



**Administrative Regulations
Office of the Mayor**

Title: MOTOR POOL AND CITY VEHICLE USAGE

A.R. Number: 6.2 Effective Date: 7/1/2011 Page: 1 of 4

Supersedes: Motor Pool and City Vehicle Usage A.R.: 6.2 DATED: 2/1/2007

I. PURPOSE

This Administrative Policy sets forth the City's Motor Pool Vehicle policies and procedures.

II. APPLICATION

The Administrative policy shall be applied to all Agency staff authorized to use city owned vehicles to conduct city business. These policies and procedures shall govern the use of city vehicles identified as "Pool" and "Take Home" vehicles. "Pool" vehicles may be Fleet Management, Agency assigned vehicles. "Take Home" vehicles are vehicles that are assigned to specific employees for City business purposes only.

III. AUTHORIZED USERS

1. Prior to using a City vehicle, agency employees shall obtain authorization from their agency's authorizing representative.
2. Authorized users shall have in their possession a valid Commonwealth of Virginia Vehicle Operators License and a valid Authorized Vehicle Operator card issued by the City of Richmond Risk Management.
3. Each agency must have on file in the Fleet Management Motor Pool Office the name(s) and telephone number(s) of the individual(s) authorized to grant motor pool vehicle use Agencies are responsible for advising Fleet Management ASAP of changes to the authorization list.

IV. OPERATING BOUNDARIES

1. City vehicles are provided for use within the corporate limits of the City of Richmond.
2. Employees required to operate a vehicle outside the corporate limits to perform normal business must obtain permission from their Appointing Authority prior to operating a City vehicle outside the City's corporate limits.
3. Take home vehicles shall not be taken outside the corporate limits of the City of Richmond. (See **Exception under Section V. E, Authorized Use**)

Authorized Use

1. City vehicles shall only be used for normal City business within the corporate limits of the City of Richmond (see Section IV.B, Operating Boundaries for business use outside of the City's corporate limits).
2. No personal use of City-owned vehicles is allowed.
3. Individuals assigned a "Take Home" vehicle are authorized to drive directly to and from work provided they live within the corporate limits of the City of Richmond.
4. Each Agency must have on file with the Department of Public Works Motor Pool a copy of its vehicle "Take Home" policy. The "Take Home" policy must be approved by the agency portfolio Deputy Chief Administrative Officer.



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5. The Appointing Authority may request an employee to return a "Take Home" vehicle while on extended leave (sick, vacation, injury) for reassignment to another employee or for such other use deemed necessary.
6. Individuals living outside the corporate limits of the City of Richmond are required to park his/her assigned vehicle at a designated location within the city's corporate limits.

EXCEPTION: The following groups will be allowed to drive and park assigned "Take Home" vehicles outside the City of Richmond corporate limits:

- ◆ Sworn Officers within the Police Department
 - ◆ Uniformed Firefighters
 - ◆ Sworn Tax Enforcement Officers
 - ◆ Individuals performing special and mandated activities for a designated period of time
7. City vehicles may be used for transporting non-city employees during normal business working hours and in an official performance of assigned duties. Prior authorization to transport non-city employees must be obtained from the department or agency authorizing representative.
 8. Agency pool vehicles must be returned to their designated location by the close of business each day. Fleet Management pool vehicles must be returned to the Motor Pool office by the close of business each day.

V. MOTOR POOL VEHICLE CHECK-OUT & RETURN

1. Individuals requiring the use of a Fleet Management motor pool vehicle must notify the Motor Pool office at least a day prior to the date needed.
2. Anyone checking out a vehicle from Fleet Management's Motor Pool must submit a completed "Authorization to Use Motor Pool Vehicle" form signed by a designated authorizing representative.
3. Each individual checking out a motor pool vehicle will be required to complete a "Vehicle Usage Record" form.
4. All Fleet Management motor pool vehicles are required to be returned to City Hall by the close of business the day of checkout.
5. Individuals returning motor pool vehicles to City Hall after normal business must:
 - a) Contact the building Security Guard to gain entrance into the building;
 - b) Park the motor pool vehicle on "A" Deck in an available motor pool parking space;
 - c) Record on a piece of paper the location of the vehicle, the odometer reading, and any damage (if any) to the vehicle. This information and the vehicle key(s) are to be given to the Security Guard on the first floor.

VI. CARE OF VEHICLE

1. The no-smoking policy applies to City vehicles. Employees are not to smoke while driving or riding in a City vehicle.
2. Employees are not to use a cellular telephone while actively driving a City vehicle.



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3. Vehicles are to be kept in a clean manner. Vehicles are to be returned to the Motor Pool clean, free of trash and litter.
4. The driver and all passengers are required to wear a seatbelt.

VII. LIABILITY

1. The agency employing the operator of a city vehicle is responsible for all damages resulting from any accident or abuse.
2. All damages shall be brought to the attention of the Motor Pool Office staff upon return of the vehicle.

VIII. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines set forth in this policy.

Responsibility rests with the immediate supervisor /manager to ensure that any violations of this policy are investigated and appropriate training, counseling, and/or disciplinary action is initiated. **A violation of this policy may lead to disciplinary action up to and including separation from City service.**

IX. TAX LIABILITY & RECORDKEEPING

1. In accordance with IRS guidelines, employees who are assigned a "Take Home" vehicle will be assessed the Personal Vehicle Use (PVU) tax. The PVU tax is based on the number of days the car is used by the individual multiplied by the IRS current commute rate (\$3.00/day).
2. The respective Appointing Authority determines the number of days the employee will have use of the "Take Home" vehicle.
3. At the end of year quarter, the PVU is reflected as additional income on the employees' paycheck for tax purposes only. This additional amount increases the taxable income for the employee for the respective paycheck. The employee does not receive additional income, the compensation is the "Take Home" vehicle use.
4. Employees are required to file an annual statement with the Finance Department.

X. DEFINITIONS

As they apply to this regulation the following terms shall mean:

Normal – shall mean "typical", "standard", "level", etc.

Normal work hours/days – shall mean that period when agency services are typically provided (i.e. 8am to 5pm or 24/7).

Personal Use – shall mean those activities that do not contribute to the delivery of City services or are not included as part of the normal workday.

Special or Mandated Use – shall mean activities that are not part of the normal work hours/day but are required to carry out specific services for a designated period of time.



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XI. REGULATION UPDATE

The Office of the Mayor and the Department of Public Works shall be responsible for modifications to this Policy.

RECOMMEND APPROVAL:


CHIEF ADMINISTRATIVE OFFICER

APPROVED:


MAYOR