

USE OF FLEET VEHICLES

Purpose: To provide guidelines and rules for employees who use city and county-owned vehicles to carry out City and County business.

Policy: If travel is local, use of a city and county-owned vehicle is encouraged. Employees are not eligible for mileage reimbursement while operating fleet vehicles.

Employees may use their personal vehicles for local City/County business that involves traveling to a location other than their designated office. Mileage is reimbursable at the prevailing rate approved by Broomfield and within IRS guidelines for this type of travel. The City and County is not responsible for any damage (collision or otherwise) to personal vehicles. Employees must have proper auto insurance on their personal vehicles. To request mileage reimbursement, employees should turn in a *Travel, Training and Incidental Expense Report Form* indicating the mileage to be reimbursed in Part 4 of the form.

Public sector employees are held to a high standard of scrutiny and every City and County employee must remember that at all times when the employee is operating a city vehicle or using city equipment, he or she is personally responsible to conduct himself or herself in a manner which honors the level of trust placed in employees by Broomfield citizens. It is the responsibility of every Broomfield employee to act in a professional and responsible manner when using city and county property.

Limitations on Use of Fleet Vehicles

Employees shall not use city and county property, including vehicles, at any time for personal gain or benefit, nor shall city and county property be used for non-job related activities, except as set forth below.

- City and county vehicles assigned to employees during the work shift as part of the employees' normal work duties may not be used for personal errands except for meal periods and as otherwise authorized in advance by the Department Head.
- Persons not employed by the City and County shall not be permitted to operate or ride in city and county-owned vehicles or motorized equipment except under circumstances involving the conduct of business or by prior authorization from the employee's department head, and only after said person who will be driving has passed a driving records check.
- Unless otherwise authorized, city and county vehicles are to remain within one mile of the city and county limits.

Assigned Fleet Vehicles

Department heads may assign city and county-owned vehicles to employees on a 24-hour basis in the following circumstances, subject to the prior approval of the city and county manager:

- The employee lives within a 20 mile radius of Broomfield, or otherwise as would allow him or her to respond within 30 minutes; and
- The employee is frequently requested to respond to a special assignment or emergency situations in Broomfield after normal work hours. If authorized emergency or service responses generally occur within specific seasons or months, the vehicle shall be driven home only during those specific seasons or months. Employees who must report to their regular duty station in order to respond to the service response are not authorized to drive a city and county vehicle home; or
- The employee needs equipment and tools to implement appropriate action in emergency situations.

City and county vehicles assigned on a 24-hour basis in order to respond to city and county emergencies may not be used for any personal transportation or errands except on the employee's own time to and from work only, prior to and subsequent to the regular work shift.

Maintenance and Fueling of Fleet Vehicles

Employees should use the City and County of Broomfield fueling site as much as the travel plans will allow. In the instances where this is not practicable, the employee can use his or her purchasing card, a personal credit card or cash to cover the expense for the fuel for the fleet vehicle. The employee must retain all receipts and submit appropriate forms in accordance with the travel and training reimbursement policy. With the exception of the Police department, Public Works' Fleet Maintenance division performs all the needed maintenance on fleet vehicles. If while traveling an employee experiences a maintenance issue with a fleet vehicle he or she must contact the Fleet Maintenance division. Fleet Maintenance will advise the employee of next steps. Payment for outside maintenance will be handled in the same manner as fuel.