



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 74-03	DATE: 6/12/74
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>W. M. F. - W. M. F.</i>

SUBJECT: MOTORCYCLE USE BY CITY EMPLOYEES

PURPOSE: To establish a policy prohibiting the use of privately-owned motorcycles or motor-driven cycles in the performance of City work assignments.

POLICY:

1. No City employee shall be permitted to operate a privately-owned motorcycle, motor scooter or other motor-driven cycle while performing any assigned work tasks, or in traveling from one work site to another in the course of performing his regular duties.
2. The operation of motorcycles involves a substantially greater safety risk than does the operation of four-wheeled vehicles. The City shall not accept this additional risk with respect to any City employee, except for designated motorcycle patrolmen in the Police Department.
3. Employees using motorcycles to commute to and from work at the start and conclusion of work shifts should not use their motorcycles again after clocking in or reporting to work, until the work shift is completed and they have clocked out or have otherwise been released from their work assignment.
4. Department and Division Heads are responsible for informing all employees of this policy and ensuring that it is carried out.