

EXECUTIVE ORDER NO. S-26-14

USE OF CITY-OWNED VEHICLES POLICY

PURPOSE:

The purpose of this order is to establish a vehicle usage policy for the City of Omaha.

POLICY AND PROCEDURES:

A. Scope

This policy applies to all employees of the City of Omaha. It is intended to provide guidelines for the assignment and use of all City of Omaha vehicles. Each department director is responsible for enforcement of this policy as to vehicle usage by employees within his/her department.

When a City employee must travel on approved City business, the City will either provide the employee with a vehicle or reimbursement for the use of a personal vehicle or the use of public transportation.

B. Vehicle Identification

All City-owned vehicles, except those used in public safety undercover operations or investigations, shall be marked with appropriate City seal and a vehicle identification number. The City seal may be used in conjunction with a departmental identifier.

C. Assignment of Vehicles

The assignment of a vehicle should be considered by the employee as a responsibility rather than a privilege. All use of such City-owned vehicles shall be for the express purpose of conducting City business only.

1. Special designed or special use (Police and Fire) vehicles and all heavy equipment (Public Works, Parks, Recreation and Public Property and Fire Department) vehicles (one ton GVW or greater) will be assigned to pertinent operating departments or divisions.
2. Vehicles not covered by C.1 above may be assigned to a City department director for temporary usage and employee assignment or for designation as "pool vehicle" when:
 - a. The vehicle is used extensively each work day; or,
 - b. It is important that radio contact be maintained with the employee; or,

- c. The nature of the work assignment may cause unusual depreciation of a privately owned vehicle.
3. For those employees whose transportation needs range from less than full time to occasional, the City shall establish a separate "pool vehicle" fleet available on a first come, first served basis through the Vehicle Maintenance Division.
 4. Listed below are regulations which apply (as designated) to both permanently assigned vehicles and to occasional use of the "pool vehicle."
 - a. All City vehicles shall be restricted to operation within a sixty (60) mile radius of the Vehicle Maintenance Facility at 2608 Lake Street in performing regular duties or other official City business. Exception will be made by written approval of the department director only.
 - b. All City vehicles are to be operated only during the employee's assigned work hours, except as authorized by the department director.
 - c. The Authority to operate a City owned vehicle is restricted to employees having the proper valid driver's license. It will be the operator's affirmative responsibility to inform his/her supervisor immediately of any change in current license status such as suspension, revocation or operating restriction. Such employees are expected to comply with all City policies regarding operators' licenses. All persons riding in City owned vehicles are restricted to City employees or other authorized persons participating in City business.
 - d. No City owned vehicle shall be used for the purpose of performing personal duties, unless specifically authorized by a department director.
 - e. Operators of permanently assigned vehicles who do not require 24 hour operational usage as referred to in "D." shall park an assigned vehicle at approved City designated facilities, unless necessary for a temporary assignment as directed by the department director and reported to the Vehicle Review Bank.
 - f. Operators of permanently assigned vehicles are responsible for maintaining the general upkeep of the physical appearance of the City owned vehicle, both inside and outside. If the employee who has a permanently assigned vehicle is classified as "non-exempt," such upkeep shall be done during the employee's assigned work hours. Failure to comply may result in loss of vehicle assignment.

- g. Operators of permanently assigned vehicles are responsible for scheduling periodic maintenance, lubrications and oil changes, as required, with the Vehicle Maintenance Facility.
- h. Such maintenance shall be done in accordance with guidelines set forth in the Fair Labor Standards Act Policy, which requires that repairs and maintenance be done during an employee's assigned work hours, except in an emergency.
- i. All City-owned vehicles must be operated in such manner that it is consistent with all federal and state statutes and local ordinances that regulate traffic control. Use of seat belt is mandatory for all individuals in a City-owned vehicle.
- j. Violation of the aforementioned regulations or other existing City policies may subject the offending party to discipline, up to and including termination. Discipline will be based on the nature and severity of the violation with each instance to be judged on an individual basis.

D. Take Home Vehicles

Take home vehicles are provided to respond to emergency situations which pose an immediate threat to the safety of the public or where the vehicle taken home by the employee is equipped in such a manner or that performance of the employee's duties in his/her own vehicle would be impractical or costly. Take home vehicles may be authorized only when the additional response time required for an employee to travel to his/her regular work location to pick up a City vehicle would significantly increase the threat to public safety. Take home vehicles may also be authorized when the department director determines it is in the best interest of the City of Omaha.

Assignment of a take home vehicle to an unclassified City employee other than those listed below will only be made by the Mayor or his/her appointed designee. The following positions, meeting the above criteria, are authorized take home vehicles.

1. **Police Department:** Police Chief; four (4) Deputy Chiefs in the Police Services Bureau, Uniform Patrol Bureau, Executive Services Bureau and Criminal Investigations Bureau; two (2) Lieutenants in the Chief's Office; two (2) Captains, three (3) Lieutenants, and one (1) Sergeant in the Police Services Bureau; four (4) Captains in the Uniform Patrol Bureau; one (1) Sergeant and eight (8) Police Officers in the Canine Unit; one (1) Captain, one (1) Lieutenant, and two (2) Police Officers in the Executive Services Bureau; one (1) Captain, six (6) Lieutenants and five (5) Sergeants in the Criminal Investigations Bureau; twenty-five (25) vehicles for undercover officers in the Special Operations Section of the Criminal Investigations Bureau – sixty-seven (67) total vehicles.

2. **Fire Department:** Fire Chief, three Assistant Fire Chiefs; Fire Investigation Bureau Battalion Chief; Public Information Officer; and Special Operations Coordinator – seven (7) total vehicles.
3. **Parks, Recreation and Public Property Department:** Parks Recreation and Public Property Director; City Maintenance Superintendent (Park Maintenance); Recreation Manager; Golf Manager; Park Planning (Engineering Tech II) – five (5) total vehicles.
4. **Public Works:** Public Works Director; City Engineer; Environmental Services Manager; Civil Engineer IV (Street Maintenance); Civil Engineer IV (Traffic); City Maintenance Superintendent (Street Maintenance); City Maintenance Supervisor (Street Maintenance); City Maintenance Supervisor (Traffic Engineering); Quality Control Manager; Contract Administration Manager; six (6) City Maintenance Foreman III; Equipment Services Manager – seventeen (17) total vehicles.
5. **Law Department:** Legal Investigator – one (1) total vehicle.

All employees authorized assignment of a take home vehicle shall be required to complete a monthly “commute report” to be submitted to the Finance Department by the tenth of the month following usage. The Finance Department shall ensure that such employees’ gross earnings are credited for such usage according to Internal Revenue Service rules.

Some vehicles may be assigned “take home” status for temporary assignments as directed by the department director and reported to the Vehicle Review Bank. Some presently assigned vehicles will be parked on a daily basis at a secured City facility near the employee’s place of residence, as directed by the department director and reported to the Vehicle Review Bank on a monthly basis. All employees previously assigned vehicles shall be provided opportunity to receive reimbursement of mileage for use of their privately owned vehicles in accord with the provisions of the Omaha Municipal Code.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE A CITY OWNED VEHICLE USE POLICY.

WITNESS my hand as Mayor of the City of Omaha this 4 day of Feb., 2014.


Jean Stothert, Mayor
City of Omaha