


CITY COMMISSION POLICY

GRAND RAPIDS  MICHIGAN	NUMBER: 600-13	HISTORY	
		FILE #	DATE
	DATE: November 17, 1970	45319	07/02/85 05/15/96
	FILE NUMBER: 23212		
	DEPARTMENT: HRD/ LABOR RELATIONS		

SUBJECT: **ASSIGNMENT OF 24-HOUR VEHICLE USE TO ELECTED AND APPOINTED OFFICIALS, AND EMPLOYEES OF THE CITY**

PURPOSE: To establish a uniform basis on which the City may assign or rescind assignments of 24-hour vehicle use to officials and employees.

POLICY:

1. Vehicles are a prerogative of the offices of Mayor and City Manager.
2. Vehicles may be assigned to any other elected or appointed City official, or employee, on a 24-hour basis. Assignments shall be subject to periodic review and are subject to being rescinded at the sole discretion of the City.
3. Vehicle assignments on a 24-hour basis may be made on a year-round, seasonal or temporary basis.
4. Vehicles assigned on a 24-hour basis may be used only by the employee or official for the performance of City business, and for travel between the site of such City business and the employee's or official's home. City vehicles shall not be used for personal business or personal convenience of the employee, official, or members of his/her family. These restrictions do not apply to vehicles assigned to the Mayor and the City Manager.

ASSIGNMENT PROCEDURES

5. All department heads shall be responsible for initially reviewing employee requests for 24-hour vehicle assignments. If the department head does not recommend approval of the assignment, it shall not be made. No further review shall take place.

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6. The City Manager shall be responsible for reviewing the requests of department heads and all the favorable recommendations they have made. If the City Manager does not approve the requested or recommended assignment, it shall not be made.
7. The City Commission shall be responsible for reviewing the requests for 24-hour vehicle assignments for its own members and for the officials it appoints. Unless the Commission, by vote, approves such assignments, they shall not be made.
8. The City Manager shall report periodically to the City Commission on all existing 24-hour vehicle assignments.

REVIEW CRITERIA

9. Vehicle assignments on a 24-hour basis may be made if it is determined that such assignment will result in a more economical and efficient use of City resources in the performance of emergency or on-call duties beyond the normal work day.
10. Vehicle assignments on a 24-hour basis may be rescinded due to:
 - a. A change in City Commission policy.
 - b. Budgetary constraints.
 - c. Violation of this policy by an employee or official.
 - d. A determination that the assignment is no longer an economical or efficient use of City resources or not in the best interest of the City.

DISCIPLINARY PROCEDURES

11. If a City vehicle is used in violation of the above policy by a City employee, he/she shall be subject to disciplinary action.
12. If a City vehicle is used in violation of the above policy by a City Commissioner or an official they have appointed, he/she shall be subject to disciplinary action. It shall be the responsibility of the City Commission to investigate and carry out such disciplinary action if deemed necessary.

LIABILITY WHEN CITY VEHICLE USE IS NOT IN COMPLIANCE WITH THIS POLICY

13. The appointed or elected official, or employee (rather than the City) shall be liable for all damages to City vehicles and for claims made by others if City vehicle use resulting in such damage or claims is not in compliance with the above policy.