

# City of Langley Vehicle Usage Policy

1. Purpose:

It is the policy of the City to provide vehicles for Public Works Department use, and to reimburse employees for business use of personal vehicles according to the policy.

2. Employees affected:

Public works employees, City authorized employees and all other employees (excluding the Police) who drive their personal vehicles for city business.

3. References:

City of Langley Resolution No. 704

4. Policy:

City owned vehicles shall be used exclusively for the conduct of municipal business. The use of a city vehicle is restricted to on-duty time, city call outs (after hours), travel for training or meetings. Only employees and/or qualified volunteers holding a valid Washington State Driver's License and/or commercial vehicle endorsement, if applicable, will be allowed to operate city vehicles.

Public Works Department employees will have assigned vehicles for City use. Only those employees who live within a one mile radius of City Hall and subject to call out after regular work hours will be allowed to take their assigned vehicle home **on a regular basis. Upon approval of the Mayor, Public Works employees subject to call out will be allowed to take their assigned vehicles home in circumstances, such as predicted snowfall, when call out is highly likely.**

5. Procedures:

A. Seat Belts. All employees operating or riding as passengers in City vehicles shall wear the vehicle's seat belt in the manner prescribed by the manufacturer.

B. Passengers will be transported in city vehicles only to the extent that their conveyance is directly related to official business or of an emergency nature. Family members will not be transported in City vehicles unless exigent circumstances require that transportation or upon prior approval of the Mayor.

C. Employees who drive a vehicle on City business must exercise due diligence to drive safely, obey traffic laws, and maintain the security of the vehicle and its contents. Employees are responsible for any driving infractions or fines as a result of their driving. City vehicles may be used for travel to meals if an employee is on official City business

or when an employee is assigned to work in the field and to do otherwise would result in a loss of service or productive work time.

D. Employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the Washington State/IRS mileage allowance for such use. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who operate personal vehicles for city business must maintain auto liability coverage as required by State law.

E. All employees who operate assigned City vehicles shall conduct an inspection of the vehicle at reasonable intervals. Inspections should pay particular attention to the vehicle safety, including but not limited to items such as tires, brakes, emergency equipment, windshield wipers, fluid levels, etc. Employees with assigned vehicles are responsible for ensuring that the vehicle is properly maintained and equipped, and is in good operating condition at all times. Employees should also refer to the maintenance history for their assigned vehicle to ensure that appropriate maintenance intervals are being followed.

Employees shall promptly report any defective or inoperative vehicle or equipment to his/her Department Head and assist in scheduling any maintenance/repairs and delivering the vehicle for its servicing.

F. Employees must report any accident, theft, or malicious damage involving a City vehicle to their supervisor and the appropriate personnel within the City Police Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.

G. Employees shall not operate any city vehicle at any time or operate any personal vehicle while eligible for mileage reimbursement and on City business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. Smoking inside any City vehicle is prohibited.