CITY OF SAN ANTONIO
PURCHASING AND GENERAL SERVICES DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE

TO: Department Directors and to All Holders of Administrative Directives

FROM: Janie B. Cantu, Purchasing and General Services Director

COPIES TO: File

SUBJECT: A.D. 1.8 City Vehicle Use

DATE: June 5, 2002

Attached is a new Administrative Directive 1.8, on Vehicle Use Policy, effective June 15, 2002.

If further information or clarification is needed, please contact the Purchasing and General Services Department at 207-7260.

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EFFECTIVE DATE: June 15, 2002

REVISION DATES:

SUBJECT: Vehicle Use

PURPOSE: To establish a consistent City-wide policy regarding the use of City-owned vehicles used by City employees for City business and to establish rules and guidelines for the assignment of City-owned vehicles.

RESPONSIBILITY (ASSIGNMENT AND USE)

All City employees who operate City-owned vehicles must comply with all applicable State and local laws. It will be the responsibility of any such employee to pay any fines imposed for not complying with such laws. If an accident results from non-compliance, the driver may be held liable for any related damages.

Improper use of a City-owned vehicle shall be subject to disciplinary action by the employee's supervisor/department director, consistent with the Municipal Civil Service rules of the City of San Antonio, Rule XVII, Discipline, Suspension, Removal and Demotions. Improper use shall include, but is not limited to:

- receiving citations for three (3) or more moving violations, while operating a City-owned vehicle on City business, over a three (3) year period regardless of disposition, including dismissal pursuant to completion of probation or a plea bargain, except when adjudicated 'not guilty'.

- operating or driving a City-owned vehicle while intoxicated or under the influence of any alcohol or any illegal substance.

- having an accident where the employee is at fault.

Personnel operating City-owned vehicles must have in their possession, at all times, their valid (i) Texas Driver's License; and (ii) City vehicle proof of insurance.

Personnel authorized to drive City-owned vehicles shall be required to complete a City-approved driver safety course, as mandated by the City, prior to their use of such vehicles. The driver safety course must be taken every three (3) years. Such courses are offered through the Safety Division of Risk Management.

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Vehicle doors and trunk must be locked at all times, with the ignition turned off and keys in possession of authorized personnel, upon every exit of vehicle. At no time should a vehicle be left unattended with the engine operating and/or keys in or on the vehicle. Vehicle operator is responsible for ensuring that the vehicle is secure.

Authorized personnel utilizing City vehicles are strongly encouraged to find a safe and secure location and stop their vehicles to use cellular phones, lap top computers or pagers.

If an accident occurs, it is the vehicle operator's responsibility to notify his/her supervisor immediately, in accordance with A.D. 4.1.

During the workday, City-owned vehicles may be utilized for travel to and from lunch and break sites, as long as the following criteria are met, unless otherwise approved by department director:

1. Lunch and break sites must be located along or adjacent to the route between the last work site and the next work site.

2. Personal trips are not allowed, even during lunch and break periods.

Smoking is not allowed in City-owned vehicles. Personnel authorized to utilize such vehicles must keep them clean and safe at all times, inside and out. No personal or unauthorized decals should be placed anywhere on the vehicle. Personnel must ensure that all regular maintenance is performed on the vehicles in a timely manner, by making the vehicle available to Fleet Maintenance upon receipt of regular preventative maintenance notifications. Further, personnel must ensure that all vehicles are in safe operable condition by performing daily inspections of their vehicles and exercising due diligence in inspecting maintenance work performed on vehicles for obvious signs of operational safety. Gasoline/fuel shall be used responsibly. Authorized personnel must make their vehicles available for inspection by supervisory personnel, as requested. Any corrective actions mandated by supervisors must be taken immediately.

Motor Pool vehicles and maintenance, fueling and appearance are responsibility of Purchasing and General Services Department.

Personnel authorized to use City-owned vehicles should be aware that the operation and appearance of such vehicles reflects on the professionalism of the driver, the department and the

City. As such, personnel must be constantly aware of their actions and ensure that their behavior, appearance and operation exhibit the highest in professionalism and courtesy.

All equipment issued by the City must be secured within vehicles to ensure that such items do not constitute a safety hazard. In addition, equipment must be secured from theft at all times. Personnel should not store unsecured laptops or hand-held computers, removable antennas, mobile phones, cameras or pagers in City-owned vehicles. Any loss, theft or damage that is determined to result from the violation of this policy may result in disciplinary action, including possible suspension and/or termination, and may include the reimbursement to the City of the replacement cost of the equipment.

TAKE-HOME VEHICLES

Certain employees may be identified by the department director as requiring a vehicle on a twenty-four (24) hour basis. Authorization, given by department director, of take-home vehicles will be based solely on the best interest of the City. Take-home vehicles may, for example, be authorized to those employees:

- who are subject to being "on-call" and who, when called, must report to a work site location; or
- whose primary duties are in the field.

Personnel authorized to take home City-owned vehicles must reside within Bexar County or the City of San Antonio City Limits for the entire time they are so authorized, unless otherwise approved by City Manager or City Manager's representative.

Personnel given the use of take-home City-owned vehicles must execute a written acknowledgement, regarding receipt of said vehicle, with Department. The Purchasing Department will keep a central list of employees with such vehicles. Departments must annually forward a list of employees with take-home vehicles to the Purchasing Department.

Personnel given the use of take home City-owned vehicles must ensure that there is adequate and safe parking for such vehicles. Parking of take-home City-owned vehicles, whether on or off-duty, must be in approved areas and never on any vegetated and/or non-designated parking areas, unless necessitated by work requirements.

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Personnel utilizing take-home City-owned vehicles may not at any time utilize such vehicle for emergency reasons, unless otherwise approved by Department Director.

Personnel authorized to take home City-owned vehicles may not allow non-City customers to ride in such vehicles at any time, unless such personnel have been expressly authorized to allow same, by their Department Director or City Manager.

Personnel operating take-home City-owned vehicles must be attired in the proper, mandated uniform, if applicable.

Personnel authorized to use take-home City-owned vehicles, who submit leave notices for three (3) or more consecutive workdays, must make arrangements with their supervisors to leave the vehicle and keys for use by other City personnel during such period.

This Administrative Directive supercedes all previous directives, excluding Police Department Collective Bargaining Agreements, on the subject. San Antonio Police Department Procedure 313, Use of City Vehicles is applicable. Subsequent changes to federal, state or local law or ordinances will supersede this Directive, to the extent of any conflict between the guidelines adopted herein and such laws or ordinances. City Departments may have additional requirements or rules for use of City-owned vehicles. For more information, contact Purchasing and General Services Department at 207-7026.