

## **City of Stamford**

### **Motor Vehicle Use Policy**

**As Adopted 2/7/00**

#### **Purpose:**

The purpose of this policy is to establish standard requirements and procedures in accordance with applicable provisions of the Internal Revenue Code, for City of Stamford employees who are assigned a city-owned or leased vehicle in the course of providing City services and conducting city business. 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-owned vehicles; and to comply with Internal Revenue Service regulations relating to City vehicle usage.

#### **Policy:**

##### **General**

City vehicle usage shall comply with the requirements of Stamford Code Section 9-3 as it may be amended from time to time.

##### **Assignment of City Vehicles**

Upon the effective date of this policy, the assignment of City vehicles to City employees shall require the approval of the employee's supervisor, Bureau Chief, Director and the Mayor. Upon vacancy, any positions currently on the list will automatically be removed unless authorized by the requisite Bureau Chief, Director and the Mayor. The City reserves the right to review the continuing need for any vehicle assignment. The Director or Chief will ensure that vehicles purchased for employee use are the least expensive vehicles required for the work assignment.

All employees assigned a City vehicle will be required to sign a statement indicating that they have read and will comply with the rules and provisions of this policy. Employees who do not comply with any of the provisions of this policy shall be subject to disciplinary action up to and including termination.

All of the following criteria must be met for the assignment of City vehicles with commuting privileges in accordance with this policy: employees with responsibility for on-going and recurring time critical emergency responses requiring both direct transportation to the site of the emergency and specialized equipment in the city vehicle. In addition, employees' jobs must require that they spend a significant amount of their work day in the field. Authorized positions are limited to:

Police Officers in undercover investigative work	Director of Operations
Deputy Fire Chiefs	Director of Public Safety
Fire Mechanic Supervisor	Police Chief
Director of Emergency Communications	Fire Chief
Public Services Bureau Chief	Assistant Police Chiefs
Highway Division Supervisor	Assistant Fire Chiefs
Fleet Manager	Fire Marshals
City Engineer	Fire Training Officer
Parks Supervisor	Director of Emergency Management
Operations Supervisors - Facilities/Highways	Facilities Manager
Operations Foremen - Facilities/Highways	Solid Waste Supervisor
Citizens Service Supervisor	Chief Building Official
Assistant Solid Waste Supervisor	Assistant Facilities Manager
(intentionally left blank)	Vehicle Maintenance Supervisor
Traffic Engineer	Director - Environmental Inspections
Police Captains	Greens Superintendent
Police Sergeants - Internal Affairs	Mechanic Supervisor - Fire Dept.
Assistant City Engineer	Police Lieutenants

Employees who are authorized by individual contract may be assigned City vehicles in accordance with this policy.

City vehicle usage will not be negotiated as part of any employee's compensation package without prior approval from the Law Department and the Board of Representatives provided that such contracts require Board of Representatives approval.

### **Use of City Vehicles**

Aside from providing City services and conducting City business, City vehicles may be used for commuting and de minimis personal errands during workdays only while traveling between work and home, pursuant to Internal Revenue Service (IRS) regulations. These regulations may be amended by the IRS from time to time.

Employees will be required to maintain daily reports of their vehicle usage. These reports will segregate commuting mileage from business-related mileage. The reports will be maintained by each individual department and made available upon request.

The use of City vehicles for overnight and out-of -town travel shall be governed by the rules outlined in the City's Travel Policy.

For employees who fall within the provisions of the Internal Revenue Code, the City will comply with the Internal Revenue Service's regulations regarding the reporting of income. Since the only authorized non-business use is commuting and de minimis personal errands, the

City will use the Commuting Valuation Method to report income. This method will use \$3.00 per day for each day of commuting as the amount of untaxed income reported to the IRS. This amount may be amended by the IRS from time to time. The employee is responsible for complying with all IRS regulations and any other regulatory requirements regarding employer provided vehicles. The Mayor is subject to alternate provisions of the IRS code that relate to "control employees."

All operators of City vehicles shall possess a valid driver's license. Employees are responsible for notifying the City if their license is suspended. Employees must forward a copy of their driver's license to their supervisor and the Human Resources Department on an annual basis. In the event of a license suspension, vehicle use privileges will be suspended and may be terminated. Employees are required to notify their supervisors of any violations or summonses received while in possession of, or while operating a City vehicle. Failure to do so may result, in the City's discretion, in the loss of vehicle use privileges.

Only city employees are authorized to operate City vehicles.

All drivers and City business travelers must wear seat belts and obey traffic laws. Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol or illegal drugs, and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.

In the case of an accident, the employee driving the vehicle shall immediately notify his/her supervisor and the nearest Police Department to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the employee's supervisor, the City's Risk Manager, the Law Department, and the City's Vehicle Maintenance Supervisor.

Employees must comply with any preventive maintenance programs which may be required by the City. Vehicles shall be kept free of litter and debris. The physical appearance of the vehicle must create a good impression. Vehicles must be affixed with the City logo in accordance with Stamford Code Section 9-3 . Any tampering or removal of the logo will result in disciplinary action.

**EffectiveDate:**

This policy will be considered effective upon approval by resolution of the Board of Representatives.

**Responsibility:**

It shall be the responsibility of each City employee assigned a City vehicle to comply with these regulations. Failure to comply with all provisions of this policy shall result in disciplinary action as well as suspension or termination of vehicle privileges.

STATEMENT  
CITY OF STAMFORD  
CITYWIDE VEHICLE USE POLICY

I \_\_\_\_\_ , have read the City of Stamford, Motor Vehicle  
(Print Name)

Use Policy, the rules and regulations contained within and agree that I will abide by those rules.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Date)

Attach a copy of your drivers license to this form. Send the original to the Office of Policy and Management and a copy of the Human Resources Department.

**CITY OF STAMFORD  
EMPLOYEE MILEAGE LOG  
USE OF CITY VEHICLE**

**EMPLOYEE'S NAME:**  
**DEPARTMENT:**  
**POSITION:**

**VEHICLE:**  
**PLATE NUMBER:**

Day of Month	ODOMETER		READING			MILEAGE TOTALS		COMMENTS
	Start of Day	Work Arrival	End of Work Day	Home Arrival	Work Total	Commutation Total	Grand Total	
1								
2								
3								
4								
5								
6								
7								
8								
9								
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28								
29								
30								
31								
		TOTAL						-

**EMPLOYEE SIGNATURE:**

**SUPERVISOR APPROVAL:**

**DATE:**