

I. Policy

City vehicles are assigned to various divisions and the appropriate General Manager will be responsible for the maintenance and upkeep of the vehicle. Pooled vehicles will be under the supervision of the Administrative Services General Manager. It is the responsibility of these individuals to ensure that the vehicles are scheduled for regular maintenance, are safe to operate, are presentable in appearance and are not subject to any abuse.

II. Replacement

*The replacement policy will be subject to annual appropriations.* The mileage and age criteria are established as guidelines, and actual age or mileage of vehicles may exceed the limits established. Each year, a vehicle and equipment listing will be presented to the City Council as part of the annual budget process, for approval. Other factors, such as safety and/or condition, may alter the priority of replacement.

**Group One:**

These vehicles would be emergency response/public safety, utility and health vehicles. This group will be separated into four sub-groups:

- A. Marked Patrol Cars - These vehicles would be purchased new or low mileage pre-owned, if available. At 75,000 miles, these vehicles would be auctioned or integrated into Group Two, if possible.
- B. Public Safety Administration Vehicles (Police & Fire) - These vehicles would be purchased new or low mileage pre-owned, if available. After 60,000 miles or five (5) years of service, these vehicles would be "rolled" into Group Two. These vehicles will remain or become "unmarked" when rolled into Group Two.
- C. Animal Control Vehicles - These vehicles would be purchased new or low mileage pre-owned, if available. At 60,000 miles or five (5) years of service, this vehicle would be "rolled" into Group Three. This vehicle would remain or become "unmarked" when rolled into Group Three.
- D. Water / Wastewater Utility Vehicles - These vehicles would be purchased new or low mileage pre-owned, if available and kept in service seven (7) years or 70,000 miles. This sub-group would be rolled into Group Two or Three.

**Group Two:**

This group of vehicles would be sedans and/or light trucks used for administrative types of use (building inspectors, engineering, administration, etc.). These vehicles would be "rolled" into service from the Group One, (A, B, or D) vehicles. After 100,000 service miles or twelve (12) years of age, these vehicles would be auctioned. If a sufficient supply of Group Two vehicles is not available as rollovers, additional used vehicles would be purchased from fleet sales if low mileage pre-owned is available.

**Group Three:**

Group Three vehicles would be utility service type of vehicles (pick-ups, custodial vans, flat bed trucks, etc.). These vehicles would also be purchased used through fleet sales if low mileage pre-owned is available and kept in service for fifteen (15) years or 100,000 service miles, whichever is greater.

**Group Four:**

Group Four would be public transportation vehicles. These vehicles would be replaced at 200,000+ miles.

**Group Five:**

Group Five would include special service vehicles. These vehicles would include boom trucks, road graders, backhoes, tractors, fire apparatus, dump trucks, street sweepers, etc. Replacement would be based on need.

III. Vehicle Utilization

For Group One and Two vehicles, a recommended use of 7,500 service miles per year minimum would be necessary to justify a vehicle being in service (unless other circumstances require a need).

For Group Three vehicles, 2,500 minimum service miles per year would be necessary to justify a vehicle being in this group (unless other circumstances require a need).

All City vehicles are intended to be used in connection with City business only. Passengers in City vehicles shall be limited to individuals in connection with Official City Business, such as consultants, contractors, or vendors. **Exception is made for law enforcement and fire suppression, please reference Police General Order 302, Citizen Observer Program, and Fire Ride-A-Long Policy, respectively.**

All Police employees using a City vehicle in connection with outside employment activities must receive prior approval from the Police Chief and City Manager. The City is to receive reimbursement at a rate \$3.50 per hour, per vehicle in use and \$1.00 per hour for standby vehicles. All other use of City vehicles outside of official City business is strictly prohibited.

IV. Prohibited Usage

- A. Alcoholic beverages shall not be consumed or transported in any City vehicles nor shall City employees have consumed alcohol or any substance (as defined in the City's Employee Manual, Section 37 -- Drug Free Work Environment Policy) while operating City vehicle. **Exception is made for law enforcement, please reference General Order 211 Code of Conduct.**
- B. Parking in front of certain types of businesses, such as liquor stores, or bars unless the vehicle is being used to conduct official City business such as inspections, & utility service calls is inappropriate. **Exception is made for law enforcement, please reference General Order 211 Code of Conduct.**

V. Take-Home Vehicles

The City has adopted a "non-personal use" policy for all City vehicles. Take-home vehicles are assigned to individuals essential to the public health & safety of the citizens or the protection of public property. Take home vehicles are to be used only for official City business after normal working hours or weekends and are not intended for any personal use. The City Manager will review the necessity of take home vehicles to determine their continued need. All take-home vehicles shall meet Publication 15B requirements for "qualified non personal-use vehicles".

Take home vehicles are intended for official City business only and any usage outside the City limits must have prior authorization by the appropriate General Manager and the City Manager. The employee who is assigned a take home vehicle is responsible to complete a Policy Use Statement (FOG VII-1), and submit annually an Employee Report of Vehicle Use (FOG VII-3) and Policy Use Statement Memorandum (FOG VII-2) to the Finance Division. **Failure to submit the required forms could subject the employee to a taxable non-cash fringe benefit added to their compensation at the end of the calendar year related to the personal use of the pooled vehicle.**

VI. Operation of a City Vehicle

City vehicles shall be operated in a responsible, and safe manner as outlined below

- A. All personnel operating a City vehicle shall have a valid State of Arizona Driver's License with the appropriate license classification for the type of vehicle they are operating.
- B. Seat belts shall be worn by all employees and passengers using a City vehicle.
- C. City vehicle shall be driven in compliance with all motor vehicle laws.

SUBJECT: VEHICLE USAGE POLICY

- D. Cellular phone or wireless device usage is governed by the Cottonwood Safety Manual, Section X. Motor Vehicle Safety – Cell Phone Use. All employees shall be familiar with this policy when using a city vehicle.
- E. Employees are responsible for the prompt and proper reporting to their supervisor of any citations received while using a City vehicle.
- F. Employees are personally responsible for the payment of fines for any citations for moving violations received while using a City vehicle. Under no circumstance are citations for moving violations to be paid using City funds.
- G. Citations shall be reported within three (3) working days of the violation to the appropriate General Manager.
- H. A City employee shall immediately notify their supervisor of loss of their driver's license.
- I. City issued insurance card shall remain in the City vehicles at all times and should be stored in the glove compartment or in an appropriate log book.
- J. Vehicle Fuel Cards shall remain in the City vehicles at all times and should be stored in the glove compartment or in an appropriate log book.

VII. Accident Reporting








Any employee operating a City owned vehicle shall be familiar with this Vehicle Usage Policy as well as Section XI, Motor Vehicle Safety – Vehicle Accident Reporting and Review; of the City of Cottonwood Safety Policy Manual and Personnel Operations Guide.

VIII. Vehicle Maintenance

- A. Employees operating City vehicles are responsible for keeping them clean and litter free.
- B. Employees assigned to a specific City vehicle on a regular basis are responsible for ensuring the vehicle is in good working order at all times.
- C. It is the policy of the City of Cottonwood to keep its vehicles in good working condition. A regular maintenance program will provide all employees safe and reliable vehicles.
  - 1. Vehicle Maintenance - The minimum maintenance for all City vehicles is every 3,000 miles or four (4) months, whichever comes first. Departments may adjust this schedule to comply with manufacturer's guidelines or departmental service requirements.

A standard “Work Order for Vehicle Maintenance” (FOG VII-4) is in place to provide the City’s contracted maintenance shop, or other service center with an outline of the work to be performed. Departments may expand the work with a supplemental form to meet their maintenance requirements. This form should be completed and submitted to the mechanic at the shop at each service.

2. Vehicle Inspection - A regular inspection program is essential for vehicle safety. Daily, a visual inspection of each vehicle should be performed to detect items requiring immediate attention such as low air pressure in tires, leaking fluids, worn tires, broken glass and other such gross visual problems. Weekly, the minimum inspections should be performed on all City vehicles:

-  check fluid levels
-  check belts and hoses
-  check turn signals, brake and other lights
-  check wiper operations
-  check seat belts
-  check brakes
-  check horn

Departments may expand inspections to meet the operating requirements of vehicles. **Pool vehicles will be inspected by a member of the Maintenance Division.**

3. Compliance - The appropriate General Manager will be responsible for monitoring the compliance of the minimum maintenance standards and ensure that necessary repairs on each vehicle be completed.
4. Violation of this policy will subject employee and General Manager to potential disciplinary action. Any division found to be out of compliance will be reported to the City Manager.

**City of Cottonwood  
Request for City Vehicle Assignment**



To: Finance Department  
From: \_\_\_\_\_ Department  
Date:  
Subject: Request for Vehicle Assignment

I request that the following employee be assigned a City owned vehicle.

Temporary Issue: \_\_\_\_\_ Length of Time: \_\_\_\_\_ Permanent Issue: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this request, I understand the responsibilities of having a City vehicle assigned to me and that I will use this vehicle as intended. I am also aware that any usage beyond that of City business related activities will constitute violation of the policy and will subject me to disciplinary action. Finally, I am aware that commuting to and from work constitutes taxable income.

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

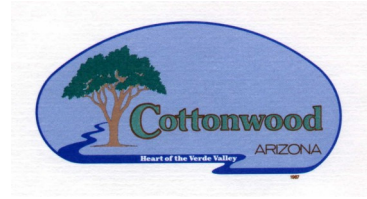
\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
General Manager Signature

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Administrative Services  
General Manager Signature

MEMORANDUM



To: Finance Division

From: \_\_\_\_\_ Department

Date:

Subject: Vehicle Policy Use Statement

Vehicle Information

Number: \_\_\_\_\_

License: \_\_\_\_\_

Make/Model: \_\_\_\_\_

The City of Cottonwood has provided me with the above vehicle for my use during \_\_\_\_\_ (year), and requires that I commute to and from work in the vehicle. In addition, the City of Cottonwood has adopted the following policy related to this and similar vehicles.

*Employees provided with vehicles and required to commute to and from work with them may **not**, use the vehicle for personal purposes (other than commuting or incidental personal purposes such as a stop for a personal errand on the way between a business stop and home).*

*(Exception is made for Police/Fire Emergency vehicles as per Publication 15B of the United States Internal Revenue Code.)*

I understand that employees found to be in violation of the above policy will have a taxable non-cash fringe benefit added to their compensation at the end of the calendar year related to the personal use of the pooled vehicle. Such an adjustment to compensation is required by the IRS.

-----  
I have read the above policy statement, understand the implications of personal use, and agree to follow the policy.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**CITY OF COTTONWOOD  
EMPLOYEE REPORT  
OF VEHICLE USE\***



Employee: \_\_\_\_\_

Vehicle Information

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Two-door \_\_\_\_ Four-door \_\_\_\_

Year: \_\_\_\_\_

Period(s) of Use: \_\_\_\_\_

Information Required for Tax Purposes

- 1. Total miles driven \_\_\_\_\_
- 2. Total business miles \_\_\_\_\_
- 3. Total commuting miles (N/A for emergency vehicles) \_\_\_\_\_
- 4. Total other personal miles \_\_\_\_\_
- 5. Total personal miles (3 + 4) \_\_\_\_\_
- 6. Average daily round-trip commuting distance (N/A for emergency vehicles) \_\_\_\_\_
- 7. Number of one-way commutes during period (N/A for emergency vehicles) \_\_\_\_\_
- 8. Was vehicle available during off-duty hours? (Y or N) \_\_\_\_\_
- 9. Was another vehicle available for personal use? (Y or N) \_\_\_\_\_
- 10. Do adequate records or sufficient evidence exist to justify business miles? (Y or N) \_\_\_\_\_
- 11. Is the evidence written? (Y or N) \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Was this an emergency vehicle (Fire/Police)?      yes \_\_\_\_ no \_\_\_\_

•An employee/user report **must** be filled out for each vehicle made available to the employee/user during the period.



**WORK ORDER FOR  
VEHICLE MAINTENANCE**

City of Cottonwood  
827 N. Main St.  
Cottonwood, Arizona 86326  
(928) 634-5526



Department \_\_\_\_\_ Date \_\_\_\_\_

Vehicle ID # \_\_\_\_\_ Vehicle Lic. # \_\_\_\_\_ Mileage \_\_\_\_\_

Work Needed/Driver Complaints:

\_\_\_ PMI Service Only

**Preventative Maintenance Inspection (PMI)**

- |                        |                               |                               |
|------------------------|-------------------------------|-------------------------------|
| ___ Lube Chassis       | ___ Radiator & Cap            | ___ CV Boots / Joints         |
| ___ Head & Tail Lights | ___ Coolant                   | ___ Shock Absorbers           |
| ___ Brake Lights       | ___ Fan Belts                 | ___ F/R Diff. Oil             |
| ___ Back-up Lights     | ___ Hoses                     | ___ U-Joints                  |
| ___ Turn Signals       | ___ Air & PVC Filters         | Tire Wear LF ___/32 RF ___/32 |
| ___ 4-way Flashers     | ___ Engine Oil & Filter       | Tire Wear LR ___/32 RR ___/32 |
| ___ Emergency Lights   | ___ A/M Trans. Fluid & Filter | Brakes LF ___/32 RF ___/32    |
| ___ Interior Lights    | ___ Brake Fluid               | Brakes LR ___/32 RR ___/32    |
| ___ Mirrors            | ___ Washer Fluid              |                               |
| ___ Parking Brake      | ___ P/S Fluid                 |                               |
| ___ A/C Operations     | ___ Clutch Fluid              | Tire Pressure Front ___       |
| ___ Horn               | ___ Batteries                 | Rear ___ Spare ___            |
| ___ Windshield & Glass | ___ Front End & Steering      |                               |
| ___ Wiper blades       | ___ Exhaust System            | ___ Tire Rotation             |

Employee Requesting Service \_\_\_\_\_ Date \_\_\_\_\_

Mechanic: \_\_\_\_\_ Date Completed \_\_\_\_\_

Comments: