



## **CITY OF HUGHSON USE OF CITY VEHICLES POLICY**

### **A. PURPOSE:**

The purpose of this policy is to establish procedures and guidelines for the use of City vehicles. This policy applies to all City employees.

### **B. GENERAL REQUIREMENTS:**

1. Any person operating a City owned vehicle is required to possess a valid California Driver's License of the proper classification and endorsement(s) as appropriate.
  - a. Any person who operates a vehicle in the course of City business is required to notify the Department of Human Resources following any changes in status to the employee's Driver's License, including expiration, suspension or revocation, as soon as they become aware of the change.
2. The Human Resources Department is responsible for ensuring that regular and temporary employees who operate City vehicles are enrolled in the DMV Pull- Notice Program.
3. The Human Resources Department shall maintain all California Department of Motor Vehicles' Employer Pull Notice documents and shall notify the appropriate supervisor immediately upon being put on notice by the California Department of Motor Vehicles of any change in the status of an employee's license or other action which affects the employee's ability to perform his or her job requirements or which may require action by the City.

### **C. PERMITTED USE OF CITY VEHICLES AND EQUIPMENT:**

City vehicles and equipment shall be used exclusively for City business. Only eligible City employees or temporary employees may operate City vehicles and equipment. Persons not employed by the City or a temporary agency may be carried as passengers only when their transportation has a direct connection with City business.

At the manager's discretion, City employees working in the field and using City vehicles may stop for designated lunch or break periods, only when the employee is in route to or from the worksite. Personal business, such as banking or shopping, whether or not in route to an authorized destination, is expressly prohibited.

### **D. TEMPORARY VEHICLE ASSIGNMENT:**

City vehicles may be made available on a temporary basis to employees who are performing assignments that require them to travel in the conduct of business. This includes, but is not limited to, travel to and from worksites, meetings in and outside the City, and to conferences.

### **E. ON-GOING TAKE-HOME VEHICLE ASSIGNMENT:**

Take home vehicles are assigned City vehicles that employees have been authorized to drive to and from their residences. The City's primary interest with regard to take home vehicles is

to achieve a balance between the City's responsibility to provide it staff with the tools to do their jobs and its responsibility to use public resources in prudent manner by minimizing unnecessary costs and liabilities associated with take home vehicles.

1. To ensure the City's take home vehicle assignments are equitable and can be justified to the public, take home vehicles shall only be assigned under the following criteria.
  - a. Employees may be eligible for a take-home vehicle if they require the use of a City vehicle on a frequent basis in order to respond to after-hours and weekend emergencies.
  - b. Only employees who can arrive at their worksite within 30 minutes of being called back to duty may be authorized to take a city vehicle home. This will ensure that only employees who can respond quickly are assigned take home vehicles. Department heads have the authority to limit this restriction to meet the individual needs of their department.
  - c. The City Manager may authorize exceptions to the criteria as appropriate to meet necessary service delivery interests.
2. Prior to assigning a take home vehicle to an employee on an ongoing basis, the department heads must request and receive written approval from the City Manager using the "Take Home Vehicle Authorization Form." (Exhibit 1)
  - a. After receiving approval from the City Manager, the employee must sign the second part of the "Take Home Vehicle Authorization Form" verifying that they have read and understand this policy. Department heads have the responsibility to inform the Human Resources Department that the assignment has been approved by forwarding them the original copy of the employee's approved "Take Home Vehicle Authorization Form." The Human Resources Department will forward copies to supervisors and employees, if necessary.
  - b. The Community Development Director's Office will conduct an annual review of take-home vehicle assignments to ensure that they continue to meet the best interests of the City.
  - c. Take home vehicles may only be driven by authorized City employees or volunteers and shall not be used to transport non-City employees, except when authorized to conduct City business.
  - d. Family members of the employee are considered non-city employees.
  - e. Take home vehicles shall not be used to conduct personal business. Commuting to and from work and *di minimis*\* use are acceptable uses of a take-home vehicle. Di minimis use is defined by the IRS as a small detour while commuting for infrequent situations. No employee shall purchase alcohol while using a City vehicle.
  - f. The vehicle shall be locked at all times while not in use and parked in a secure location, if not damage or theft may be the responsibility of the employee.

- g. The Public Works Superintendent shall be responsible for maintaining a take home vehicle assignment list.
- 3. In designated operations, employees on standby duty can voluntarily be allowed to take their permanently assigned City vehicle home at the discretion of their supervisor. City vehicles shall be utilized in accordance with all conditions outlined in this Section. In addition, the following will apply:
  - a. An employee must live within 30 minutes of the main facility (Corp Yard or WWTP) to be eligible to take home their permanently assigned City vehicle on standby duty.

**F. IRS REPORTING:**

The IRS typically views take home vehicles as a taxable fringe benefit; however, it exempts qualified non-personal use vehicles from tax reporting requirements, including:

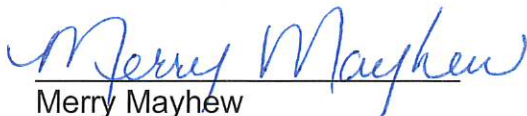
- 1. Clearly marked, through painted insignia or words, police, fire and public safety vehicles, provided that any personal use of the vehicle (other than commuting) is prohibited by the governmental unit;

Employees authorized the use of a take home vehicle that do not fall into one of the above categories as utilizing a qualified non-personal use vehicle, are responsible for IRS reporting requirements.

For this purpose, the City uses the IRS Code Commuting Rule for taxing the employee. Under this rule the amount used is dictated and amended periodically by the IRS under the Commuting Rule (Publication 15B). This amount is added to the employee's taxable wages for Federal, State, and Medicare taxes.

For those employees who do not qualify under the commuting rule, the IRS Lease Value Rule (IRS publication 15B) shall apply. Employees under this rule shall be responsible for submitting a mileage log to the payroll department by the 1st workday of each month for all miles driven during the previous month.

Approved by the City Manager:

  
Merry Mayhew

October 16, 2023

## Vehicle Policy Acknowledgement

Employee Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF HUGHSON TAKE HOME VEHICLE AUTHORIZATION FORM

Take home vehicle assignments are subject to approval of the City Manager. All use of the vehicle must be in compliance with the Use of City Vehicles Policy. A new form must be submitted for changes in employee assignment or place of residence.

Requesting Department: \_\_\_\_\_

Department Head Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employees Home Address: \_\_\_\_\_

Miles between Employee's home and work site: \_\_\_\_\_

The employee responds to after-hours emergencies on an average of \_\_\_\_\_ times per year.

Please explain the type of emergencies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assignment Approved:    Yes    No

\_\_\_\_\_  
City Manager's Signature

*If approved:*

### Employee Acknowledgement

Your signature below indicates you have read, understand and are in compliance with the City's Use of City Vehicles Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor/Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please forward the original copy to the Human Resources Department