



**CHAPTER: 06 HUMAN RESOURCES POLICIES**

**POLICY #: 06.11.11**

**SECTION: 11 MISCELLANEOUS**

**DEPARTMENT: HUMAN RESOURCES**

**SUBJECT: 11 TAKE HOME CITY VEHICLES**

**EFFECTIVE DATE: January 1, 2010**

**CITY MANAGER: Michael S. Levinson**

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**PURPOSE**

The City allows employees in certain management and professional positions to take home City vehicles on a regular basis. In general, the City extends this benefit to Public Safety employees whose responsibilities include a twenty-four (24) hour on call requirement, and other employees who would be required to return to the City in the event of an emergency or serious incident.

**SCOPE**

Employees who have been granted the use of a take home vehicle as authorized by the City Manager.

**PROCEDURE**

Employees are not allowed to use the vehicle for personal purposes other than for commuting from home to work or from work to home or de minimis personal use as noted below.

The City recognizes employees may occasionally need to transport family members (spouse, child, or step-child who lives in employee's household) on the way to and from work during the period beginning one hour before and one hour after their scheduled start/stop time. Such transport of family members will only be allowed with the provision of an insurance rider expressly providing coverage for such transport and covering the City as an additional named insured. Such insurance must be provided by an insurance company A-rated or better by Am Best. It is the responsibility of the employee to keep the insurance rider current and ensure such rider is on file with their Department Director.

