
 ADMINISTRATIVE DIRECTIVE	Date: 8-22-08 Revised: 09-19-12	Number: AD-ADMIN-1.13
	City Administrator: 	
	For: All Employees	
	Subject: City Hall Shared Vehicle Program	

PURPOSE

The number of vehicles assigned to City Hall has grown significantly as the number of employees at City Hall has increased. While the growth in the number of vehicles has been necessary to provide adequate transportation resources to maintain city services, the amount of time that City Hall vehicles go unused has created inefficiencies for the city. Vehicles are expensive to purchase and to maintain; therefore, the city seeks to ensure that current vehicles are being utilized to the fullest. Furthermore, employees who are not assigned a vehicle often use their personal vehicle to attend meetings, conferences, etc. could benefit from a policy that allows them to use a City Hall vehicle when one is available.

This directive outlines the City Hall Shared Vehicle Program, which is designed to:

1. Satisfy transportation needs for City Hall employees
2. Increase the utilization of the vehicles currently assigned to City Hall
3. Reduce and/or delay the expansion of the City Hall vehicle fleet
4. Reduce employee vehicle reimbursements

POLICY

Any city employee is eligible to check out a vehicle by following the procedures established below. The city vehicle is to be used for city-related business only. The city employee must hold a valid drivers license and they are expected to follow all state and local traffic laws while driving, which includes wearing a seat belt during vehicle operation. Any fines incurred by an employee while operating a city vehicle due to traffic or parking violations shall be the sole responsibility of the employee.

In the event that an employee has an accident involving a city owned vehicle, a city accident report form must be filled out as soon as possible in addition to any report required by state law. The employee must also report the incident to their supervisor and to the department the vehicle was checked-out from.

The employee who checks-out the vehicle is responsible for returning the vehicle in sound operating condition. This includes filling the vehicle with fuel prior to returning it if the fuel gauge reads below one-half full and removing any paper or other debris from the interior of the vehicle. The employee must return the vehicle in the same condition or better in terms of cleanliness and may be asked to have the exterior and/or interior of the vehicle cleaned if needed. The employee should also inspect the vehicle (lights, horn, fluids, and damage) before operating the vehicle and upon return and should report any issues to the appropriate department.

While using a city vehicle, the employee must keep in mind that they are a representative of the City of Woodbury and that their conduct is a reflection on the city and the employee must therefore act in a courteous and professional manner while operating the vehicle.

PROCEDURES

For employees who are not assigned a city vehicle, to check out a City Hall vehicle an employee must simply do the following:

1. Contact either the designated Building Inspector or Secretary in the Building Inspections Department to determine the availability of a vehicle and to coordinate its use. The current department contacts are:
 - a. Building Inspector - Paul Schoenecker at 3557
 - b. Building Department Administrative Assistant - Pam Christiansen at 3544
2. Or contact an Engineering Department Secretary to determine the availability of a vehicle and to coordinate its use. The current department contact is:
 - a. Engineering Secretary –Roxanne Nowicki at 3490
3. In the event a vehicle is not available the employee may contact Central Garage or use their private vehicle and be reimbursed at the federally established rate.