

## **ASSIGNED VEHICLE USE**

### **1. Purpose:**

This directive shall set forth regulations for the employee use of assigned City vehicles owned by The City of Lake Forest and establish the responsibilities of employees towards the vehicles entrusted to them. Employees shall use City vehicles to carry out their assigned employment mission with actions that reflect positively on The City of Lake Forest.

### **2. Scope:**

This directive covers all employees, regardless of title, position or level of responsibility, who are temporarily or permanently assigned a City-owned vehicle. This directive covers all uses of an assigned vehicle, including transportation to and from work.

### **3. Procedure:**

#### **3.1. Temporarily Assigned Vehicles for City Business Including Transportation To and From Work**

Certain employees may be temporarily assigned a City-owned vehicle for conducting City business during an unusual event or emergency, which may also include the use of these vehicles for transportation to and from work. The following shall apply to temporarily assigned vehicles:

- a. The assignment shall be granted only for the following reasons:
  - the nature of duties is such that the employee is subject to being called out on an emergency or other extra duty outside normal working hours
  - it is necessary for the employee to have a vehicle to protect the safety, health or welfare of the citizens of Lake Forest
  - the employee is required to attend an official meeting or conference on the City's behalf
  - as a result of a specific work project the employee proceeds regularly to and from home and work sites, rather than the regular office location
- b. When taken home, the vehicle shall be locked and stored off the street at all times.
- c. Other than the employee to whom the vehicle is assigned, only co-workers and other individuals authorized by the City are permitted in the vehicle. The vehicle shall not be used for personal use of any kind, including transporting family members or others not associated professionally.
- d. The temporarily assigned vehicles shall be approved by the Department Director and City Manager.
- e. The temporary assignment for any single employee shall not exceed twelve (12), twenty-four (24) hour periods per month.

- f. Personal use of City vehicles may be subject to IRS rules and regulations or other City policies.

3.2. Regularly Assigned Vehicles for City Business Including Transportation To and From Work

Certain employees may be regularly assigned City owned or leased vehicles for conducting City business, which may also include the use of these vehicles for transportation to-and-from work. This assignment shall be limited to the following employees:

- Police Chief
- Deputy Police Chiefs
- NIPAS Officer
- Fire Chief
- Deputy Fire Chiefs

In January of each year, the Police and Fire Chiefs shall provide a written justification to the Director of Human Resources for each position in their department that is to be assigned a City owned or leased vehicle. These justifications will then be presented to the PCA Committee of the City Council for their review.

The following shall apply to regularly assigned vehicles:

- a. The City Manager shall approve all designations of regularly assigned City vehicles, which may also include the use of these vehicles for transportation to-and-from work.
- b. When taken home, the vehicle shall be locked stored off the street.
- c. Assigned vehicles are for conducting City business; including transportation to and from work and meetings, professional association functions and for de minimis personal uses while the vehicle is being driven to-and-from work.
- d. The employee assigned the vehicle may use it for personal purposes only as permitted by this subsection. The assigned vehicle may not be used to transport family members or others for any personal purpose. Co-workers and other individuals authorized by the City are permitted in the vehicle for City-related business purposes only.
- e. The department head may approve the transportation of a family member in an emergency situation; i.e., a child becomes ill at school and needs to be picked up immediately. Any emergency approval must be documented by the department head in writing in the employee's personnel file. In the case of the department head needing permission, the Director of Human Resources or the City Manager may give approval.
- f. Personal use of City vehicles may be subject to IRS rules and regulations or other City policies.
- g. Per IRS Regulations, the Fire Department vehicles must be clearly marked through painted insignia or words so that it is readily apparent that the vehicle is a fire officer vehicle. A marking on the license plate is not a clear marking for this purpose.

#### 4. **Responsibility:**

All City employees who are regularly or temporarily assigned a City-owned vehicle for conducting City business shall have the responsibility of familiarizing themselves with this directive and adhering to it. This includes the following:

- a. Drive the vehicle in a safe and considerate manner at all times, which includes complying with all local, state and federal motor vehicle regulations, laws and ordinances. **Any moving or parking citations received while operating a City vehicle will be the responsibility of the employee.**
- b. Keep the vehicle clean inside and out at all times.
- c. Any mechanical problems or physical damage must be reported immediately to the employee's supervisor and. A follow-up written report may be required.
- d. No tobacco use is allowed in any City-owned vehicle.
- e. No employee shall operate a City-owned vehicle after having consumed any alcohol, controlled substance, or illegal drugs (which includes the use of prescription only drugs without a valid prescription). At no time shall any City employee drive a City-owned vehicle while intoxicated or under the influence of any controlled substance, illegal drug, prescription drugs or alcohol.
- f. The "Driver" and all occupants authorized by City directives and Department operating procedures are required to wear safety belts when operating or riding in a "Motor Vehicle." The "Driver" is responsible to ensure all passengers are wearing their safety belts per applicable State and Federal laws.
- g. Use of cell phones must be hands-free and comply with Administrative Directive 2-16, Use of Cell Phones.

Violation of this directive may result in discipline, including removal of the assigned vehicle on a temporary or permanent basis or immediate termination of employment. Department Directors shall be required to adhere to all procedures outlined in this directive and enforce the provisions of this directive.

#### 5. **Distribution:**

Human Resources website, [www.citylf.org](http://www.citylf.org).



Jason Wicha  
City Manager



### Temporarily Assigned Vehicles Authorization Form

\_\_\_\_\_ (employee name) is being temporarily assigned a City-owned vehicle for conducting City business, which also includes the use of this vehicle for transportation to and from work. The temporary assignment is granted only for the following reasons: (check all that apply)

- \_\_\_\_\_ The nature of duties is such that the employee is subject to being called out on an emergency or other extra duty outside normal working hours.
- \_\_\_\_\_ It is necessary for the employee to have a vehicle to protect the safety, health or welfare of the citizens of Lake Forest.
- \_\_\_\_\_ The employee is required to attend an official meeting or conference on the City's behalf.
- \_\_\_\_\_ As a result of a specific work project the employee proceeds regularly to and from home and work sites, rather than the regular office location.
- When taken home, the vehicle shall be locked and stored off the street at all times.
  - **Other than the employee to whom the vehicle is assigned, only co-workers and other individuals authorized by the City are permitted in the vehicle. The vehicle shall not be used for personal use of any kind, including transporting family members or others not associated professionally.**
  - The temporary assignment for any single employee shall not exceed twelve (12), twenty-four (24) hour periods per month.

Dates of the temporary assignment are: \_\_\_\_\_ through  
\_\_\_\_\_.

Approved:

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date