

DRAFT



POLICIES AND PROCEDURES

SUBJECT Vehicle 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 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 EXCEPTION

Operation of Police, Fire and Public Works Department vehicles are governed by their respective department policies.

4.0 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.

5.0 REFERENCES

City of West Allis Revised Municipal Code Section 2.76(20)
City of West Allis Policies and Procedures, Policy 1435 – Safety Program
City of West Allis Policies and Procedures, Policy 1459 – Traffic Violation and Accident Investigation and Reporting
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

6.0 RESPONSIBILITIES

- 1.1 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.
- 1.2 Department Heads.
 - 1.2.1 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.
 - 1.2.2 Employees shall report concerns regarding the vehicle's operation and condition to the Department/Division Head as soon as practical.
 - 1.2.3 Department/Division Heads shall ensure the vehicle is in working condition by coordinating maintenance and repairs as needed.
- 1.3 Supervisory Personnel.
All individuals with supervisory responsibilities are accountable for the City-owned vehicles/ equipment assigned. This responsibility includes instruction of employees in the proper operation and preventative maintenance procedures and ensuring that applicable vehicle inspections are performed on a daily basis and that inspection forms are completed and turned in.
- 1.4 Employees.
All employees are 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.

7.0 GENERAL PROCEDURES

- 1.5 Driver Eligibility and Guidelines
 - 1.5.1 The privilege of operating a vehicle (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.
 - 1.5.2 Prior to driving a vehicle on city business, an employee shall sign an Acknowledgement of having read and understood this policy. (Appendix 1)
 - 1.5.3 An employee operating a vehicle on city business shall operate in compliance with vehicle laws of the jurisdiction in which the vehicle is being driven.
 - 1.5.4 An employee operating a vehicle on city business shall operate in accordance with any licenses requirements or restrictions, such as corrective lenses, daytime only, etc.
 - 1.5.5 An employee shall not use or be under the influence of alcohol or illegal drugs at any time during while operating a vehicle on city business.
 - 1.5.6 An employee shall notify his/her supervisor of any potential adverse effects from any prescription medication that may impair his/her driving performance.
 - 1.5.7 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.

1.5.8 Failure to comply with City policy, loss of driving privileges, or fraudulent reporting of vehicle use could result in disciplinary action up to and including termination and/or loss of the privilege to operate a vehicle on City business. Loss of driving privileges will be reviewed on a case-by-case basis in consultation with the HR Department.

1.5.9 An employee who is required to use a vehicle 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.

1.6 General Information for City Vehicle Usage

1.6.1 City vehicles are to be used to conduct official city business

1.6.2 Whenever possible, usage should be planned to ensure efficient and economic operations.

1.6.3 City employees may not allow non-employees to operate, ride in or on any City vehicles unless specifically authorized by department/division policy.

1.6.4 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.

1.6.5 City employees involved in an accident are required to immediately notify the police and their department or division head per Policy 1459 – Traffic Violation and Accident Investigation and Reporting.

1.7 Prohibitions.

1.7.1 City employees are prohibited from using City vehicles for personal use. Use during lunch and breaks may be permitted with permission from the employee's department head.

1.7.2 City employees are prohibited from smoking in City Vehicles.

1.7.3 City employees are prohibited from using City vehicles to attend worker's compensation appointments, including but not limited to medical, physical therapy, occupational therapy, X-ray/Laboratory, etc.

1.7.4 City employees are prohibited from taking City vehicles to their residence if they live outside of the City's boundaries.

8.0 CITY OWNED POOL VEHICLES

1.8 Definition

A pool vehicle is a city vehicle not assigned to the Public Works, Fire and Police Departments.

- 1.9 Assignment
 - 1.9.1 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 shall be assigned the city owned pool vehicles.
 - 1.9.2 Mileage shall be reviewed on an annual basis and adjustments will be made as necessary and as the number of vehicles fluctuates.
- 1.10 Mileage Log:
 - 1.10.1 A vehicle mileage log shall be maintained in each vehicle on a daily basis.
 - 1.10.2 All drivers must complete a Vehicle Mileage log, indicating all destinations and mileage. (Appendix 2). Completed logs shall be electronically submitted to the to the department head. Logs shall be reviewed quarterly by the City Administrator.
- 1.11 Maintenance & Vehicle Condition:
 - 1.11.1 Daily equipment checks shall be conducted by assigned employees prior to each day's use of the vehicle/equipment or other checks as required. A weekly inspection report (Appendix 3) shall be submitted electronically to the assigned employee's department head for review.
 - 1.11.2 The windows and interior of all vehicles shall be kept clean at all times. The driver of the 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.
 - 1.11.3 To ensure compliance, the supervisor and/or assigned employee shall inspect City vehicles on a random basis.
 - 1.11.4 Assigned employees 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.
 - 1.11.5 Assigned employees of pool vehicles are responsible for reporting observed mechanical problems to the department head.
 - 1.11.6 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.

9.0 Reimbursable Mileage.

- 1.12 This section applies to any employees who operate privately owned vehicle to conduct City business. The Finance Department shall maintain the listing of said employees in accordance with recommendations by a Department Head/Appointing Authority subject to approval of the Finance Director.
- 1.13 Employees required to provide their own vehicle will be reimbursed on a per mile basis in accordance with the federally approved IRS rate.
- 1.14 In no case will an employee be reimbursed for commuting to and from his or her assigned daily work place.
- 1.15 Employees must provide acceptable proof of Insurance to the Finance Department within fourteen (14) days of any request.

- 1.16 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.
- 1.17 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
- 1.18 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.
- 1.19 If the employee's regular vehicle is out of service or otherwise unavailable, it is the employee's responsibility to provide an alternate vehicle.
- 1.20 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.
- 1.21 All vehicles must be suitable for the use which employees receive reimbursement.
- 1.22 It is the employee's responsibility to inform their insurer of the circumstances under which the vehicle is operated (business use).
- 1.23 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.



ACKNOWLEDGEMENT STATEMENT POLICIES AND PROCEDURES FOR DRIVERS OF CITY VEHICLES

To: All Drivers of City Vehicles

Drivers are required to read the Policies and Procedures 1468 and sign this Acknowledgement Statement at the bottom of this page. The signed statement will be retained in the 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 Section – Vehicle Operation/Driving and Mileage Reimbursement	RMC 2.76(20)
		Safety Program	1435
		Traffic Violation & Accident Investigation & Reporting	1459
		DOT Drug and Alcohol Free Workplace	1482
		Emergency Snow Removal Procedures	2604

Signature: _____ Print Name: _____

Department: _____ Division (if applicable): _____

Date: _____



Weekly Inspection Report

Department:		Inspected by:		
Date of Inspection		Mileage		
Vehicle License Number		VIN		
Last Service (enter date)	Oil	Tune Up	Other	
Condition of Vehicle				
Indicate Satisfactory (S) or Unsatisfactory (U)				
Tires	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
Operation	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
Lights	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	
Exterior (list location)	Scratches	Paint Condition	Dents	
Interior	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	
Other:				

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.