

City Of Jackson, Tennessee

Fleet Administrative Policy



Scott Conger-Mayor

Phillip Evans-Fleet Manager

Revised 12/3/2020

City of Jackson, Tennessee

Vehicle Use Acknowledgement

In consideration of the use of a City of Jackson vehicle, I acknowledge that:

1. I will not allow any person who is not a city employee to drive a city vehicle in my possession and control.
2. I understand that I am responsible for the city vehicle and its condition and will make every reasonable effort to return the vehicle in substantially the same condition as I received it, ordinary wear and tear is expected.
3. I, as the operator of the vehicle, am responsible for the protection and safe operation of the vehicle. I will observe all traffic laws and rules of safe driving.
4. I will have preventive maintenance performed on the vehicle when it is scheduled.
5. I have a valid drivers license and will maintain it as long as I am authorized to drive a city vehicle.
6. I do not drive my vehicle for personal use, but if I do, I will accurately report the personal trips and mileage twice a year or as required.

Driver's License number _____

Expiration Date _____

I acknowledge that I have read and understand the Fleet Administrative Policy.

Driver's name and signature

Department and date

1.0 VEHICLE USE

1.1 Purpose

The purpose of this Fleet Administrative Policy is to establish uniform vehicle use practices for all departments and to ensure against the abuse or inefficient use of public property by establishing limitations on the use of City-owned vehicles.

1.2 Vehicle Assignment

1.21 General Usage

The use and operation of City-owned vehicles on the job may be required of certain employees in various departments. Vehicles may be assigned to one or more employees for their primary use during the workday or may be assigned as fleet or pool vehicles available and used for general departmental purposes. At the end of every workday, City vehicles must be parked in their assigned parking area on City property unless specifically exempt by appropriate authority.

1.22 Overnight Assignment

1.221 Employees may be given the privilege of using City vehicles when the best interest of the public is served by providing safe, dependable transportation for extensive travel during or after working hours, after-hours response to emergency requests for service or for other official purposes.

1.222 Authorizations for use of City vehicles overnight may be granted by the Mayor's office to specified employees based on the following criteria:

- a. Department heads whose regular duties require frequent use of a vehicle overnight and whose responsibilities involve after-hours response, evening and weekend duties, attending public meetings or other City-related business activities.
- b. Employees other than department heads whose required overnight use of a City vehicle is regular and frequent.

- 1.223 For the conducting of official City business, department heads may give overnight assignments of City vehicles to employees who normally do not receive vehicle allowances.
- 1.224 Employees permitted to drive City-owned vehicles home are to park the vehicle in it's designated City parking area when taking a pre-scheduled leave. If an employee takes a non-scheduled leave because of an emergency (illness, death in immediate family, etc.) arrangements must be made to have the vehicle returned to it's designated City parking area within two working days. .

1.3 Usage

- 1.31 City-owned vehicles are to be used for official business only. Personal use of City-owned vehicles is not permitted except upon approval by the Mayor. Vehicles are not to be used to transfer or carry passengers not employed by the City, except in cases where media representatives, out-of-town officials, etc., are to be transported for working purposes. In no event shall City vehicles be used for personal business.
- 1.32 Emergency response and command personnel and other designated on-call service response personnel, having specially assigned City-owned vehicles, shall maintain immediate access to these vehicles at all times while on duty.
- 1.33 Personnel receiving monthly allowances from the City for the use of their privately-owned vehicles are expected to use their own vehicles for City business. The use of City-owned vehicles by personnel drawing a vehicle allowance is permitted only in cases of emergency or by permission of the Mayor's office.
- 1.34 Alcoholic beverages are not permitted in City vehicles at any time. Lawfully confiscated alcoholic beverages may be transported by law enforcement personnel as approved by proper police authority.
- 1.35 Personnel driving City-owned vehicles will conform with the seat-belt laws of the State of Tennessee at all times. Departmental policies requiring stricter enforcement of seat-belt usage will take precedence over the State requirements.

1.4 Driver's License Required

- 1.41 An employee driving a City vehicle is required to have an appropriate driver's license for the vehicle being driven as required by Tennessee state law, whether or not the employee drives the vehicle on a regular basis, and whether or not this requirement is included in the description of the class title to which the employee was appointed.
- 1.42 Violation citations, fines, or other actions taken by any police jurisdiction against any employee while driving City vehicles in violation of this rule shall be the responsibility of the employee and also may be cause for disciplinary action.

1.5 Defensive Driving Course Required

- 1.51 All City employees are required to attend a defensive driving course that has been approved by the Mayor's office. Personnel will maintain a master list of employees who have completed the course and date of completion, and will notify employees of recertification every five (5) years. Department heads are responsible for the scheduling of all newly hired full-time employees for enrollment in a defensive driving course within twenty-four months of the effective date of their employment.

1.6 Maintenance

- 1.61 Employees driving assigned City-owned vehicles shall be responsible for adhering to the periodic maintenance schedules as prescribed in the "Maintenance" section of this policy.
- 1.62 City-owned vehicles are expected to be kept in a clean and neat condition by all drivers. Failure to keep a clean City vehicle may be cause for disciplinary action. Vehicles assigned on an overnight basis are expected to be returned washed and clean.
- 1.63 Employees driving City vehicles shall forward reports on appropriate forms to their department heads or his or her designee if maintenance is required.

1.7 Review

1.71 The Mayor, Fleet Manager, and department heads shall at least annually review the appropriateness of this policy. They shall also review the assignment of City vehicles to employees and the necessity for employees to keep vehicles at home overnight.

1.72 The Mayor may at his or her discretion revoke the assignment of any vehicle from any employee, with or without cause, upon written notice to the appropriate department head.

1.8 Violation

1.81 Violation of this policy is considered a misuse of City property. Anyone misusing or abusing City vehicles shall be subject to appropriate disciplinary action, up to and including dismissal.

2.0 FLEET MAINTENANCE

2.1 Purpose

The following policy is effective in order to ensure that all City-owned vehicles are maintained in a manner to assure maximum levels of safe and economical operation and that records are maintained documenting maintenance for the life of any vehicle.

2.2 Safe Condition

All vehicles, motorized equipment and rolling stock will be maintained and kept in a safe operating condition and in good working order.

2.3 Maintenance Schedules

The Fleet Manager shall be responsible for the development and implementation of vehicle, equipment and related rolling stock maintenance procedures and schedules. These schedules and procedures shall be no less than the recommended requirements of the manufacturer of any vehicle or equipment.

2.4 Documentation

Separate files are to be maintained for each vehicle and piece of equipment. Each department shall be responsible for maintaining the files on their equipment and vehicles. The City Garage shall maintain records on all equipment and vehicles. In addition, the Accounting Department shall maintain copies of maintenance documentation on all vehicles. Separate files shall be maintained for the life of each vehicle or piece of equipment. Information in each file shall include:

description of vehicle equipment, purchase price, all warranty information, any manufacturer's maintenance guides, copy of purchase orders relating to the vehicle/equipment, records documenting dates of maintenance, copies of repair orders, monthly odometer readings and monthly fuel usage, serial number, vehicle identification numbers, purchase bids and specifications and other operating data.

2.5 Expense Reports

A report shall be submitted by Accounting to the Mayor's Office and department head by the 15th of each month detailing fuel costs per vehicle plus operational cost of the vehicle or equipment.

2.6 Safety/Maintenance Instructions

Department heads and supervisors shall devise and institute sufficient safety operating, maintenance training and instruction for all employees assigned to operate vehicles and equipment.

Employees are required to maintain all vehicles and motorized equipment in proper operating condition and to operate same according to acceptable standards.

3.0 USE AND PURCHASE OF FUEL

3.1 Purpose

The purpose of this policy is to ensure that City-owned fuel is purchased and used in the most economic manner possible and that accurate records regarding its use and purchase are maintained.

3.2 Use

- 3.21 Only City-owned fuel is to be used in City-owned vehicles, except on out of town trips which cannot be completed on one tank of gas or emergencies, and those departments on Fuelman.
- 3.22 The City may provide fuel for affiliate agencies such as: Jackson Housing Authority, Federal Marshall's Office, and Jackson Transit Authority.
- 3.23 The cost of all fuel used by all affiliate agencies shall be reimbursed to the City.
- 3.24 Only the correct type of fuel as may be required by law or recommended by the manufacturer shall be used in City-owned vehicles.

3.3 Fuel Dispensing

- 3.31 All City-owned fuels shall be dispensed through the facilities at the City Garage located in the Public Services Complex or those set up on Fuelman.
 - 3.311 Manual Dispensing

When dispensing fuel, it will be necessary for the operator to fuel the vehicle and will be billed upon receipt.
- 3.32 All vehicles, items of equipment and fuel containers (cans) must have an identification number assigned for the purpose of billing and accounting.
- 3.33 Accurate odometer (mileage) and/or hour meter readings are required each time a vehicle or item of equipment is refueled.
- 3.34 Fuelman sends vehicle information reports which are verified by the department heads.

3.4 Dispensing of Oil and Other Fluids

- 3.41 Oil, transmission fluid, hydraulic fluid, etc. will be available through the City Garage Supervisor.
- 3.42

3.5 Dispensing Site Security and Control

- 3.51 Except for emergencies or unusual circumstances, dispensing of fuels, oils and other fluids will be accomplished during the hours of 6:00 am-3:00pm , Monday through Friday,
- 3.52 Department heads are responsible for the control and use of keys to the City Garage compound issued to them for the purpose of gaining access after normal duty hours.
- 3.53 Authorized persons using Garage Gate Access keys shall ensure the entrance is securely locked when leaving.
- 3.54 The City Garage facility is under the direct supervision of the Fleet Manager. In the event of trouble with the fueling system, and or Gate access, emergency telephone numbers of appropriate Garage personnel are available through Central Dispatch,425-8430

3.6 Fuel Purchases and Accounting

- 3.61 The City of Jackson purchasing rules and regulations will be strictly adhered to when purchasing fuel.
- 3.62 Only the Fleet Manager or her/his designated staff will be authorized to seek bids or quotes for fuel and related products.
- 3.63 An accounting of fuel usage by type is to be made once a month. This accounting shall be accomplished by taking a beginning of month inventory and an ending of month inventory of each fuel type.
- 3.64 The Fleet Manager or his/her designated staff will be responsible to determine and record beginning and ending of month inventories, making stick measurements of fuel tanks before and after deliveries, and making periodic stick measurements of fuel tanks to prevent the depletion of the supply. These measurements shall be accomplished not less than twice between beginning and ending of month inventories.

There shall be periodic calibration of the dispensing equipment to insure more accurate inventory measurements at least annually.

4.0 REPORTING AND INVESTIGATION OF ACCIDENTS AND DAMAGE INVOLVING CITY-OWNED VEHICLES

4.1 Purpose

The purpose of the policy is to ensure that all accidents involving damage to City-owned vehicles are reported promptly and that the City is protected from the appearance of any partiality in the conduct of an investigation by law enforcement officers and in order to provide for proper, impartial and timely investigation of all traffic accidents involving city-owned vehicles.

4.2 City Vehicles Involved in Accident

4.21 It shall be the responsibility of every employee driving a City vehicle that may be involved in an accident, regardless of its magnitude, to follow these steps:

- A. Stop the vehicle, call an ambulance, if necessary, and render assistance if needed and capable.
- B. Call the Jackson Police Department or appropriate investigative agency to investigate the accident. The appropriate agency is specified in Section 4.4, below.
- C. Report the accident to his or her supervisor as soon as possible after the above actions have been met. Report to the Risk Management Office at City Hall **phone number 425-8528** immediately in the case of any serious accident or injury, otherwise a twenty four hour notification will be sufficient.
- D. All employees involved in an accident-incident will be driven to a Drug Screening Facility by the immediate supervisor immediately after reporting incident.

4.3 Reporting, Payment, and Department Head Responsibility

4.31 Employees or supervisors failing to report damage or accidents involving City vehicles in accordance with the policy outlined herein shall be subject to disciplinary action.

4.32 Repairs to City vehicles will not be accomplished nor will payment be made to any vendor for any vehicle repair unless and until the Mayor's Office and Risk Manager's office have been properly notified of the damages and accident.

4.33 Department heads are responsible for ensuring that all employees within their respective departments become familiar with the provisions of this policy.

4.4 Investigations of Accidents

4.41 Minor Traffic Accidents

A minor traffic accident is one involving a motorized vehicle owned by the City or driven by an employee in the scope of his employment and which incurs slight or very minor property damage and no apparent personal injury. Minor traffic accidents occurring within the Jackson corporate limits may be investigated by the Jackson Police Department.

4.42 Major Traffic Accidents

A major traffic accident is one involving either a motorized vehicle owned by the City or driven by an employee in the scope of his/her employment and which incurs substantial property damage and/or personal injury to either a City vehicle or employee, or a private citizen or vehicle.

In case of a major accident, the Jackson Police Department shall be requested to perform an investigation.

4.43 Application

This policy shall pertain to accidents occurring both on public property and private property.

5.0 VEHICLE NUMBERING SYSTEM

5.1 Purpose

The purpose of this policy is to better identify City departmental vehicles and motorized equipment, and to ensure that records are maintained for each vehicle.

5.2 All City owned vehicles and motorized equipment shall be assigned permanent vehicle identification numbers. The numbers shall be marked permanently and easily visible on the vehicles in a conspicuous place. Undercover vehicles are excluded from this.

5.3 These permanent numbers shall be assigned by the Fleet Manager

5.4 Vehicles and rolling stock shall be assigned identification numbers according to the following schedule:

<u>Department</u>	<u>Numbers</u>
Jackson Police Department	2000
Jackson Fire Department	3000
Public Services Department	4000
Other Departments	1000
Administration	1000
Parks and Recreation	5000

5.5 Once an identification number is assigned, it shall never be changed, even if the vehicle is transferred within the department, among divisions, or transferred to another department of the City.

5.6 When new vehicles are assigned to a department to replace an existing vehicle or as an addition to the fleet, the new vehicle shall be assigned the next sequential unassigned identification number.

5.7 When an existing vehicle is taken out of service, its number shall not be reassigned for a period of at least twelve months.

5.8 All records and accounts pertaining to a vehicle shall be based on the assigned identification number.

5.9 All vehicles, with the exceptions of cars assigned to the Mayor, undercover police officers and detectives, and other exceptions to be determined by the Mayor, shall have affixed to both front doors an appropriate City of Jackson identification (logo or seal) of standard design. Wherever possible, the identification number should be easily readable on the rear portion of the vehicle.

6.0 VEHICLE STANDARDIZATION

Vehicles shall be standardized to the extent possible, taking the proposed usage of vehicles and job-determined requirements into account. A set of vehicle classes shall be determined by the Fleet Manager in conjunction with Department heads. To the extent possible, vehicles listed under state contract shall be utilized in determination of standards.

7.0 POOL VEHICLE RULES

The Mayor's Office shall be responsible for establishing a set of rules pertaining to shared (pool) vehicles. It shall be the responsibility of

Department heads to ensure that rules regarding pool vehicles are enforced.

8.0 INSURANCE COVERAGE

It shall be the responsibility of Department heads to notify the Risk Manager's office regarding the usage of private vehicles within their department for official City business. It shall be the Risk Manager's responsibility to ensure that minimal sufficient liability coverage is maintained on private vehicles used for official business.

9.0 PURCHASE AND DISPOSAL PROCEDURES

The Purchasing Manager shall establish purchasing requirements and procedures in conjunction with the State purchasing procedures. Replacement and disposal procedures shall be determined by the Fleet Manager and applicable department head, taking into account warranties, mileage, maintenance expense, and operating expense of existing vehicles, relative to all of the above factors that can be reasonably forecasted for replacement vehicles. Under no circumstances shall a vehicle that is unsafe be used for official City business.

10.0 PARKING FOR ASSIGNED VEHICLES

Parking spaces will be made available for permanently assigned vehicles. Specific parking assignments shall be made by the City Hall Building Manager.

11.0 INDIANAPOLIS PLAN

To be determined.