

# CITY OF BANNING ADMINISTRATIVE POLICY

**SUBJECT:**

Employee use of City Vehicles

**POLICY #**

C-7

**REFERENCE:**

Resolution No. 1974-22

**EFFECTIVE PAGE**

May 10, 1993 1 of 2

**PURPOSE**

To clearly state the policies of the City of Banning in regard to employee use of City vehicles.

**BACKGROUND**

In order to execute certain assigned functions within the context of City employment, and to provide services outside of normal working hours, occasionally it may become necessary to utilize a City vehicle.

Prudent management requires that guidelines governing employee use of City vehicles be clearly defined.

**POLICY****1. On the job policy for employees operating City vehicles:**

- A. Employees shall inspect vehicle for safe operation prior to putting vehicle in service each day.
- B. Seat belts shall be worn when operating any City vehicle.
- C. All City vehicles shall be equipped with a trip log book and such trip log book shall be carried in the vehicle to which it is assigned at all times. Any person driving any City vehicle for any reason whatsoever shall post in the trip log book in the proper place the date, the beginning odometer reading and the ending odometer reading along with the total mileage driven for the particular trip, or day, whichever applies. Each log entry shall be signed by the person driving the vehicle.
- D. Employees operating vehicles with a GVWR of 26,001 lbs or greater will use a City of Banning "Vehicle Operator's Daily Report" instead of a log book; the report shall be turned into Fleet Maint. weekly, unless defect is noted; then the report shall be turned in by the end of the shift.
- E. City vehicles are not to be used to travel to eating establishments for either work or meal break, or to pick up food or beverages except with the approval of the City Manager or Department Head, or under emergency conditions. Employees shall not take City vehicles to their personal residence.
- F. City vehicles shall not be operated outside the City limits without Department Head approval.

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- G. Employee shall not operate any City owned vehicle or equipment that he/she has not been trained on, or licensed to operate. It is the Supervisor's responsibility to insure that the employees are trained and properly licensed on the vehicles or equipment they are assigned to operate.

## 2. Take home policy for stand-by employees:

- A. No employee shall take a City vehicle outside the City, or keep any vehicle at his residence without written authorization from the City Manager or the Department Head.
- B. Each employee having custody of a City vehicle shall exercise due caution and prudence in the operation of such vehicle, and shall minimize the risk of damage to such vehicle by using available off-street parking. City vehicles shall not, under any circumstances, be parked on the street at night.
- C. Such officer or employee shall be liable to the City for damages and other expenses resulting from and caused by his wilful misconduct in the use, storage, or operation of such vehicles.
- D. City vehicles are NOT to be used for personal business or pleasure.
- E. Neither family members, friends, nor unauthorized non-City personnel are to be passengers or operate City vehicles.

Uniformed Police Department employees are exempt from Policy 1-B & 1-E.

