

CITY OF DOTHAN, ALABAMA
STANDARD OPERATING GUIDELINE - NO. 6
USE OF VEHICLES FOR CITY BUSINESS

I. PURPOSE

To establish operating guidelines for the assignment and use of vehicles that will insure proper utilization of this asset, comply with Internal Revenue Service (IRS) requirements and provide an acceptable level of response for City services.

II. GUIDELINE

- A. Criteria for the assignment of a vehicle after normal working hours will include:
1. Critical situations requiring a timely response.
 2. Response requiring a city vehicle because of its special equipment or features, or because of the tools, equipment or other specialty items carried therein.
 3. The frequency or severity of the need.
 4. Authorization by City Manager after recommendation by Department Head.
- B. Department heads may make temporary assignment of City vehicles where the need does not exceed seven (7) continuous days without City Manager approval.
- C. The positions of Mayor, City Manager and all Department Heads will have a permanent assignment of a City vehicle.
- D. Such assignments and uses of vehicles authorized under this operating guideline is for the convenience of the City in maintaining public services and is not considered as a fringe benefit to the employee.
- E. Police officers assigned to a vehicle who were hired prior to June 1, 2003 or who live no more than 10 miles outside the Dothan City limits may use their assigned vehicle after normal working hours. Such use shall be defined by the Police Department's Procedural General Orders.
- F. The use of all other City vehicles and passengers transported therein shall generally be restricted to business purposes only. Immediate family may be transported when it is necessary or when swapping of a vehicle is not feasible.

OPERATING GUIDELINE - NO. 6 - continued

- G. The City will follow IRS rules for accounting for commuting with a City vehicle to and from personal residence. IRS code will also be followed in relation to the type of vehicle subject to commuting rules.
- H. If a city vehicle is not available for city business, the Department Head shall have the authority to approve the use of a personal vehicle of the employee. The employee will receive reimbursement at the current IRS rate per mile.
- I. Prior to the use of a personal vehicle, the employee must show proof of liability insurance in an amount not less than the City's tort liability limit.
- J. If a city vehicle is not available for city business, the Department Head shall have authority to approve the use of a rental vehicle based on the City's current bid on rental vehicles.
- K. Responsibility and authority flows through the applicable Department Head who has overall accountability to the City Manager for the implementation and maintenance of this operating guideline.

III. RESERVATION OF AUTHORITY

The City Manager reserves the right to change, amend or modify this operating guideline.

IV. APPROVAL AND EFFECTIVE DATE

This operating guideline is adopted and approved by the City Manager on this _____ day of _____, _____

ATTEST BY:

APPROVED:

CITY CLERK

CITY MANAGER