



**POLICIES AND PROCEDURES**

SUBJECT Vehicle/Equipment Operation, Driving Policy and Mileage Reimbursement	DEPARTMENT Human Resources/Finance		DEPARTMENT IDENTIFICATION 1400	
	SECTION 1468	PAGES 1-4	EFFECTIVE DATE 5/6/03	REVISION DATE 12/18/12

**1.0 PURPOSE**

The purpose of this policy is to set forth the policies and procedures to be followed by all City departments and employees regarding vehicle/equipment operation, driving privileges, and mileage reimbursement. It is the City's intent to establish and maintain a high level of professionalism and awareness of safety among its drivers and operators.

**2.0 ORGANIZATIONS AND PERSONS AFFECTED**

This policy applies to all City of West Allis departments, boards, commissions, and employees of the City of West Allis.

**3.0 POLICY**

This policy is established to create a uniform standard governing the privilege of operating vehicles and/or equipment within the scope of employment and in setting forth the procedures to reimburse employees for the personal use of their privately owned vehicle while discharging duties for the City. In addition to the provisions of this document, employees are required to comply with State and local traffic laws and City/Departmental Safety and Work Rules.

**4.0 REFERENCES**

- City of West Allis Revised Municipal Code Sections 2.095(4) and 2.76(20)
- City of West Allis Policies and Procedures, Policy 1435 – Safety Program
- City of West Allis Policies and Procedures, Policy 1445 – Safety Belt Use
- City of West Allis Policies and Procedures, Policy 1447 – Drug and Alcohol Free Workplace
- City of West Allis Policies and Procedures, Policy 1459 – Traffic Violation and Accident Investigation and Reporting
- City of West Allis Policies and Procedures, Policy 1480 – Work Area Searches
- City of West Allis Policies and Procedures, Policy 1482 – DOT Drug and Alcohol Free Workplace
- City of West Allis Policies and Procedures, Policy 2604 – Emergency Snow Removal Procedures
- Police, Fire, and Public Works Departments' Vehicle/Equipment Operation Rules, Regulations, Policies and Procedures

**5.0 RESPONSIBILITIES**

- (1) City Administrator.  
It is the responsibility of the City Administrator to annually report to the Administration and Finance Committee of the Common Council the status and operation of the City Owned pool vehicle program as well as the mileage reimbursement totals for the each calendar year.

- (2) Department Head.
  - (a) It is the responsibility of each Department Head or designee to instruct all existing and new employees of this policy and ensure regular compliance with the policy.
  - (b) A Department Head or their designee shall ensure vehicles and/or equipment assigned to their Department are in working condition by coordinating maintenance and repairs as needed.
  - (c) A Department Head or their designee shall ensure that an orientation/training program is developed for vehicles and equipment assigned to their department and that applicable checklists are developed for these vehicles/equipment.
- (3) Supervisory Personnel.
  - (a) All individuals with supervisory responsibilities are accountable for the City-owned vehicles/ equipment assigned. This responsibility includes random vehicle/equipment inspections to ensure compliance, instruction of employees in the proper operation and preventative maintenance procedures, ensuring that applicable vehicle/equipment inspections are performed on a daily basis, and that inspection forms are completed and turned in.
- (4) Employees.
  - (a) It is the responsibility of an employee to maintain an approved and valid Wisconsin Driver's License at all times and to inform their supervisor, no later than the next business day, of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. Failure to comply with this requirement shall result in disciplinary action up to and including termination.
  - (b) An employee is responsible for the inspection of any City owned vehicle and equipment they use and completing the required documentation. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of equipment, it is their responsibility to request instruction on proper procedure from their supervisor.
  - (c) An employee shall report concerns regarding the vehicle/equipment's operation and condition to their Department Head or designee as soon as practical.
  - (d) An employee shall conduct a daily vehicle/equipment or other appropriate check(s) prior to each day's use of the City-owned vehicle/equipment as required.
  - (e) An employee shall ensure windows and the interior of City-owned vehicles/equipment are kept clean at all times. The driver of the vehicle/equipment is responsible for ensuring that the interior of the vehicle/equipment is free of litter and other debris at the end of each work day.
  - (f) City employees receiving a traffic violation or citation on City business shall notify their department or division head no later than the next business day. Citations received regarding the vehicle/equipment shall be paid for by the City.
  - (g) City employees involved in an accident are required to immediately notify the Police Department and their Department Head or designee per Policy 1459 – Traffic Violation and Accident Investigation and Reporting and in accordance with any specific Departmental policies/procedures/rules/regulations.

## **6.0 GENERAL PROCEDURES**

- (1) City vehicles/equipment are to be used to conduct official City business. Whenever possible, usage should be planned to ensure efficient and economic operations.

- (2) Driver Eligibility and Guidelines.
- (a) The privilege of operating a vehicle/equipment (personal or City-owned) on City business is up to the discretion of the Department Head and may be withdrawn at the discretion of the City.
  - (b) Prior to driving a vehicle/equipment on City business, a Department Head shall ensure that an employee signs an Acknowledgement of having read and understood this policy. (Appendix 1)
  - (c) An employee operating a vehicle/equipment on City business shall operate in compliance with vehicle laws of the jurisdiction in which the vehicle/equipment is being driven.
  - (d) An employee operating a vehicle/equipment on City business shall operate in accordance with any license requirements, endorsements (e.g., tanker), or restrictions (e.g., corrective lenses).
  - (e) An employee shall not use or be under the influence of alcohol or illegal drugs at any time during the course of the workday, while performing work related duties and responsibilities, and/or while operating a vehicle/equipment on City business.
  - (f) An employee shall notify his/her supervisor of any potential adverse effects from any prescription medication that may impair his/her work and/or driving performance.
  - (g) Failure to comply with City policy, loss of driving privileges, or fraudulent reporting of vehicle/equipment use could result in disciplinary action up to and including termination and/or loss of the privilege to operate a vehicle/equipment on City business. Loss of driving privileges will be reviewed on a case-by-case basis in consultation with the HR Department.
  - (h) An employee who is required to use a vehicle/equipment to perform City business must maintain a satisfactory driving record. The City will review driving records on a periodic basis, at least annually. The Department Head shall submit an employee's name to the Safety and Training Coordinator to be enrolled into the Department of Motor Vehicle's Driver Abstract program.
- (3) Prohibitions.
- (a) City employees are prohibited from using City vehicles/equipment for personal use. Use during lunch and breaks may be permitted with permission from an employee's Department Head or designee.
  - (b) City employees are prohibited from smoking in City vehicles/equipment.
  - (c) City employees are prohibited from using City vehicles/equipment to attend worker's compensation appointments, including but not limited to medical, physical therapy, occupational therapy, X-ray/Laboratory, etc.
  - (d) City employees are prohibited from taking City vehicles/equipment to their residence if they live outside of the City's boundaries.
  - (e) City employees may not allow non-employees to operate, ride in or on any City vehicles/equipment unless specifically authorized by Department policy.

## **7.0 CITY OWNED POOL VEHICLES**

- (1) Definition -A pool vehicle is a City vehicle not assigned to the Public Works, Fire and Police Departments.

- (2) Assignment
  - (a) City Employees, who do not have a specific vehicle assigned to them by their Department and who accumulate the largest amount of miles through their duties and responsibilities, may be eligible to be assigned a pool vehicle.
  - (b) Mileage of an employee assigned a pool vehicle shall be reviewed on an annual basis.
  - (c) Adjustments for assignment of a pool vehicle for an employee will be made as necessary and as the number of pool vehicles fluctuates.
  
- (3) Vehicle Mileage Log:
  - (a) A Vehicle Mileage Log shall be maintained in each pool vehicle (Appendix 2).
  - (b) All drivers of pool vehicles must complete the Vehicle Mileage Log on a daily basis, indicating all destinations and mileage. Completed Logs shall be electronically submitted to the Department Head.
  - (c) Vehicle Mileage Logs shall be reviewed quarterly by the City Administrator.
  
- (4) Maintenance & Vehicle Condition:
  - (a) Daily equipment checks, and other checks as required, shall be conducted by assigned employees prior to each day's use of the pool vehicle. A weekly inspection report (Appendix 3) shall be electronically submitted to the assigned employee's Department Head for review.
  - (b) The driver of a pool vehicle shall ensure the windows of the vehicle are kept clean at all times.
  - (c) The driver of a pool vehicle is responsible for ensuring that the interior of the vehicle is free of litter and other debris at the end of each work day.
  - (d) Department Heads of Employees assigned a pool vehicle shall be responsible for ensuring regular maintenance of vehicles is completed timely. The City will maintain contracts and accounts with outside businesses to perform such maintenance.
  - (e) Employees assigned a pool vehicle are responsible for reporting observed mechanical problems to their Department Head. The Department Head shall be responsible for coordinating appropriate maintenance and repair.
  - (f) Repairs on vehicles will be done on a case by case basis after consultation with the affected Department Head, City Administrator and Public Works Fleet Division. Consideration will be given to eliminate use of vehicles whose repair costs exceed the amount which would be paid if the mileage reimbursement was done instead.
  - (g) To ensure compliance with the maintenance of City-owned pool vehicles, the supervisor and/or assigned employee shall be responsible to inspect City vehicles on a random basis.

## **8.0 REIMBURSABLE MILEAGE**

This section applies to any employees who operate privately owned vehicle to conduct City business.

- (1) Employees required to provide their own vehicle will be reimbursed on a per mile basis in accordance with the federally approved IRS rate.
- (2) In no case will an employee be reimbursed for ordinary home to work travel (i.e., traveling from home before the regular workday and/or returning to their home at the end of their workday) and/or for non-work related/personal travel.
- (3) Employees shall provide proof of insurance. Minimum acceptable liability insurance limits are \$100,000 per occurrence and \$300,000 per incident. In addition, uninsured motorists' protection in the amount of \$25,000 and property damage coverage of \$25,000 is required.
- (4) Employees must provide acceptable proof of Insurance to the Finance Department within fourteen (14) days of any request.
- (5) Monthly Flat Rate.
  - (a) In addition to the per mile reimbursement, certain employees are eligible for a flat monthly rate of \$25\*. Engineering Department employees may be eligible for a flat monthly rate of either \$45\* or \$70\* depending upon their vehicle's exposure to abrasive conditions around construction sites. No reimbursement shall be paid for periods in excess of 90 consecutive calendar days of absence from work or inability to operate a privately owned vehicle on City business.

\* an eligible part-time employee is prorated based on budgeted FTE
  - (b) The Finance Department shall maintain a listing of employees who are eligible to receive a monthly flat amount in addition to mileage reimbursement in accordance with recommendations by a Department Head/Appointing Authority subject to approval of the Finance Director.
- (6) All maintenance, operating, insurance and other expenses are the responsibility of the employee. It is the employee's responsibility to maintain their vehicle in such a manner as to ensure safe operation. The employee's insurance company shall be considered primary.
- (7) If the employee's regular vehicle is out of service or otherwise unavailable, it is the employee's responsibility to provide an alternate vehicle.
- (8) Motorcycles and/or mopeds are not acceptable and cannot be used under any circumstances to conduct City business and are not eligible for mileage reimbursement. All vehicles must be suitable for the use which employees receive reimbursement.
- (9) It is the employee's responsibility to inform their insurer of the circumstances under which the vehicle is operated (business use).
- (10) Employees are required to submit a fully completed mileage reimbursement form as provided by the Finance Division (submittal to be at least bi-annually, preferably monthly). These forms are subject to audit. Each Department Head shall be responsible for ensuring the reasonableness of each mileage reimbursement form submitted by their department's employees.

## 9.0 PRE-EMPLOYMENT DRIVING STANDARDS.

- (1) The following standards will be applied uniformly by the City prior to an offer of employment. These standards are subject to change at any time at the discretion of the City.
- (2) The Human Resources Department will obtain a copy of the candidate's driving record from the West Allis Police Department.
- (3) In order to meet the minimum requirements for employment with the City for a position that requires the operation of a motor vehicle, the following standards will apply:
  - (a) Candidates must possess a valid and appropriate Wisconsin Driver's License before an offer of employment can be made. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate Wisconsin Driver's License prior to starting employment or within 30 calendar days of employment with proof of a valid out-of-state license.
  - (b) Candidates for certain positions shall possess a valid Wisconsin Commercial Driver's License before starting employment. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate License within a timeframe established by the Human Resources Department in consultation with the appropriate Department Head.
  - (c) Candidate's driving record will be reviewed according to the following standards. Failure to meet these standards may result in the rejection of the candidate.
    1. Possess a valid Wisconsin Operator's License and/or Commercial Driver's License.
    2. Must have no more than two moving violations in the last 18 months and no more than three moving violations within the last 36 months.
    3. No more than one chargeable accident within the last 18 months or more than two chargeable accidents within the past 36 months.
    4. No more than six demerit (6) points within the past 12 months.
    5. No driving under the influence (Wis. Stat. 346.63) or reckless driving (Wis. Stat. 346.62) convictions within the past five years.



# ACKNOWLEDGEMENT STATEMENT POLICIES AND PROCEDURES FOR DRIVERS OF CITY VEHICLES/EQUIPMENT

To: All Drivers of City Vehicles/Equipment

=An employee who drives City-owned vehicles/equipment are required to read Policy 1468 and sign this Acknowledgement Statement. The signed statement will be retained in an employee's personnel file. Only drivers' who have signed this Acknowledgement Statement may operate City vehicles.

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Acknowledgement: I have reviewed and understand the following policies on the dates indicated. I am aware that a violation of these policies and procedures would be cause for disciplinary action.

Date	Initials	Policy Name	Policy #
		Revised Municipal Code Sections	2.095(4) and 2.76(20)
		Safety Program	1435
		Safety Belt Use	1445
		Drug and Alcohol Free Workplace	1447
		Traffic Violation & Accident Investigation & Reporting	1459
		Work Area Searches	1480
		DOT Drug and Alcohol Free Workplace (required for CDL holders only)	1482
		Emergency Snow Removal Procedures	2604
		Applicable Police, Fire, or Public Works Departments' Vehicle/Equipment Operation Rules, Regulations, Policies and Procedures	

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Department: \_\_\_\_\_ Division (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_



# Vehicle Mileage Log for

\_\_\_\_\_ (list month/year)

Page _____ of _____		Dept: _____		Driver Name: _____
License Plate: _____		Beginning Odometer: _____		Ending Odometer: _____
Date	Daily Travel Activity (must include all destinations)	Start Odometer:	End Odometer:	Driver Initials

Note: We will work to have this converted for electronic record keeping.

Assigned driver's signature				
Total Miles per Month				





# Weekly Inspection Report

Department:		Inspected by:		
Date of Inspection		Mileage		
Vehicle License Number		VIN		
Last Service (enter date)	Oil	Tune Up	Other	
<b>Condition of Vehicle</b>				
Indicate Satisfactory (S) or Unsatisfactory (U)				
<b>Tires</b>	RF - <input type="checkbox"/> S <input type="checkbox"/> U	LF - <input type="checkbox"/> S <input type="checkbox"/> U	RR - <input type="checkbox"/> S <input type="checkbox"/> U	LR - <input type="checkbox"/> S <input type="checkbox"/> U
<b>Operation</b>	Steerage: <input type="checkbox"/> S <input type="checkbox"/> U	Brakes: <input type="checkbox"/> S <input type="checkbox"/> U	Acceleration: <input type="checkbox"/> S <input type="checkbox"/> U	Transmission: <input type="checkbox"/> S <input type="checkbox"/> U
<b>Lights</b>	Front - <input type="checkbox"/> S <input type="checkbox"/> U	Rear - <input type="checkbox"/> S <input type="checkbox"/> U	Signal - <input type="checkbox"/> S <input type="checkbox"/> U	
<b>Exterior</b> (list location)	Scratches	Paint Condition	Dents	
<b>Interior</b>	Cleanliness <input type="checkbox"/> S <input type="checkbox"/> U	Registration and Insurance Card <input type="checkbox"/> Present <input type="checkbox"/> Missing	Mileage Forms <input type="checkbox"/> Present <input type="checkbox"/> Missing	
<b>Other:</b>				

Any unsatisfactory item must be corrected as soon as possible. City repair contracts are to be used for repairs. Failure to maintain inspection reports and/or correct deficiencies in a timely manner may result in disciplinary action.

Note: We will work to have this converted for electronic record keeping.