

CITY OF HAMILTON, OHIO

No. 107

ADMINISTRATIVE DIRECTIVE

Effective Date: 9-5-16

Supersedes No. 107 dated 07/01/16, 03/01/84,
08/01/86

Approved by: Joshua A. Smith,
City Manager

SUBJECT: USE OF CITY VEHICLES

PURPOSE: To establish rules for the use of City vehicles to be effective immediately.

1. Policy.

- a. Anyone that drives a City vehicle must have a valid driver's license on file.
- b. City vehicles will be used only for official City business. There are no exceptions. Anyone using a City vehicle for personal use will lose the right to drive the vehicle and be subject to disciplinary action.
- c. Effective this date, no City vehicles will be driven to the employee's home without prior written consent of the Director of Public Safety (for any employee under the Public Safety Department), Director of Public Utilities (for any employee under the Public Utilities Department), and City Manager for any employee not covered under the Department of Public Safety/Public Utilities. In order to drive a City vehicle home, the Department Director or Chief must submit a written request for such use and state the reasons why the vehicle is required by the employee.
- d. The City will not be responsible for any criminal or traffic penalties that may be imposed.
- e. A mileage allowance at the current IRS published rate will be provided to those employees who do not have a City car at home but are required to conduct City business in the evening hours or on an emergency basis.
- f. The City utilizes a third-party company to check the validity of employee's driver's licenses and the City may deny driving privileges based upon their driving record.

2. Safety.

- a. It is the responsibility of all City employees to conduct themselves in a safe manner while on the job. Talking on a cellular phone, either City provided or personal, while operating equipment or driving a vehicle is strongly discouraged (Administrative Directive #120). Using a cellular phone, tablet, laptop, or any other electronic device, for any other purpose while driving (texting, e-mail, social media, etc.) is in violation of Ohio Law (i.e. Section 4511.204 of the Ohio Revised Code and is forbidden and grounds for disciplinary action, up to and including dismissal.
- b. The State of Ohio has a mandatory seat belt law. This requires the use of seat belts for both the driver and front seat occupant. City employees are required to wear seat belts while using City vehicles.
- c. Pursuant to Ohio Revised Code Chapter 3794, there shall be **no smoking** in any "enclosed areas" under the direct or indirect control of the City of Hamilton.
 - i. In reference to Administrative Directive # 404 and ORC Chapter 3794, an "enclosed area" is defined to include all City Vehicles.
 - ii. Violation of this section of the policy is grounds for disciplinary action, up to and including dismissal.

3. Procedures for City Pool Vehicle.

- a. To reserve a vehicle: **Only Employees who have been authorized by their Department Director and have their driver's license information on file may reserve a vehicle.**
 - i. For City pool vehicles contact the Purchasing Department to reserve a vehicle.
 - ii. To reserve a CNG vehicle, contact the Underground Utilities Secretary.
 - iii. To reserve a SUV, contact the Electric Department Secretary.
- b. When picking up the keys, sign your name in the sign out sheet
- c. When driving around the City of Hamilton or near-by:
 - i. When refueling gas, take the vehicle to the Municipal garage and use the City of Hamilton's *Chip* Key system to fill the vehicle as referenced in Administrative Directive No. 108 (Municipal Garage Regulations).
 - ii. When refueling CNG, take the vehicle to the CNG Fueling Station and use the City of Hamilton's *Chip* Key system to fill the vehicle as referenced in Administrative Directive No. 108 (Municipal Garage Regulations).
- d. When driving outside of the City of Hamilton or longer distances which preclude you from refueling at the Municipal Garage:
 - i. Fuel at the Municipal Garage or the CNG Fueling station prior to leaving on the trip.
 - ii. Pay for additional gas refueling with personal money and keep receipts for reimbursement or use the City purchasing card that you have been given, if applicable.
- e. Once back to the office, bring back the keys immediately to the department where you obtained the keys and sign the sheet again.