

City of Greenfield

Administrative Policy

SUBJECT: Use of City Pool Vehicles
SECTION: Administration

POLICY NO: 2007-01
DATE: November 19, 2007

I. PURPOSE

To ensure the proper use of City of Greenfield pool vehicles.

II. POLICY

It is the policy of the City to provide pool vehicle(s) for employees to use while conducting City business.

III. PROCEDURE

As a general rule, only City employees may use city vehicles. Exceptions for volunteers and interns may be granted by the Department Head. No employee, volunteer or intern may drive a city vehicle while on city business until the City places the employee on the DMV Pull Notice Program and receives a copy of the employee's driving record and it is acceptable with the City's Insurance Authority.

City pool vehicles are to be used only for authorized business. Personal errands or providing transportation to any person other than those on official City business is prohibited. Exceptions to this may be authorized by the City Manager.

No animals are allowed in City pool vehicles. This is to comply with both our risk management policy as well as health and safety concerns.

Seat Belts must be worn by drivers and passengers in city vehicles. Drivers of City vehicles are to observe all traffic regulations.

If an employee becomes involved in an accident while operating a City vehicle, the law enforcement agency responsible for accident investigation should be called to scene and an accident report requested from such authority. The employee shall complete the City of Greenfield/Monterey Bay Area Self Insurance Authority Vehicle Accident Report and forward to their Department Head.