

City Vehicle Policy

Kay Michiels to Merriell Lawson, Richard Tompkins, Charles Johnson, Lisa Harris, David Crutchfield, Joseph P Page, Jacques Roy

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From: Kay Michiels/COO/CITYHALL/COA

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Merriell and Rick,

I am writing in response to a list of questions regarding the vehicle policy which was forwarded to me by the public works division. Let me begin by saying that there was a vehicle policy adopted by the Council in 1999. In addition, a letter was issued by then city attorney, Kelvin Sanders, in May 2004 which reiterates that because the city is self insured, employees using city vehicles will only be covered while conducting city business. All personal use of city vehicles is prohibited under both the 1999 policy and the May 2004 memorandum. If you need copies of the documents, let me know and I will be happy to forward them.

To answer the specific questions posed:

- (1) The vehicle policy adopted by the council, along with any administrative amendments thereto, is valid and applicable.
- (2) No zoo volunteers should be transported in city vehicles unless in the direct accomplishment of city business. In other words, we should not be transporting summer volunteers to lunch.
- (3) Trustees may be transported to and from the jail to perform their duties at the Animal Shelter.
- (4) Employees working in the field may within reason use their vehicles to go to or pick up lunch. This of course does not mean they can drive to Lafayette for lunch.
- (5) Employees working in the field can obviously use their vehicles for restroom breaks, but again, within reason. This does not mean they can go home to use the restroom.
- (6) Contract labor can be transported in city vehicles while in the course of conducting city business.
- (7) Consultants, vendors and contractors can be transported in city vehicles while in the course of conducting city business.
- (8) De minimis use of our purposes means lunch and restroom breaks but no personal errands.
- (9) City employees are prohibited from using city vehicles for any personal errands. This includes going to the bank on pay day.
- (10) Employees with take home vehicles, like all other employees, are prohibited from using city vehicles for any personal errands.

Finally, I would like to remind you, so that you can remind your employees, that the city will not cover any losses that occur while an employee is on a "purely personal mission" and under no circumstances should a non city employee (other than contractors, consultants, etc. in the course of conducting city business) be transported in a city vehicle. It is important to note that the insurance policy on employees' personal vehicles, in most cases, will not provide coverage for damages arising out of use of a city vehicle. Further, any personal use of a city vehicle will subject the employee to discipline.

Other division heads should remind their employees of the discussion herein.

Kay Michiels