

USE OF PRIVATE VEHICLE FOR CITY & COUNTY BUSINESS POLICY

Purpose: To provide guidelines and rules for employees who use their own vehicle to carry out City and County business.

Policy: It is the policy of the City and County to provide a mileage reimbursement amount to employees who use their own private vehicle to carry out City and County duties.

Applicability: All employees whose job duties, as approved by the supervisor, require the use of their private vehicle to carry out City and County business. Employees who receive a car allowance are not eligible for mileage reimbursement.

Procedure: Employees must obtain appropriate departmental approval to use their private vehicle for City and County business.

Employees will be reimbursed at the current mileage reimbursement rate as indicated in the Employee Insurance section of the Employee's Handbook, entitled "Employee's Benefit Information". Forms for mileage reimbursement are available from the Finance Department.

Please note that the City and County's vehicle insurance does not cover the employee's private vehicle while engaged in City and County business. If you use your own vehicle to perform City and County business, your automobile insurance policy must cover any claims that arise from such use.

Traffic and Parking Violations: Any fine or points assessed as a result of a parking or moving violation received while operating a vehicle (your own or the City and County's) will be your sole responsibility.