

**CITY OF GEORGETOWN  
ORDINANCE NO. 13- 009**

**AN ORDINANCE ADOPTING A REVISION TO THE FLEET POLICY AND PROCEDURES IN THE CITY  
OF GEORGETOWN EMPLOYEE HANDBOOK AND ADDENDUM.**

WHEREAS, the City's Employee Handbook is in need of periodic reviews and revision to better address the needs of the City;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL FOR THE CITY OF GEORGETOWN, KENTUCKY, as follows:

**SECTION ONE**

The Fleet Policy and Procedures as listed in the City of Georgetown Employee Handbook and in the Addendum to the City of Georgetown Employee Handbook is amended to read as in the attached version.

**SECTION TWO**

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmities shall not affect the validity of the remaining portions of this ordinance.

**SECTION THREE**

Any and all existing ordinances inconsistent with this ordinance are repealed.

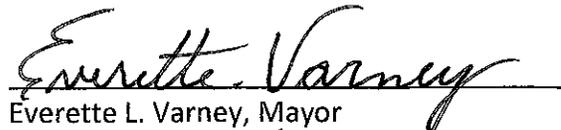
This ordinance shall take effect after its passage and publication according to law.

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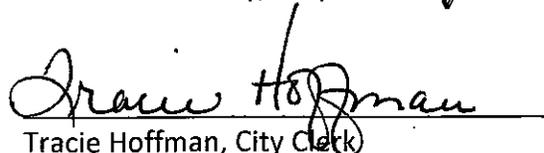
PUBLICLY INTRODUCED AND READ FIRST TIME: February 25, 2013

PUBLICLY READ SECOND TIME AND PASSED: March 11, 2013

APPROVED:

  
Everette L. Varney, Mayor

ATTEST:

  
Tracie Hoffman, City Clerk

## **FLEET POLICY AND PROCEDURES**

### Purpose

The purpose of these instructions is to establish basic procedures which must be followed when assigned the use of a departmental vehicle to drive to the employee's residence when off duty and the use of a pool vehicle. These instructions apply to all personnel and any deviation from these procedures will be at the direction of the supervisor on duty or the Department Director.

### Policy

It shall be the policy of the City of Georgetown to establish procedures for the use of home fleet and pool vehicles to insure mobility and availability of departmental personnel and to maintain high standards of performance, reliability and uniformity of the fleet with emphasis on minimum maintenance cost to the City of Georgetown.

### Procedures:

1. Home fleet vehicles will be assigned to personnel based on consideration of the following:
  - a. Past accident and vehicle damage history records due to negligence or improper operation by the driver.
  - b. The number of repair requests in relation to total mileage of the vehicle. Since excessive repair can indicate vehicle abuse or negligence of operation, excessive repair requests will be considered unfavorably when new vehicles are issued.
  - c. Number of miles on the vehicle being replaced and duty assignment of the employee.
  - d. Possession of a valid Kentucky driver's license.

2. City of Georgetown vehicles are not to be driven outside of Scott County except with specific permission from the Department Director, or his/her designee.
  - a. Out-of- County home fleet vehicles may be assigned to personnel upon written request and approval from the Department Director, or his/her designee.
  - b. Personnel living outside of Scott County who are granted authorization to drive their home fleet vehicle out of the County must sign an agreement to reimburse the City, per mileage formula, for travel outside of the County. This reimbursement will cover gas, wear and maintenance expenses associated with the additional use of the vehicle.
  - c. The mileage reimbursement amount will be determined at least annually by the Chief of Police and the Director of Finance. If the price of gasoline fluctuates greatly, the amount may be re-examined on a more frequent basis.
  - d. The mileage reimbursement formula accounts for vacation and sick days, thus reimbursement amounts will not fluctuate during weeks an employee is out of work.
3. Employees who are assigned home fleet vehicles may use them for the following purposes when off duty:
  - a. Maintenance.
  - b. Uniform maintenance.
  - c. Departmental assignments or meetings.
  - d. Any other activity sponsored and approved by the department.
  - e. Police Department vehicles may be operated from an officer's residence to and from the county border only for on-duty assignments, court, approved overtime

assignments and approved off-duty assignments within Scott County if off-duty work has been authorized.

4. The use of departmental vehicles while off duty is a privilege and not an automatic fringe benefit or employment right. This privilege is subject to revocation at anytime. Use of home fleet vehicles shall be conditioned upon the following general rules and regulations:
  - a. Employees shall not park any departmental vehicle in prohibited parking areas unless required to do so in response to a dispatched call or an emergency.
  - b. Employees shall not park department vehicles in parking spaces if they can reasonably expect to be away from the vehicle for a period longer than the maximum period allowed for that parking space.
  - c. Parking control officers shall ticket all City of Georgetown vehicles that are observed violating any parking law unless specifically exempted for court duty and displaying the appropriate authorization.
  - d. Employees under suspension shall not operate departmental vehicles.
  - e. Unattended vehicles of employees must be locked at all times.
  - f. All employees using a departmental vehicle shall exercise good judgment in utilizing it and shall not drive or use the vehicle so as to cause unfavorable comment or bring discredit to the department.
  - g. Only authorized personnel are permitted to operate a City vehicle.
  - h. An on duty employee may transport family members or other passengers when using the home fleet vehicle for

authorized assignments. The transportation of passengers should be limited to dropping off or picking up passengers to designated areas prior to reporting or leaving the duty assignment.

- i. Employees and passengers will maintain appropriate appearance and conduct when using home fleet vehicles. This includes:
  - i. Employees shall be responsible for the proper conduct of all passengers.
  - ii. Proper attire shall be worn by employees and passengers at all times during off-duty use of a departmental vehicle.
  - iii. Male and female employees may wear shorts that are not above mid-thigh. Shirts shall cover the shoulders and upper portion of the body.
  - iv. The following are examples of clothing not to be worn by employees or passengers while using the vehicle off duty:
    1. Short shorts, bathing suits or any extremely revealing clothing.
    2. Clothing with slogans, pictures or patches inappropriate for the image of a City of Georgetown employee.
  - v. All clothing worn shall be clean and well maintained.
- j. Employees shall obey all traffic rules/laws while driving or riding in departmental vehicles and shall require the same of all passengers.

- k. The City vehicle shall not be parked or left unattended on the side of any public street or road unless it is a designated parking area adjacent to the employee's normal residence.
- l. Parking on the street when off duty should be avoided if other parking is available in order to minimize the possibility of damage due to hit and run accidents or vandalism.
- m. When an employee goes on vacation or any type of leave for a period longer than seven (7) days, he/she shall turn his vehicle into the Department Director and park it in the appropriate area.

5. Maintenance of Home Fleet Vehicles

- a. Employees shall complete in detail a repair order form for any required service or repair.
- b. The employee shall park his vehicle at the City's designated garage when requesting service or make arrangements with the Fleet Supervisor to have the vehicle picked up.
- c. The Fleet Supervisor shall maintain a copy of the repair order and the assigned officer will be provided a copy upon completion of service or repair.
- d. Each employee assigned a vehicle shall be fully responsible for the proper care and general maintenance of the vehicle.
- e. Employees shall be responsible for scheduling warranty repairs or regular service when needed with the Fleet Supervisor.

- f. Each employee shall complete a request for service form and forward it to the Fleet Supervisor for scheduling of regular 3,000 mile maintenance. Maintenance is to be conducted when off duty unless prior authorization is obtained from the Fleet Supervisor.
- g. The Fleet Supervisor shall have the responsibility of monitoring departmental vehicles and determining if vehicle abuse exists.
- h. Each employee shall be responsible for the cleanliness of the interior and exterior of the vehicle.
- i. All departmental vehicles shall be inspected by the immediate supervisor bi-weekly. Supervisors will be held accountable for compliance with this order.
- j. Employees, on a daily basis, shall check oil and all fluid levels, and, on a weekly basis, check the tire pressure to be specified by Fleet Supervisor. All adjustments shall be made by the employee when conditions are found to be below the normal requirements. Any major concerns shall be addressed on proper forms to the fleet supervisor.

## 6. Pool Vehicles

- a. The Fleet Supervisor shall be responsible for the overall condition of all vehicles assigned to the pool fleet.
- b. Employees using pool vehicles or vehicles assigned to other employees shall be responsible for the condition of those vehicles for that time period during which they are checked out to the employee.

- c. Each employee shall make a visual inspection of any vehicle assigned to him and note any damage or missing equipment. Failure to document a problem with an assigned vehicle and bring it to the attention of a supervisor at the start of a shift will cause the employee to be responsible for any damage or missing equipment for the time the employee is assigned the vehicle.
- d. Any discrepancies found in the condition of the vehicle or equipment shall be noted on a request for service form and forwarded to the Fleet Supervisor.
- e. Only City employees are permitted to drive and/or travel as passengers in pool vehicles.
- f. Pool vehicles are to be returned with at least the same amount of gasoline as they had when the user's trip began.
- g. All traffic rules/laws are to be followed when driving a pool vehicle.

