

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 28, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO # 52: REVISED ADMINISTRATIVE REGULATION 7-3:
USE OF CITY VEHICLES

Revisions to Administrative Regulation 7-3, "Use of City Vehicles" have been completed as of Friday, March 28, 2008. The revised regulation, which includes a list of authorized take home vehicles, is attached. This subject will be discussed at the April 1, 2008 budget work session.

ADMINISTRATIVE REGULATIONS

Supersedes:
A.R. 7-3 dated August 15, 1991

Title:
USE OF CITY VEHICLES

Number: 7 - 3
Effective Date: March 28, 2008

Related Documents: List of
Authorized Users of Take-
Home Vehicles

Sections: I - IV
Chapter : General Services

I. PURPOSE

To define a policy for the use of City owned and leased motor vehicles.

II. DEFINITIONS

- A. Assigned Vehicles - Vehicles that are assigned to departments and agencies of the City and are dispatched and controlled by those departments.
- B. Pool Vehicles - Vehicles that are assigned centrally to the General Services Department and are dispatched from either the Market Square Garage or the Fleet Services Division facility for the use of City agencies.
- C. Take-Home Vehicles - Vehicles authorized to be taken to employees' homes during non-working hours.
- D. Local Trip - Any trip within the metropolitan Washington, D.C. area, generally within 30 miles of Alexandria.
- E. Marked Vehicle- A marked vehicle is a City vehicle that has City seals on the sides and rear of the vehicle, "Public Use" tags, and a vehicle number designation affixed to it.
- F. City- The City of Alexandria, Virginia
- G. Authorized Users ("users"): Full-Time, Part-Time, Seasonal, or Contract staff employed by the City of Alexandria who possess a valid Municipal Motor Vehicle Operators Permit issued by the City Attorney's Risk Management Division and a Pool Car Authorization card issued by their Department or Agency Head. The employee must be operating a vehicle class for which he or she has been approved by a qualifying official in Risk Management, and must possess a valid driver's license issued by the employee's state or territory of residence.

III. POLICY

- A. Authorized Uses - City vehicles shall be used when necessary to carry out the functions and responsibilities of City departments and agencies.
 - 1. Operators are to be authorized users of the City, as defined in Section II (G) above. Users shall satisfy the qualifications set forth at the discretion of Department and Agency Heads and within parameters defined by the Risk Management Division of the City Attorney's Office.

2. Authorized passengers of City vehicles are those clients, employees, residents, or guests of the City who are being transported in support of an official City purpose or function. The City Manager or designee must specifically approve any exception to this policy.
3. Trips for personal purposes are prohibited; although, vehicles that are dispatched to the field or on trips may be taken to nearby restaurants for meals and to other non-City facilities for meetings and similar City-business-related activities or events. City vehicles are not to be used for routine personal errands.
4. When commuting with a take-home vehicle, the driver must take a direct route between home and work. Also, when commuting between work and home, and only then, brief (i.e., no more than five minutes) convenience stops (e.g., to pick up some milk) may be made when genuinely necessary. Routine convenience stops are not authorized. In making such stops, drivers must exercise their best judgment in concluding that the necessity of the stop outweighs the negative appearance that the stop may have to the public.
5. At all times, employees must operate City vehicles in a courteous manner and obey all traffic signs, posted speed limits, and other State motor vehicle laws. All driver's licenses and insurance coverage are to be valid and up-to-date.
6. Employees with assigned or take-home vehicles are expected to maintain the appropriate gas, oil and fluid levels. Employees must bring any issues regarding maintenance of, or equipment for, their City vehicle to the attention of the Director of General Services or his designee immediately.
7. Smoking or use of other tobacco products while operating or inside a City vehicle or piece of motorized equipment is prohibited.
8. The use of wireless telecommunications devices (as defined under A.R. 10-7) is strongly discouraged while operating a City vehicle, unless the vehicle is parked or the wireless device is operated using a "hands-free" mode. In all cases, wireless device use must comply with State law.

B. Assigned Vehicles - Department Heads should manage their assigned vehicles so as to maximize their utilization and to maintain proper care and accountability.

1. To the extent possible, vehicles should not be assigned permanently to an individual. Central dispatching and key control assures the best utilization.
2. Department Heads must establish assignment systems to assure that there is personal accountability for the safe and courteous operation of vehicles and for their proper care and protection.
3. Department Heads are responsible for ensuring that only qualified operators as defined in Section II (G) are operating departmental assigned vehicles.

C. Pool Vehicles - Pool vehicles are available at the Market Square Garage and at the Department of General Services/Fleet Services Division shops. These vehicles are dispatched to meet departmental needs that exceed the availability of assigned vehicles. Some departments that do not have assigned vehicles will rely completely on the pool vehicles for their transportation. The operation of the motor pool shall be as outlined in AR 7-2.

D. Take-Home Vehicles:

1. Regular take-home use (pool or assigned vehicle) is authorized only to positions expressly stated by the City Manager or designee. Due to the need for public accountability, authorized users of Take-Home vehicles are now listed as an addendum to this Administrative Regulation and shall be reviewed and revised annually at the conclusion of the fiscal year by the Office of Management & Budget,
2. If any of the personnel in positions listed in the Addendum reside outside of the City, then the take-home use will not be authorized without the prior written approval of the City Manager or designee.
3. Department Heads that have take-home vehicles within their organization are responsible for reporting the names, addresses, and vehicle numbers of persons operating these vehicles to the Director of Finance, with a copy to the Director of General Services. The reports shall be submitted by January 1 of each year and updated during the year as necessary. The Director of Finance shall determine taxable earnings, exemptions, amounts to be taxed, etc. All employees with take-home vehicles shall be listed regardless of their tax status. Regular passengers of take-home vehicles must also be included in the report.
4. Any salaried employee who must return to work during non-working hours (evening, holiday, weekend days) may take a car home for that evening, holiday, or weekend provided that he or she has a City residence and has the prior authorization of the Department Head.

E. Out-of-Town Trips:

1. City vehicles should normally not be taken on trips that exceed 250 miles from Alexandria.
2. Before departing on an out-of-town trip, drivers should obtain a City fuel card from General Services, be certain that they are familiar with the procedures outlined in the pamphlet, City Shop Maintenance Services, regarding emergencies and repairs outside the Metropolitan area, and depart with a full tank of fuel from the City fuel facility.
3. With the Department Head's approval an employee may take a City vehicle to his/her residence prior to an early morning trip departure the following day. An employee who returns from an Out-of-Town trip (any trip not defined as Local in Section II-D of this regulation) may, with the Department Head's approval, keep the vehicle overnight if the employee's return is after City business hours of 8 a.m. to 6 p.m. weekdays.

F. Vehicle Markings:

1. All City vehicles shall be painted white, display a vehicle number, and bear "Public Use" tags unless the vehicle's primary use is for plainclothes or undercover investigative work. Additionally, the City seal shall be conspicuously affixed to the front driver and passenger doors as well as the vehicle's rear (except as previously noted).

2. The only authorized vehicle markings shall be those applied by the Department of General Services/Fleet Services Division or the Fire Department Maintenance Shops and shall include inspection stickers, identification numbers, City seals, City WEB decal, public safety emblems, and other emergency vehicle markings. No bumper stickers, flags, streamers, window stickers, advertisements, etc., shall be affixed without specific approval from the Deputy City Manager.

G. Citations (to include citations given by automated enforcement systems e.g. "red light cameras"):

1. Citations for moving violations that employees receive while operating City vehicles must be reported immediately to the employee's Department Head. The employee shall be personally financially responsible for fines imposed, and will not be granted Administrative Leave to attend Court proceedings relative to the violation. Additionally, City funds shall not be used to directly pay fines imposed for moving violations or to reimburse employees remitting said fines unless expressly authorized in writing by the City Manager or designee.
2. Parking citations are the personal financial responsibility of the employee and must be paid promptly. Department Heads are responsible for identifying delinquent employees and ensuring their compliance. Employees are not personally financially responsible for citations issued due to expired vehicle registrations, State Safety inspections, or faulty equipment unless the continued operation of the vehicle presents a hazard to other employees or the general public. The City Manager or designee may grant exceptions to this policy on a case-by-case basis.

IV. EXCEPTIONS AND APPEALS

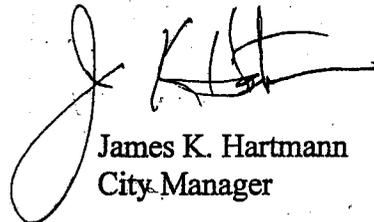
Exceptions and appeals to this regulation should be made to the City Manager or designee in writing. Individuals who are added to the "take-home" list as a result of appeals shall maintain a log book in the vehicle indicating all origins and destinations by date and time. The renewal of take-home additions shall be reviewed annually on the basis of the logbook entries.

V. DISCIPLINE

The personal use of a City vehicle, to include unauthorized commuting use, is considered as "misappropriation of public property" as defined in A.R. 6-20 under Group III Offenses.

VI. ADDITIONAL POLICIES

Department and Agency Heads may adopt more stringent internal policies, procedures and controls, provided these are not in conflict with City Administrative Regulations or any provision of State or Federal law.



James K. Hartmann
City Manager

Addendum to *Administrative Regulation 7-3* ("Use of City Vehicles")

List of Authorized Take-Home Vehicles

Updated: March 28, 2008

Department/Agency	Positions Authorized	# Vehicles Assigned
City Manager	City Manager ***	1
*** The City Manager currently does not use a City vehicle. He is reimbursed by the City for use of a personal vehicle.		
Commonwealth's Attorney	Commonwealth's Attorney	1
Fire	Assistant Chief Fire Marshal Assistant Fire Chief Chief Fire Marshal Communications Coordinator Director- Code Enforcement Bureau Emergency Management Coordinator Emergency Management Operations Fire Chief Captain/Chief's Aide Maintenance Supervisor Public Information Officer Safety Officer Special Operations Chief Training Battalion Chief Training Operations/Asst. Safety Officer	19
General Services	On-call Building Technician	1
Human Services	Child Abuse standby person	1
Planning & Zoning	Director	1
Police	All K-9 Officers Captains Crime Scene Investigator (on-call) Criminal Investigators Deputy Police Chiefs Domestic Violence Investigators Lieutenants Marked Cruiser Take-Home program Mobile Computer Manager Motorcycle Officers Police Chief Public Information Officer School Resource Officers Special Operations Team Members Special Response Unit Members Various, Unmarked	152

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List of Authorized Take-Home Vehicles

Updated: March 28, 2008

Department/Agency	Positions Authorized	# Vehicles Assigned
Recreation	Director	1
Sheriff	Captains Chief Deputy Sheriffs Commanders Sheriff Undersheriff	11
T&ES	C&I Inspector (snow season only) Chief, Construction & Inspection Division Chief, Transportation Division Deputy Director Director Snow Commanders (snow season only)	7
GRAND TOTAL TAKE-HOME UNITS		195