



POLICY AND PROCEDURE NO. 602

City Owned and Leased Vehicles

Date Issued: February 17, 2005

Date Effective: February 17, 2005

3 Pages

The City Manager's executive order, dated September 3, 1999, establishing a policy on the use of city vehicles is now the policy of the police department, and is as follows:

PURPOSE:

This order establishes the policy of the City of Worcester regarding the use of vehicles owned by the City and used by Worcester's employees.

POLICY:

The City of Worcester provides vehicles to its employees to allow them to perform a variety of tasks to protect the health and safety of the citizens of Worcester and their visitors, and to deliver all manner of city services in a timely, responsible and cost effective way. Vehicles provided to city employees are to be operated in pursuit of the City of Worcester's interests and to facilitate the Worcester city employee's job related functions, and are not being provided to meet the individuals' personal needs. This policy applies to all vehicles that are owned or leased by the City of Worcester.

RULES:

City vehicles are only to be used for official city business. No vehicle may be used for personal use. Departments shall take whatever steps are necessary to enforce this directive. Incidental use during working hours, within the limits of the City of Worcester, to go to and from meals, or to go to and from appointments with doctors and dentists is not considered personal use for the purposes of this order.

No vehicle may be operated by anyone except an authorized city employee. An employee is only authorized to operate an assigned vehicle within his/her division. The use of a vehicle from another division requires authorization from the officer in charge and a journal item.

No vehicle may be taken out of the Commonwealth of Massachusetts without the express consent of the City Manager.

No employee who is not on call twenty-four hours per day is authorized to take any city-owned motor vehicle home during the work week or on weekends. The following are presumed to be on call twenty-four hours per day and are allowed to take a city vehicle home with him/her without any further approval. (This clause does not entitle any person to the use of a city vehicle, and is only in effect when a city vehicle has been assigned to an individual by the City Manager or by a Department Head.)

The Chiefs of the Fire and Police Departments, and any officer assigned to arson investigation while on-call, the Commissioner, Deputy and Assistant Commissioners of the Department of

Public Works, the Commissioner and Deputy Commissioner, the Director of Public Health and the Building Commissioner of the Department of Public Health and Code Enforcement, the Commissioner of the Parks Department, the Director and Assistant Airport Director, the Director of Emergency Management, and the Director of Communications.

Any department head not listed above may request permission from the City Manager to take a city vehicle home. Any department head may apply to the City Manager to allow additional deputies and assistants or other employees to take city-owned vehicles home if there is a substantial need to do so. Such permission may be granted for a single day, or for a definite or indefinite period of time.

Employees who operate city-owned vehicles will be responsible for any moving or parking violations resulting from operation of such a motor vehicle.

Bumper or other stickers and signs shall not be allowed on any city-owned vehicle or city-leased vehicle without proper approval of the City Manager. Only bumper or other stickers or signs related to city-sponsored programs or events will be allowed.

Whenever an extreme public catastrophe or natural disaster, including but not limited to fire, flood, earthquake, hurricane, tornado, heavy snow or ice storm, drought, riot, civil disturbance, release of hazardous materials or oil, terrorist attack, sabotage or other hostile action, results in the proclamation of a state of emergency by the chief administrative and executive officer of the city, or under authority of the same, all motor vehicles and all other mechanical means of transportation, and all equipment related thereto, owned or controlled by the city or any of its departments, boards, commissions and agencies, shall for the duration of the state of emergency be deemed emergency vehicles and shall be under the care, custody and control of the City Manager, who may make them available to the Director of Emergency Management.

All city employees in possession of such vehicles and equipment shall comply with the directives of the director regarding the use of any such vehicles.

ADDITIONAL RULES:

The foregoing rules, which all employees are expected to observe at all times, are not intended to be all inclusive of the required discipline, proper standards, or conduct or obligations of employees. The city shall, when it deems it appropriate, establish additional rules, and department heads and supervisors may establish particular rules to govern any employee's conduct as deemed necessary by operational requirements.

DISCIPLINE:

Any employee violating this policy may be disciplined.

EFFECTIVE DATE:

This policy is effective when published, and shall supersede all prior policies, administrative directives or memoranda in any form.

Per:

Gary J. Gemme

Chief of Police