

City of Vergas Use and Maintenance of City Vehicles

INTRODUCTION:

The City of Vergas will provide a city vehicle for employee use and the performance of work-related activities. An employee will be reimbursed the federal rate for mileage when using their personal vehicle for work-related activities; this action must be approved by the City Clerk or a **Council Member in the absence of the City Clerk.**

POLICY:

1. USE OF CITY VEHICLE:

- A. City vehicles are to be used solely for the purpose of providing City services and conducting City business.
- B. All operators of City vehicles shall possess a valid driver's license. Employees are responsible for notifying the City if their license is suspended. Employees must forward a copy of their driver's license to the City Clerk on an annual basis. In the event of a license suspension, vehicle use privileges will be suspended and may be terminated. Employees are required to notify the City Council of any violations or summonses received while in possession of, or while operating a City vehicle. Failure to do so may result, at the City's discretion, in the loss of vehicle use privileges.
- C. Unless receiving special authorization, only city employees are authorized to operate or ride in City vehicles.
- D. No passengers (including employees) are allowed in plow trucks.**
- E. City vehicles should not be taken outside of the City limits for non-business purposes.
- F. All drivers and City business travelers must wear seat belts.
- G. Cellular Phone Use. All employees are expected to follow applicable local, state, federal laws and regulations regarding cellphones at all times. Use should in no way limit the conduct and completion of work. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone, personal or city issued, while driving. Reading/sending text messages, making or receiving phone calls emailing, video calling, scrolling/typing, accessing a webpage, or use non-navigational applications while driving is strictly prohibited. In accordance with state law, there is an exception to hands free cell phone operations to obtain emergency assistance; as traffic accident, medical emergency, serious traffic hazard, or to prevent a crime from being committed.
- H. Vehicles shall be kept clean.
- I. In the case of an accident, the employee driving the vehicle shall immediately notify the City Clerk and the appropriate law enforcement authority to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the City Clerk.
- J. A daily log will be kept for all vehicle & equipment use.

2. RESPONSIBILITY:

- A. The City Maintenance worker is responsible for the scheduling and completion of all preventive maintenance required by the City vehicle.
- B. The City of Vergas is responsible for properly insuring all city vehicles and financing the appropriate maintenance.

3. **TAKE-HOME VEHICLES:**

- A. Approval by the City Council is required before an employee can take home a City owned vehicle.
- B. Employees may be authorized to take home vehicles for a limited duration, i.d. to attend a training session the following day that is located closer to the employee's home).

- C. Employees who live in city limits can take a City owned vehicle home during designated lunch and/or breaks.

Adopted this 13 Day of December by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer

Established: April 14, 2014
Revised: February 9, 2016
April 15, 2019
October 8, 2019
December 13, 2022