

City of Mission Viejo Personnel Policy

Subject: **VEHICLES**

Statement of Intent:

To establish guidelines for the operation and use of City vehicles and personal vehicles on City business.

Policy:

1. California Driver License: An employee's job classification or supervisor will inform the employee if the employee is required to have a valid California Driver License. All employees required to operate a motor vehicle must acquire and maintain an appropriate, valid California Driver License.

An employee whose Driver License is revoked, suspended or restricted for any reason must report the change in driving privileges to his/her supervisor immediately.

An employee shall not drive a City vehicle or personal vehicle on City business without a valid California driver license.

2. Accidents: All vehicle accidents on public or private property while driving on City business or in a City vehicle must be reported immediately to the employee's supervisor and the sheriff, police or Highway Patrol agency with jurisdiction. If the supervisor is not available, the employee must report the accident to his/her next higher level of supervision or to the Human Resources Division.

For purposes of this policy only, the word "immediately" shall mean as soon as practical following first aid or treatment of any injuries. If the City offices are closed, the accident must be reported to the City at the start of the next business day following the accident.

3. Vehicle Security: City vehicles must be returned to City premises every day, except when otherwise authorized by the City Manager in writing.
4. Unauthorized Use of Vehicles: City vehicles are provided for the purpose of conducting official City business. City vehicles shall only be used for authorized purposes.
5. Passengers: Employees will not allow any passenger to ride in a City vehicle other than a passenger whose presence is necessitated by official business except where approval is given in advance by the City Manager or designee.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 “Personnel System”, this Personnel Policy is deemed not to have a direct financial impact on the City. The City Manager may implement and amend this policy subject to prior City Attorney legal review and approval, and City Council review.

Implemented: September 11, 1989. (Reviewed by City Council – September 11, 1989 – Resolution No. 89-92.)

Amended: November 2, 2009. (Reviewed by City Council – November 2, 2009 – Resolution No. 09-52.)