

STATE OF GEORGIA  
COUNTY OF HENRY  
CITY OF STOCKBRIDGE

RESOLUTION R18-942

A RESOLUTION AUTHORIZING ESTABLISHING A VEHICLE USAGE POLICY FOR THE CITY; AUTHORIZING THE CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY; REPEALING INCONSISTENT RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**WHEREAS**, the City of Stockbridge ("City") is a municipal corporation located within Henry County, Georgia duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and

**WHEREAS**, the City finds it necessary to establish a vehicle usage policy for the City.

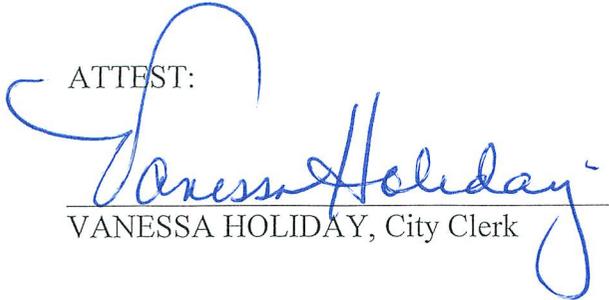
THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE, GEORGIA, AS FOLLOWS:

1. **Approval of Execution.** The City hereby approves the vehicle usage policy attached hereto as Exhibit A.
2. **Documents.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate the amendment, subject to approval as to form by the City Attorney.
3. **Severability.** To the extent any portion of this Resolution is declared to be invalid, unenforceable or non-binding, that shall not affect the remaining portions of this Resolution.
4. **Repeal of Conflicting Provisions.** All City resolutions are hereby repealed to the extent they are inconsistent with this Resolution.
5. **Effective Date.** This Resolution shall be effective on the date of its approval by the City Council and Mayor as provided in the City Charter.

SO BE IT RESOLVED this 11<sup>th</sup> day of June, 2018.

  
\_\_\_\_\_  
ANTHONY S. FORD, Mayor

ATTEST:

  
\_\_\_\_\_  
VANESSA HOLIDAY, City Clerk (SEAL)

APPROVED AS TO FORM:

  
\_\_\_\_\_  
MICHAEL WILLIAMS, City Attorney

**EXHIBIT A**  
**CITY OF STOCKBRIDGE**  
**VEHICLE USAGE POLICY**

**Purpose**

This policy is intended to ensure the safety and well-being of city employees; to facilitate the efficient and effective use of city resources; to minimize the city's exposure to liability; to monitor the use of city vehicles; and to comply with regulations relating to city vehicle usage.

As used herein, "city vehicle" shall mean a licensed vehicle purchased through City of Stockbridge funds or rented or leased using City funds. For purposes of this policy, this includes any vehicles controlled by the City, including golf carts and all other power vehicles.

**Assignment of City Vehicles**

- A. City vehicles shall be assigned to departments, individual employees, or to a general vehicle pool on the basis of work responsibility. Vehicles may be assigned to an employee, either solely for use during normal working hours or as a take home vehicle when deemed appropriate and resources permit.
- B. Vehicle assignments to individuals will be reviewed annually during the month of January, or when deemed necessary by each respective Department. Department Heads will maintain vehicle assignment list to include: the employee's name; the vehicle number (if applicable) and make and model.
- C. When assigning a take-home vehicle the supervisor shall note which of the following two (2) criteria are met.
  - 1. Vehicle is equipped with tools and/or instrumentation that are essential in an emergency response situation. The employee responds directly to the scene of a time sensitive emergency and is trained to use the tools and equipment. If response is on a rotation basis, each employee will only take home the vehicle when he/she is in "on call" status.
  - 2. An employee's responsibilities require that he perform certain job functions on a regular basis outside of their normal assigned schedule.

**Take-home Vehicles**

- A. Take-home vehicles are assigned strictly on a volunteer basis. No employee shall be required to have a take-home vehicle as a condition of employment.

- B. The operation of a take-home vehicle to and from work does not constitute work time and the employee is considered off the clock until they arrive at a bona-fide work assignment.
- C. All employees assigned take-home vehicles will live within 20 miles (based on actual driving distance) of City Hall or within Henry County unless granted a specific exemption in writing by the City Manager.
  - 1. Employees shall not circumvent the distance provision by obtaining an address within the limits of this policy than frequenting an address beyond the approved distance.
  - 2. All exemptions shall be in writing from the City Manager and submitted for approval to the City Council. All exemption will be reviewed annually and will expire December 31<sup>st</sup> of the year granted.
- D. When an employee who is assigned a take home vehicle ends their residency within Henry County or moves beyond the 20-mile radius, the employee must immediately notify their supervisor of the change.
- E. Any employee on light-duty or suspension is not authorized a take-home vehicle. The Department Head and/or the City Manager has the discretion to reassign a take-home vehicle while an employee is out on suspension or while on light duty.
- F. Any employee on annual leave, or other available leave exceeding ten days, will not keep possession of the take-home vehicle during such extended leave. The vehicle shall be parked in a secure location on City property as noted by their supervisor.

**Revocation of Take-Home Authorization**

Take home authorization may be revoked:

- A. For failure to comply with the provisions of this policy or for violating any applicable city travel policy.
- B. For a change in job assignment, duties or responsibilities such that a take-home vehicle is no longer justified.
- C. In the event that the employee has had two (2) accidents in a City vehicle within an eighteen-month period and found to be at fault/avoidable.
- D. If the employee fails to maintain a valid driver's license.
- E. When placed on workman's compensation, or when under medical care in which driving is not permitted.

- F. If the employee has violated the City's drug/ alcohol policy.
- G. As a result of disciplinary action.
- H. When it is in the best interest of the City of Stockbridge as determined by the Department Head or City Manager.

**Use of City Vehicles**

- A. Only City employees are authorized to operate City vehicles. As used herein, "employee" means any employee or City official of the City of Stockbridge or any agent acting on behalf of the City.
- B. City vehicles are only to be used as necessary to conduct business of the City and its operations. Employees shall not operate City vehicles for the purpose of conducting any private business or enterprise or any other personal use.
- C. All drivers and business travelers must wear seat belts and obey traffic laws.
- D. When cargo, materials or tools are being transported, the vehicle operator is responsible for assuring that all items are properly secured.
- E. Vehicles interiors shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression.
- F. Employees must comply with any preventative maintenance programs which may be required by the City.
- G. Employees shall comply with all record-keeping procedures established by the City including maintaining a mileage log for each vehicle when used.

**Prohibited Uses**

- A. Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.
- B. No employee shall transport alcohol in a City vehicle.
- C. The use of tobacco products is not permitted in City vehicles.
- D. The transport of hitchhikers is prohibited.
- E. Transport of cargo that has no relation to the performance of official City business is prohibited.

- F. Attending social or sporting events including hunting, fishing, golf, etc. which are not business-related. (The business purpose of such use shall be documented by the employee.)
- G. Extending the length of time the vehicle is in an employee's position beyond that which is required to complete the official purpose of the trip is prohibited.
- H. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating or in violation of State and Federal laws.
- I. No one under the age of 16 is permitted to ride in a City vehicle unless necessary for official City business.

### **Passengers and Animals**

- A. City vehicles are only permitted to transport non-employees for official City business or for a City-sanctioned event. Other activities will require prior approval of the City Manager.
  - 1. Whenever any non-city employee or official is transported in a city owned or rented vehicle, a waiver in the form of Exhibit A or Exhibit B shall be obtained by such person or persons.
  - 2. The waiver shall be delivered to the City Clerk and kept on file.
- B. Elected and appointed officials, volunteers, interns, and part-time employees are permitted to ride in City vehicles.
- C. Transportation of animals is prohibited except as necessary during the performance of official public safety business (i.e. K-9).

### **Citations**

- A. Any employee receiving a traffic or parking citation while operating a City vehicle shall immediately notify their supervisor.
- B. The City assumes no responsibility or obligation to pay for any citations issued for a moving or parking violation(s). All fines and cost associated with the citation are the responsibility of the employee.

### **Operator Licensing**

- A. Employees operating a City vehicle shall possess a valid driving license during times of operations.

- B. Operators of vehicles or equipment requiring a special class license (e.g. CDL) and/or endorsement, shall possess the same prior to operating such vehicles or equipment.

### **Disqualification of Drivers**

Disqualified drivers are not allowed to drive any City vehicle until approved by the City Manager and any required follow-up action undertaken that is necessary to address the disqualification issue. The following shall be grounds for disqualifying an employee:

1. Accumulating more than 10 points on his or her driving record;
2. Receiving a citation (ticket or warning) while driving on City business;
3. Having an "at fault" motor vehicle accident within the six (6) months preceding;
4. Having the employee's license suspended.
5. Having been convicted of one of the following offenses:
  - Driving Under the Influence (DUI)
  - Driving While Intoxicated
  - Leaving the scene of an accident
  - Refusal to take a chemical test for intoxication

### **Altering Vehicles**

- A. City vehicles shall not be altered in any way.
- B. No City vehicle shall have any personal stickers, signs, flags, or any other similar attachment placed on or affixed to the vehicle unless previous approval or directive has been issued in writing by the City Manager or designee.

### **Vehicle Inspection**

- A. All employees will perform a "walk-around" of the vehicle to see if there are any visible problems prior to it being driven each day.
- B. Employees shall check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights, and windshield washers are functioning properly.
- C. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the employee's supervisor.

## **Vehicle Accidents**

- A. In the case of an accident involving any level of damage, the employee driving the City vehicle shall immediately notify his supervisor or the City Manager. When the accident involves another vehicle or an injury the appropriate law enforcement agency shall be notified to obtain a full accident report.
- B. All appropriate paperwork must be completed by the Department Head and submitted to the City Manager for review whenever there is damage to a vehicle or equipment owned by the City.
- C. In the event that the City employee is determined to be at fault, disciplinary actions will be taken.
- D. The City shall not be responsible for any increase in any employee's automobile insurance premium as a result of an accident or fines.

## **Use of Electronic Devices**

Employees shall refrain from operating hand held cellular telephones or any other device that may cause vehicle operator distraction while operating a City vehicle. Employees shall make every attempt to properly park their vehicle or use a hands-free device when using such equipment.

## **Use of Privately Owned Vehicles**

- A. There are times in which the use of an employee's personal vehicle is preferable because either a City vehicle is not available or because the use of a privately-owned vehicle is deemed more efficient.
- B. The use of a personal vehicle to conduct official City business may be reimbursed at the established City mileage rate as set forth in the City's travel policy.
- C. All reimbursable mileage must be approved prior to conducting travel and in accordance with the travel policy.
- D. Drivers using a personal vehicle for City business shall carry adequate personal vehicle liability insurance as required under Georgia law.
- E. The City assumes no responsibility for damages to privately owned vehicles.

### **Safeguarding Issued Equipment**

- A. Employees are responsible for safeguarding City-issued equipment associated with their assigned vehicles. This includes (but is not limited to) issued equipment which is normally left in the assigned vehicles. The employee shall ensure that all equipment is safeguarded prior to parking/leaving the vehicle.
- B. The City will assume no responsibility for personal property stored or left in a City vehicle.

### **Reporting Requirements**

- A. Employees must forward a copy of their driver's license to the Human Resources Department and/or their supervisor as requested or when there is a change to their license. In the event of a license suspension, vehicle use privileges will be terminated.
- B. Employees who operate any City vehicle are responsible for notifying their immediate supervisor of any restrictions, limitations, or other change in their driving status.