

	<p>City of Albany Human Resources Policy Policy #: HR-SF-01-001 Title: City Vehicle Use</p>	Safety
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Purpose The City provides vehicles and equipment for conducting City business. These vehicles must be used, parked, and maintained properly. Employees may wish to use their own personal vehicle in the performance of their assigned work when a City vehicle is not available or otherwise would be convenient for such assignments. Before using their personal vehicle for City business, the employee must receive approval from their immediate supervisor. Supervisors may grant blanket approval for routine personal vehicle use.

Policy **Overnight Use**
With the City Manager's approval, a department director may keep a City-owned vehicle at home overnight. With department director approval, other employees may also keep City vehicles overnight. However, such use will be reported to the City Manager. The justification for this is to respond to emergencies, attend evening meetings, or otherwise perform City business. The vehicle may **not** be driven for personal use.

Operation & Parking
All City employees driving City vehicles shall be constantly mindful that their driving and parking habits are under constant observation. We should be exemplary in our use of City equipment. City employees do not have any special privileges; employee traffic and parking violators will be cited for violations in City vehicles. Violation of traffic and parking laws is cause for disciplinary action.

Fueling City Vehicles
Employees who utilize Linn County's Regional Fueling Facility must be trained by their department representative in fueling operations prior to receiving an authorization card.

Vehicle Maintenance, Repair, and Towing Procedure
Refer to individual department procedures.

Definitions N/A

References N/A

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Review and Authorization

Supersedes ERP No. 3.6; 10/1/1993	Created/Amended by/date LB, 10/1/2004	Effective Date 11/1/2004
HR Director		City Manager

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes