



CITY POLICY REGARDING THE USE OF CITY OWNED EQUIPMENT

PERSONAL OR PRIVATE USE OF CITY EQUIPMENT AWAY FROM CITY PROPERTY PROHIBITED

No City of Turlock employee shall take, transport, use, approve, cause or assist in the taking, transporting or use of City equipment away from City real property or facilities with the intention of using equipment for personal private purpose(s). The City Manager by written approval may allow the use of City equipment away from City property when there is a discernible public interest.

PERSONAL OR PRIVATE USE OF CITY EQUIPMENT ON CITY PROPERTY DURING NON-WORKING HOURS FOR PERSONAL USE (Lunch break, before work, after work only)

The following City-owned equipment may be used with the permission of an immediate supervisor or Department Head as determined by departmental policy. Personal use of all other City equipment is prohibited.

EQUIPMENT USE PERMITTED:

Standard personal computers, copying machines, telefax, adding machines and telephones.

- (A) Costs incurred to the City in printing computer generated 8 ½" x 11" or 8 ½" x 14" reports shall be paid to the City. A standard fee of \$.10 per page shall be used. (Specialized programs which create other than standard 8 ½" x 11" or 8 ½" x 14" letter products shall not be allowed).
- (B) Photo copies - \$.10 per page
- (C) Fax Transmittals - \$.50 per page (sending or receiving)
- (D) Personal phone calls – Personal phone calls are discouraged; however when they are made, they should be kept to a minimum in number and of limited duration.
 - (1) Personal long distance calls charged to the City are forbidden.
 - (2) Personal long distance calls must be charged to the employee's home phone when made.
- (E) Use of mobile phones is permitted for making personal calls to one's home and/or work place during extended emergencies when it is imperative that such calls be made and there are no hard line phones available.
- (F) **City Vehicle Policy**
 - (1) **Purpose**

To establish a policy and uniform procedure for the assignment of City vehicles and define procedures which specify individual and departmental responsibility.

(2) **Policy**

It shall be the policy of the City of Turlock subject to the approval of the City Manager, to assign City vehicles to employees who are on call or must respond to emergency conditions directly related to the employee's job assignment or who, in the opinion of the City Manager, must have assigned vehicle.

(3) **Procedure**

Assignment of vehicles will fall into three categories:

- (1) Take-home permanently assigned
- (2) Assigned during work hours only
- (3) Temporary short term use

Take Home Permanently Assigned Vehicles

- a. Any assignment of take-home City vehicles must be approved by the City Manager upon written recommendation by the Department Head.
- b. General criteria to be considered when assigning vehicles on a permanent basis will be: **Vehicle Use Required Other Than Normal Working Hours.** Employees who are required to respond to emergencies or conduct City business during other than normal working hours on a regular basis may be assigned a vehicle.
- c. Any employee of the City assigned and authorized a take-home City vehicle shall confine it's use strictly to the performance of City business and shall be prohibited from driving same for personal purposes. These vehicles may be used by the employees during the course of the regular work day for necessary appointments and rest/lunch breaks as vehicles shall not be used for personal business while commuting to and from work and during non-working hours.

Department Vehicles Assigned During Work Hours Only

Any employee of the City assigned and authorized use of a Department vehicle on a regular basis shall confine it's use strictly to the performance of the City business and shall be prohibited from driving same for personal purposes. If, during the course of a work day, City personnel are assigned to a job site other than their regular duty address or are in route, the vehicle may be used for rest/lunch breaks (as determined by the Supervisor or Department Head).

Temporary Short Term Use Vehicles

Any employee of the City assigned and authorized use of a Department vehicle or motor pool vehicle is subject to the use limitations set forth above under "Department Vehicles Assigned During Work Hours Only."

4. **Employee Responsibility**

Any employee assigned the use of a City vehicle, whether permanently or temporarily, shall be responsible for the following:

- a) Locking vehicle when not in use;
- b) Never leaving keys inside unattended vehicle;
- c) Parking the vehicle off the street at night;
- d) Restricting the driving of vehicle to authorized City employees;
- e) Never operating vehicle without a valid California drivers license;
- f) Immediately reporting mechanical failures or malfunctions to the vehicle maintenance shop;
- g) Delivering vehicle to the vehicle maintenance shop as directed for preventative maintenance;
- h) Immediately reporting any collision, theft or damage to Department Head and the City Manager's office;
- i) Always wear seat belts while vehicle is in motion;
- j) Only allow those passengers who have been approved by the Department Head;
- k) Obey California Vehicle Code.

4. Departmental Responsibility

It shall be the responsibility of the Department Head to have a list prepared of those employees who are requested to be authorized take-home vehicles.

This list is to detail:

- a) employee name, position;
- b) employee valid drivers license number;
- c) vehicle type and City equipment number; and
- d) justification for permanent and assignment to employee.

Failure to abide by these rules shall be cause for discipline, which can include written reprimands, suspension, demotion, salary reduction or termination.

MY SIGNATURE BELOW REFLECTS THE FACT THAT I HAVE READ THESE RULES AND UNDERSTAND THE CONSEQUENCES IF I SHOULD FAIL TO ABIDE BY THEM.

Employee's Signature

Date

Employee's Name (Please Print)