo to the City Manager justifying and requesting approval for the purchase. A copy of the memo, approved by the City Manager, must be submitted to Purchasing with the purchase requisition.
- b. Complete all items listed for purchase of budgeted vehicles.

4. Air Quality Considerations

In recognition of the region's air quality challenges and the City Council's pledge to reduce greenhouse emissions, the lowest-emission vehicles shall be purchased and used to the extent possible, while taking into account the vehicle's life-cycle costs and the ability to support City operations and services.

- a. The California Air Resources Board www.DriveClean.ca.gov and the U.S. EPA www.epa.gov/greenvehicles websites shall be utilized to evaluate the lowest-emission vehicles.
- b. Vehicles of a smaller class size should be selected whenever possible to achieve increased mileage and lower emissions while meeting City's operational requirements.
- c. Sport utility vehicles (SUVs) will not be purchased unless justified by the work assignment, verified by the Department Head and when the purchase of an SUV represents a change in vehicle class, approval in accordance with section H.2.a.3 of this policy.

5. Alternative Fuel/Hybrid Vehicles

Alternative fuel/hybrid vehicles should be integrated in the City Fleet when possible.

The intangible factors of cleaner air and the City's leadership role in bringing about acceptance to clean air technology in this region must be considered when choosing the appropriate vehicle for purchase. The Fleet Division will review each vehicle purchase and make recommendations on the availability of an alternative fuel or hybrid vehicle that satisfies the requirements of each vehicles assignment. This recommendation will be included in the Fleet Divisions portion of the Purchase Authorization Form.

a. Factors to be considered in the Fleet Divisions recommendation are:

1. The City's stated goal of purchasing alternative fuel/hybrid vehicles whenever they meet the needs of the vehicle's anticipated assignment.
2. The assigned use/specs of the vehicle being purchased.
3. Availability of alternative fuel source. No vehicle shall be considered to meet the description of an alternative fuel/hybrid vehicle when the alternative fuel source is not reasonably expected to be used, or available. The City will not pay a premium for alternative fuel/hybrid vehicles which cannot or will not be used as such.
4. Premiums charged for alternative fuel/hybrid vehicles which greatly exceed the projected fuel savings and/or intangible benefits over the useful life of the vehicle.
5. Additional maintenance/parts costs estimated over the useful life of the vehicle if alternative fuel/hybrid vehicle is purchased.
6. In-house ability to maintain and repair the appropriate alternative fuel/hybrid vehicle. This analysis shall include evaluation of vehicle warranties which would preclude the need for in-house maintenance such as the California Partial Zero Emissions Vehicle (PZEV) 15 year / 150k mile emissions-related parts and 10 year energy storage device warranty.

6. Disposition of Vehicles That Have Been Replaced

In some situations, a vehicle turned-in by one department may have a useful application in another department, thus, postponing the purchase of a newer vehicle in the other department for one or two years. When vehicles are turned in for a replacement, the Fleet division will determine whether or not the vehicle should be recycled for use in a lighter duty assignment. This decision will be made by the Fleet Supervisor and may be appealed by the Department Head to the City Manager.

Recycled vehicles are not eligible for replacement other than by another recycled vehicle. If no alternative use is found for the turned-in vehicle, the Fleet division will sell the vehicle at auction within 60 days. Appropriate uses for recycled vehicles are:

- a. To replace a previously assigned recycled vehicle.
- b. For use to determine the average mileage needs of a particular vehicle assignment. Job utilization for an average of 650 miles per month or more may justify the need for a permanent vehicle assignment. (See D. Assignment of City Vehicles).
- c. Light Duty assignments requiring less than 650 miles of use per month.

I. **Exceptions to Vehicle Policy**

Only the City Manager is authorized to make an exception to this policy. Any request for such an exception must be submitted by the Department Head, in writing, and include a justification for the request being made.

Request for Authorization to Take City Vehicle Home			
Department		Division	
Vehicle #		Year/Make	
Employee Name		Home Address	
Check the boxes that apply:			
☐ I currently reside within the fully justified Visalia urban boundaries and request permission to take my assigned vehicle home			
☐ I currently live outside the fully justified Visalia urban boundaries and request permission to take my assigned vehicle home. Distance outside boundaries (____) miles.			
Justification to take vehicle home:			
☐ On-Call			
☐ On-Call Supervisor			
☐ Other (Explain):			
(If more space is needed, use back of form)			
I have read and understand the City's Take Home Vehicle Policy and hereby request that I be allowed to take my assigned vehicle home. I further understand that if I move from my current residence or change assignments within the City, at any time, to rescind my use of the take home vehicle pursuant to City Policy.			
Employee Signature		Supervisor Signature	
Date		Date	
Department Action:	☐ Approved	If approved, provide starting mileage at the time of assignment	☐ Denied
Comments:			
Department Head Signature		Date	
City Manager Signature		Date	

Anticipated Useful Life of Vehicles & Equipment

Description	Years	Miles
Sedans (Non-Emergency Response)	10	125,000
Sedans (Emergency Response – unmarked)	10	115,00
Sedans (Emergency Response – marked)	9	110,000
Sedans (Emergency Response K-9 units)	7	75,000
Pickups 1 ton and under	1	125,000
Sport Utility Vehicles	10	125,000
Vans 1 ton and under	10	125,000
Motorcycle (Police)	6	60,000
Special Use Vehicles/Equipment:		
Fire Apparatus (Front Line)	17	*
Fire Apparatus (Reserve)	20	*
Trucks over 15,000 GVW	12	*
Solid Waste Trucks	10	*
Heavy Equipment	12-15	*

*Special Use Vehicles and Equipment which have been fully depreciated should be evaluated annually by the Fleet department to determine whether or not replacement is necessary

Vehicle Purchase Authorization Form				
To be Completed by Requesting Department	1: Vehicle To Be Purchased			
	Make:	Model:	Fund/Division:	
	CIP Account #	Budget Amount:	Requested By: (Print Name & Initial)	
	New Vehicle Specifications: (if more space needed – attach pages)			
	2: Vehicle To Be Replaced: (To be completed for replacement vehicles only)			
To be Completed by Fleet	Vehicle #:	Make:	Model:	
	Year:	Mileage:	Annual Miles Driven:	
	Annual Preventative Maintenance Costs:	Repair Costs Life-To-Date:		
	3: Fleet Recommendations:			
	1. Does current vehicle meet Policy guidelines for replacement?	☐ Yes	☐ No	☐ N/A
	2. Does vehicle evaluation justify replacement?	☐ Yes	☐ No	☐ N/A
	3. Replacing with same class of vehicle? (If “no” attach memo)	☐ Yes	☐ No	☐ N/A
	4. Requested Vehicle Specifications Approved?	☐ Yes	☐ No	
	5. Alternative Fuel/Hybrid/Low-emission vehicle available for these specifications?	☐ Yes	☐ No	
	Recommended Alternative Fuel/Hybrid/Low Emission Vehicle: Make / Model / Recommended Fuel System			
6. Is a recycled vehicle available for this use?	☐ Yes	☐ No		
Recommended Recycled Vehicle: Make / Model / Vehicle Number				
7. Is a used Enterprise department vehicle available for this use?	☐ Yes	☐ No		
Recommended Enterprise Vehicle: Make / Model / Vehicle Number				
4. Approvals:				
Department Head Approval:		Date:		
Fleet Supervisor Approval:		Date:		
Public Works Director Approval:		Date:		
Finance Director Approval:		Date:		

Vehicle Evaluation Form		
Vehicle Description:		
Vehicle #:	Make:	Model:
Year:	Mileage:	Completed By: (Print name & Initial)
Rating Guide: (1-10) 1=Excellent to 10=Unserviceable; (1-5) 1=Excellent to 5=Unserviceable		
Rating 1-10	Component: (Comments)	
	Engine:	
	Transmission/Differential:	
	Power Take off:	
	Chassis Outside: (including tires, brakes & windows)	
Rating 1-5	Component: (Comments)	
	Suspension System:	
	Cooling System:	
	Steering System:	
	Vehicle Interior:	
	Total Scoring Key:	
	Heavy Equipment: 0-15= Excellent, 16-30=Good, 31-45=Fair, 46-60=Poor	
	Light Equipment: 0-11=Excellent, 12-25=Good, 26-37=Fair, 38-50=Poor	

VENDOR # _____
BATCH # _____
CLAIM # _____

Year _____

DEPARTMENT:

DESTINATION: Name of place – NOT address
 REASON: Brief explanation of trip
 ODOMETER: Begin/End – round off to nearest mile
 TOTAL MILES: Total miles for each entry
 NET AMOUNT: Grand total miles x allowed reimbursement
 (Example: 100 miles x \$.545 = \$54.50)

DATE: _____

ACCT NO:

NET AMT: \$

REQ BY:

Signature

APRVD BY: _____

Authorized Signature

ORIGINAL TO FINANCE **COPY TO DEPARTMENT**

[illegible]

GRAND TOTAL MILES: _____

MULTIPLY BY MILEAGE REIMBURSEMENT RATE _____

Note: Check the current rate

NET AMOUNT \$

VEHICLE OR PROPERTY ACCIDENT REPORT

Form must be filled out completely and signed by Driver and Supervisor

Date: _____

City Employee Involved:

Name: _____

Date of Accident: _____

Time: _____

Supervisor's Name: _____

Department/Division: _____

Was a police report made? _____

Were photographs taken? _____

Are photographs attached? _____

DOT drug/alcohol test required? _____

If yes, was the test done? _____

Accident Information:

Address or cross streets: _____

Weather Conditions: _____

Site Description/Conditions: _____

Equipment in Accident

Equipment (Front Load, etc.) _____

Vehicle Equipment # _____

Equipment Malfunction? _____

If Yes, please describe _____

Filled out by employee or supervisor: _____

Other Party (add sheets as needed)

Name: _____

Home Address: _____

Driver's License No. _____

Vehicle License No. _____

Were there any injuries? _____

If Yes, name(s) of injured: _____

Witnesses/Other Employees Involved

Name/Phone _____

Name/Phone _____

Name/Phone _____

Name/Phone _____

VEHICLE OR PROPERTY ACCIDENT REPORT

Type of damage (describe damage to vehicles and/or property):

Accident Description (list events leading up to and when accident/incident occurred):

Location of Accident:

Please use the space below to draw a diagram of the accident or incident area.
Show street names and directions vehicles/equipment were going or location parked.

Driver's statement: I have reviewed this report and I declare that the information I have provided is honest and truthful and I have included all pertinent information. I understand that this accident/incident will be investigated and/or reviewed by my department and the City Safety Officer to determine if it meets the criteria for an accident review. I understand this accident will be investigated before and/or after the accident review meeting. I know that if I have any questions about the accident investigation or review process that I may contact my supervisor or the Safety Officer.

Driver's Signature: _____

Supervisor's Signature: _____