

City vehicles may be used for travel to meals if an employee is on official City business; or when an employee is assigned to work in the field or available for emergency response during the designated meal period. It is allowed when to do otherwise would result in a loss of service or productive work time.

7.2.3 TAKING CITY VEHICLES HOME:

City vehicles shall not be used for transportation to an employee's place of residence unless the vehicle is an official City carpool vehicle as part of the State mandated commuter trip reduction program or the employee is required by the City to commute in the City vehicle because:

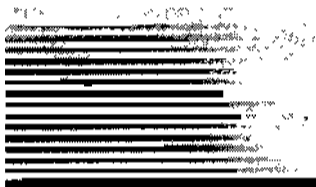
A. The employee is in a position where he/she must regularly respond to emergencies.

B. The employee is placed on call and is the person who would respond to an emergency situation. Employees assigned on-call duties on a rotational basis shall only take a City vehicle home on those days the employee is assigned the on-call duty.

C. Special situations related to job duties require the employee to take the vehicle home, i.e. care for a Police dog, undercover vehicles, etc.

Using an assigned City vehicle for an unreasonable commute may be considered personal use by the City's insurance carrier. As such, operators may be liable for personal liability exposure and therefore, may be required to purchase additional personal automobile insurance.

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