



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 302

LAST REVISED 8/1/08

SUBJECT: USE OF TOWN OWNED MOTOR VEHICLES

PURPOSE: To establish guidelines for the use of Town-owned and privately-owned motor vehicles in the performance of Town business.

STATEMENT OF POLICY:

No employee of the Town of Hillsborough shall drive Town-owned or privately-owned vehicles on official Town business without first obtaining authorization from the employee's Department Head. These employees will be enrolled in the Department of Motor Vehicles pull-notice program, which will allow the Town to evaluate the employee's driving record on a regular basis.

All employees operating vehicles in the performance of official Town business shall obey and fully comply with the provisions of the California Vehicle Code, Town and Department policies and procedures and other applicable state and federal laws. Violation notices issued to the driver of the vehicle will be the responsibility of the driver, not the Town.

Except for emergencies, no persons other than Town employees shall be authorized to operate Town vehicles.

Unless approved by the City Manager or Department Head, Town-owned vehicles shall not be taken home or used outside of an assigned shift.

All use of Town-owned or privately owned vehicles for business purposes requiring out-of-state travel shall be approved in advance by the City Manager.

The City Manager will assign vehicles based on the recommendations of Department Heads.

Privately-owned vehicles

Use of privately-owned vehicles in connection with official business shall be authorized in advance by a Department Head or the City Manager.

Employees authorized to use their privately owned vehicles in the performance of Town business shall be required to submit to their Department Head proof of automobile insurance with primary coverage that meets the minimum requirements established by the State of California.

Employees authorized to use privately-owned vehicles in the performance of Town business will be reimbursed at the rates established by the Town. Such reimbursement is intended to cover the Town's share of the cost of operating the vehicle including fuel, maintenance and insurance.

Personal Use of Town-Owned Vehicles

Town vehicles may be used for travel to meal breaks in the following circumstances:

- When an employee is out of town on official business;
- When the employee's driving to obtain his or her personal car would result in an extra and unnecessary expenditure of fuel or time; or
- When required by the duties of the employee's position or assignment. The Department Head or the City Manager will notify employees if they fall within this criteria.

Assigned vehicles may be utilized during non-business hours for personal convenience with the following stipulations:

- The vehicle is equipped with communications equipment (telephone or radio) allowing contact in the event of an emergency or urgent situation;
- Vehicle is not to be used for personal vacations involving overnight stays;
- Vehicle is not to be driven outside of the counties of Alameda, Contra Costa, Marin, San Francisco, San Mateo or Santa Clara, except with the prior approval of the City Manager or Department Head;
- Vehicle cannot be used for transportation of non-Town employees, unless related to work reasons and which were pre-approved by the City Manager.

Liability Claims

Employees operating Town-owned vehicles while conducting official business are protected by the Town against claims for damages to private property and/or personal injuries or death of others. If employees are operating Town-owned vehicles in a negligent, reckless or intentionally unsafe manner they will be subject to action by the Town to recover damages and other appropriate disciplinary action.

Employees operating their privately-owned vehicles while conducting official business are provided with only the Town's liability coverage that is in excess of their employees' private insurance policy.

Accident Reporting

Employees involved in any vehicular accident while operating Town-owned, privately-owned, rented and/or leased vehicles shall follow the procedures outlined below:

- Employees must immediately contact the appropriate law enforcement agency. When a non-injury accident occurs on Town property (other than a public right-of-way) and involves a collision with other Town-owned property, the employee's immediate supervisor or department head is to be notified immediately, rather than the Hillsborough Police Department.
- Employees shall refrain from making any statements as to responsibility, fault or liability while at the scene of a vehicular accident.
- Employee must complete an accident report form and submit to the employee's immediate supervisor.
- ABAG accident reporting packets are in each Town vehicle.

Roadside Emergencies

In the event that a vehicle experiences a mechanical failure or otherwise becomes inoperable, the following procedures shall be followed:

- Employees, initially, are to take the steps necessary to ensure their safety, such as moving away from the side of the road.
- Employees are to contact their immediate supervisor via radio or telephone to request assistance.
- If department personnel are unavailable, employees should contact the Hillsborough Police Department.

Employees operating privately-owned vehicles are responsible for any towing or repair costs they may incur as a result of a mechanical failure or other damage.

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