City of
FRESNO

ADMINISTRATIVE ORDER

Subject:	**City-Owned/Leased Vehicles/Acquisition, Assignment and Usage Policy**	**Number:** 8-8 **Date Issued:** February 6, 2004 **Date Revised:** January 20, 2010
Responsible Department:	**GSD/Fleet Management Division**	**Approved:**

Purpose

To establish a uniform policy governing the acquisition, assignment and use of City-Owned/Leased Vehicles.

Definitions

For the purposes of this Administrative Order, the following definitions apply.

1. **Reporting Point**: The facility to which the employee normally reports for work.

2. **Home Storage**: Off-duty or after-hours parking or storage of a City-Owned/Leased Vehicle at the residence of a City employee or at a location other than that adjacent to the office to which the vehicle is assigned, or at a non-reporting point location.

3. **Special Equipment**: That unique equipment, attached to or carried by a City-Owned/Leased Vehicle, that would be required at the scene of an emergency and which cannot be provided by on-duty personnel or equipment which cannot be reasonably provided for in any other manner. A two-way radio installed in a vehicle is not normally considered special equipment.

Policy

1. The City does not furnish basic "to-and-from-work" transportation. The City may provide City-Owned/Leased Vehicles for employee use while on official City business.

2. Automotive equipment procured by the City shall be specifically approved by the City Manager and the Council.

3. All City-Owned/Leased Vehicles and equipment, except Transit buses and fire apparatus, shall be assigned to, and be the responsibility of, the General Services Department/Fleet Management Division.
   a. The Fleet Management Division is responsible for:
      i. Providing fuel supply
      ii. Maintenance and repair
      iii. Replacement cycles and disposal
      iv. Exercising administrative control according to the provisions of this Administrative Order

b. Department Directors with employees who are assigned Home Stored Vehicles are responsible for:
   i. Assignment of vehicles based on need within Divisions/Sections
   ii. Monthly Vehicle Usage Log (VH-2 See AO 2-2 for more details) – The VH-2 usage log will be used for all vehicle usage including personal vehicles and City-Owned/Leased Vehicles. All mileage on a home stored City-Owned/Leased vehicle will be accounted for on the VH-2 Form and will include:
      (1) Home, work, home trips (as a benefit to the City of Fresno)
         (a) The Internal Revenue Service has defined the personal use of a City-provided vehicle for transportation to and from work to be a taxable fringe benefit, in the amount of $3 per round trip. Therefore, this amount will be reported to the IRS by the City to reflect the employee's receipt of such fringe benefit. Each employee is required to submit the number of "to and from work" trips monthly to the Finance Department-Payroll Section using form VH-2.
      (2) After hours
      (3) Weekends
      (4) Call-back trips
      (5) Employee personal usage
      (6) Return Vehicle – To be completed by employees when absent from work for more than two weeks. This portion of the VH-2 form should be completed to document which employee will be in possession of the vehicle during the employee's absence.
   iii. Daily Maintenance
      (1) Safe vehicle operation
      (2) Fueling
      (3) Tires
      (4) Engine oil
      (5) Coolant servicing
      (6) Washing as needed
   iv. Parking and security of assigned vehicles
c. Employees who are assigned Home Stored Police Department vehicles will work directly with the Police Department Division Commander for all necessary paperwork.

4. The Fleet Management Division will periodically analyze the comparative efficiencies between utilizing a City-Owned/Leased Vehicle or private mileage reimbursement (See Administrative Order 2-2) for transportation in conducting City business. When such analysis determines that it is cost effective and in the best interest of the City to provide a City-Owned/Leased Vehicle, a recommendation will be made to the Department Director involved and to the City Manager to procure a vehicle using the cost savings from unused budgeted private mileage funds to partially defray acquisition cost.

5. The Fleet Manager will evaluate and monitor the actual use and utilization of all allocated automotive equipment. When, in the opinion of the Fleet Manager, this evaluation and monitoring indicates the allocated equipment is not being utilized to the fullest economic advantage of the City, the General Services Department Director shall bring this fact to the attention of the applicable Department Director.

6. Except for vehicles authorized for home storage pursuant to this Administrative Order, all City-Owned/Leased Vehicles shall be parked or stored as near as possible to the office to which they are assigned, or as near as possible to the reporting point of the employee using the vehicle. Vehicles are not to be parked overnight at a non-reporting location unless

authorized pursuant to this Administrative Order.

7. Home storage of City-Owned/Leased Vehicles shall be permitted only in those instances where it is to the City's benefit to do so. Home storage shall not be granted as an employee benefit. Home storage justifications must be submitted annually by all Department Directors with employees who are Assigned/Home Stored Vehicles. All requests will be reviewed and approved by the Director of the General Services Department. When a request is submitted to the General Services Department to store a City-Owned/Leased Vehicle outside the Fresno and Clovis metropolitan area, City Manager's authorization will be required. Off-street parking shall be mandatory for home-stored vehicles except in those instances where the vehicle is so large and/or heavy as to be impractical.

   Department Directors may approve short-term home storage in response to **emergency** situations. Such approval must not exceed 10 working days. Employees subject to routine call-back shall not be provided a vehicle for home storage unless there is a benefit to the City from such assignment.

8. City-Owned/Leased Vehicles may not be utilized for personal use. Transportation of passengers other than in connection with official City business is prohibited.

9. The display or application of personal items, political materials, unauthorized advertising or any other items is strictly prohibited on City-Owned/Leased Vehicles.

10. During periods of employee absence of two weeks or more, City-Owned/Leased Vehicles shall be returned to employee's Division or the Fleet Management Division, as appropriate.

Procedures

Requests and re-justification for individual assignment and/or home storage of a City-Owned/Leased Vehicle, shall be initiated annually, in May, by Department Directors and submitted to the Director of the General Services Department for review and evaluation using Form VH-3, Vehicle Assignment and Home Storage Justification.

All requests for personal assignment and/or home storage of a City-Owned/Leased Vehicle will be evaluated according to the procedures and criteria indicated in paragraphs 1 and 2, below.

1. **Justification for Request**

   a. Authorization for individual assignment may be justified by one of the following criteria:

      (1) Excessive Mileage - The employee's duties or position regularly requires, as documented by appropriate records, driving in excess of the mileage figure at which the assignment of a City-Owned/Leased Vehicle is cost-effective and in the best interest of the City.

      (2) Off-Site Work Schedule - The employee's duties require, as documented by daily trip sheets or other appropriate records, that they be away from their permanent work station a minimum of 50% of the employee's normal day at least three days per week.

(3) Continuous Availability - The position requires the continuous availability of a vehicle with "special equipment."

b. Authorization for home storage of an individually assigned vehicle may be justified when home storage allows for the more efficient and effective utilization of the vehicle, the employee's working hours, **and** when one of the following conditions exists:

(1) Practicality - The employee's duties are such that check-out/in of a City-Owned/Leased Vehicle from a City facility at the start of/end of a normal work day would be both impractical and uneconomical due to the lost productive time or increased fuel consumption.

(2) Availability - The employee has been directed to be on continuous availability for call-back during off-duty hours; the task to be performed will require immediate travel to the job location; and call-back can be expected to occur several times a month.

c. Authorization for non-emergency temporary home storage of a City-Owned/Leased Vehicle, which is not individually assigned, may be justified on a case-by-case basis for a period normally not to exceed one month, when such authorization is for the benefit of the City; and

(1) The employee's duties are temporarily such that check-out of a City-Owned/Leased Vehicle with special equipment from a City facility at the start of a normal work day would be both impractical and uneconomical, due to lost time and increased transportation costs; or

(2) The employee is temporarily required to be available for call-back during off-duty hours and the task to be performed will require direct travel to the job location.

2. **Evaluation of Requests**

a. All requests will be evaluated by the Director of the General Services Department in accordance with the provisions of this Administrative Order. Under normal circumstances, no request will be approved that does not provide economic benefit to the City.

b. The General Services Department will annually compile a City-wide list of individually assigned and home-stored vehicles, amend such list as necessary during the year, and submit such list to the City Manager and the Finance Department/Payroll Section.

3. **Mileage Reporting**

a. Each employee is required to submit the number of "to and from work" trips to the Finance Department/Payroll Section monthly using Form VH-2 (attached). See item 3.B.ii under "Policy" for more information.

City of FRESNO

City-Owned/Leased Vehicle
ASSIGNMENT AND/OR HOME STORAGE JUSTIFICATION

This form is used to request or re-justify the individual assignment and/or home storage of a City-Owned/Leased Vehicle to an employee and is to be submitted to the General Services Department Director in May of each year.

Employee Name: _____ Department Name: _____

Employee ID Number: _____ Division Name: _____

Instructions: Please check the applicable box under **both** the Authorization for Individual Assignment heading & the Authorization for Home Storage heading. See AO 8-8 for a more detailed description of justifications.

TYPE OF USAGE

☐ Continuous/Ongoing ☐ Occasional/On-Call

AUTHORIZATION FOR INDIVIDUAL ASSIGNMENT:

☐ Excessive Mileage ☐ Off-Site Work Schedule

☐ Continuous Availability

AUTHORIZATION FOR HOME STORAGE:

☐ Practicality ☐ Availability

Address where vehicle will be stored:

City:

(For GSD Use Only CT#_____ - Vehicle Allowance_Y / N_)

Explain if the employee's duties will require the assignment of a specialized vehicle or will subject the vehicle to unusual use or wear:

_____

_____

Department Director _____ Date _____

****

Approved ☐ Disapproved ☐ Director of the General Services Department Date

City Manager Approval required ONLY if outside the Fresno/Clovis Metropolitan Area

Approved ☐ Disapproved ☐ City Manager Date

Form VH-3 A.O. 8-8 4/1/08

Please return to the General Services Department/Administration Division

Monthly Vehicle Usage Log

(To be submitted monthly to Finance/Payroll via Employee's Department/Division)

PLEASE CHECK APPLICABLE USAGE B ☐ Personal Vehicle ☐ City-Owned/Leased Vehicle

Employee Name	Employee ID	Org

Reporting Month	Year

Veh. ID#	Day	☐ Check this Box ONLY if HOME – WORK – HOME Otherwise, Complete Reason/Destination	Odometer Begin	Odometer End	Total Miles
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For IRS reporting of taxable fringe benefits: Total Number of HOME–WORK–HOME Round Trips _____

COMPLETE ONLY IF SUBMITTING REPORT FOR USE OF PERSONAL VEHICLE

Select either Category 3 or Category 4

Category 3 _____ miles x .44/mile $ _____

Category 4 _____ miles x .51/mile $ _____

During period of employee absence of two weeks or more, City-owned/leased vehicles shall be returned to the employees' Division or the Fleet Management Division as appropriate. Document the return and reassignment of vehicle

Date Vehicle Returned	Returned to Division or Fleet?	Temporarily Reassigned to (Employee Name)	Dates Reassigned	Date Returned to Originally Assigned Employee

_____ _____ _____ _____

Employee Signature Date Supervisor Signature Date

VH-2 (4/08)