

Use of Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the care and maintenance of Department property entrusted to Department members and the return of Department property upon separation from employment or affiliation with the Department. This policy also provides guidelines for members to claim damage to or loss of personal property used in an occupational capacity.

700.2 POLICY

Best Practice

It is the policy of the Lansing Fire Department to issue equipment to members for the purpose of performing their assigned duties. Members shall be responsible for the safekeeping, serviceable condition, proper care, use, and request for replacement of all Department property issued or entrusted to their care. A member's intentional or negligent abuse or misuse of Department property may lead to discipline, including but not limited to the cost of repair or replacement of the property, and up to and including termination.

700.3 PROCEDURE

Best Practice **MODIFIED**

The following procedures shall be in effect regarding Department property issued to members:

- (a) Members shall immediately report via the chain of command any loss, damage, or unserviceable condition of Department-issued property or equipment assigned for member use.
- (b) The use of damaged or unserviceable Department property should be discontinued as soon as practicable and a supervisor notified so that the item may be replaced.
- (c) No member should attempt to repair damaged or unserviceable Department property without supervisory approval.
- (d) Use of Department property should be limited to official purposes in the capacity for which it was designed. Except when otherwise directed and/or required by circumstances, Department property shall only be used by the member to whom it was assigned.
- (e) Department property should not be discarded, sold, traded, donated, destroyed, or otherwise disposed of without supervisory approval.

700.3.1 SURRENDERING DEPARTMENT PROPERTY UPON SEPARATION

Best Practice

Members who separate from the Department shall return all Department property, regardless of its condition. The following guidelines should apply:

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- (a) All Department property, including keys, identification cards, electronic devices, and system access cards, shall be returned to the Department no later than the member's departure date or as directed by the Fire Chief or the authorized designee.
- (b) Badge surrender shall be consistent with the Badges Policy.
- (c) A member who fails to return all Department property in his/her possession may be required to reimburse the Department for the value of the property or may be subject to legal action brought by the Department.

700.4 FILING CLAIMS FOR PERSONAL PROPERTY

Best Practice **MODIFIED**

Members are responsible for exercising reasonable care and caution to avoid damage to or loss of personal property while on-duty. However, consistent with collective bargaining agreements and City and Department rules, personal property that is lost or damaged during the proper performance of a member's job duties may be replaced or the cost reimbursed by the City or Department when such loss or damage is not the result of intentional or negligent abuse or misuse by the member.

Any claim for the replacement or cost reimbursement for damage to or loss of a member's personal property must be submitted on the proper claim form to the member's immediate supervisor.

The supervisor is responsible for reviewing the claim to assess whether the lost or damaged property was reasonably required for the proper performance of the member's job duties. The supervisor will make a determination as to whether reasonable care was taken to prevent loss or damage and whether proper procedures were followed just prior to the occurrence of the loss or damage. A supervisor may direct a member to submit additional details in a separate written report, if needed.

If approved, the supervisor will forward the claim and related reports to the Assistant Chief, who will determine the appropriate reimbursement value of the property and will forward the claim for payment to the proper entity.

700.4.1 COVERED PERSONAL PROPERTY

Best Practice

Property that is necessary in the performance of the member's job duties or has been specifically stipulated by a collective bargaining agreement should be considered a covered item. The age and condition of the damaged or lost property should be considered when determining replacement or reimbursement value. The member must demonstrate that the damaged or lost property is directly related to the proper performance of the member's duties.

700.4.2 EXCLUDED PERSONAL PROPERTY ITEMS

Best Practice

Members are discouraged from wearing expensive jewelry or watches or bringing personal property items to the workplace that may be damaged, lost, or stolen. Personal property that is not eligible for replacement or reimbursement includes:

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- (a) Any personal property that is lost or damaged directly or indirectly due to negligence of the member.
- (b) Personal computers, communication devices, cell phones, MP3 players, GPS devices, or any other electronic devices that the member voluntarily brings to the workplace and that are not required by the Department for the performance of the member's duties.
- (c) Any personal property used in place of Department-issued property, unless required by the Department.
- (d) Any jewelry, with the exception of watches, which should not exceed a \$100 reimbursement.

700.4.3 PERSONAL VEHICLES

State

The Department will not provide vehicle insurance coverage for members who use their personal vehicles for Department business. All members must rely on their personal vehicle insurance carrier for replacement or cost reimbursement of damage to or loss of a personal vehicle. Members using a personal vehicle for Department business shall maintain and have evidence of financial responsibility required for that vehicle (MCL 257.517).

700.4.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Discretionary

Members intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any member who damages or causes to be damaged any real or personal property of another while performing any Department function, regardless of jurisdiction, shall report it as provided below:

- (a) A verbal report should be made to the member's immediate supervisor as soon as practicable.
- (b) A written report should be submitted before the member goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

700.4.5 DAMAGE BY PERSON OF ANOTHER AGENCY

Discretionary

MODIFIED

If members of another jurisdiction cause damage to real or personal property belonging to the City, it shall be the responsibility of the member present or the member responsible for the property to make a verbal report to his/her immediate supervisor as soon as practicable. The member shall submit a written report before going off-duty or as otherwise directed by the supervisor.

All reports should be completed immediately after the incident or as soon as practicable if extenuating circumstances delay the member's ability to complete the report.

All reports, including the supervisor's written report, shall promptly be forwarded to the appropriate Assistant Chief.

Vehicle and Apparatus Inspections, Testing, Repair, and Maintenance

702.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish the testing, inspection, repair, and maintenance responsibilities of members with regard to Department vehicles and apparatus. Vehicles and apparatus shall comply with all regulations specified in the Michigan Vehicle Code and/or the National Fire Protection Association (NFPA) 1911. Inspections also ensure that vehicles and apparatus are properly equipped, maintained, and refueled, and present a professional appearance.

702.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include:

Fire apparatus - Mobile firefighting equipment such as but not limited to a pumper/engine, aerial apparatus, a tanker/tender, or any other similar equipment that has fire suppression or rescue as its primary purpose. A vehicle not designed, equipped, or utilized for emergency operations is not fire apparatus (Mich. Admin. Code, R 408.17403).

Ambulances - A motor vehicle that is primarily used or designated as available to provide transportation and basic life support, limited advanced life support, or advanced life support. (Michigan Public Health Code Act 368 of 1978 Part 209, 333.20902(4))

In-reserve - Any vehicle or apparatus that, while not currently staffed, is ready for service or deployment as needed, regardless of whether it is fully equipped with tools and equipment.

In-service - Any vehicle or apparatus that is either staffed or cross-staffed by members of the Operations Division or that is pre-positioned to be readily available to on-duty Operations personnel for calls for service (e.g., airport rescue, firefighting apparatus).

702.2 POLICY

Best Practice

It is the policy of the Lansing Fire Department that all vehicles and apparatus comply with the applicable federal and state vehicle operating and safety criteria. All vehicles and apparatus should be inspected daily, including in-service and in-reserve apparatus. Vehicles and apparatus that are out of service for testing, maintenance, or repair need not be inspected until they are returned to service or released to in-reserve status.

702.3 PROCEDURE

State

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702.3.1 APPARATUS DAILY INSPECTIONS

State MODIFIED

Operators should be responsible for conducting a daily inspection of all apparatus that has been established by the Department and includes all of the items and provisions identified to ensure safe operational status. An inspection list is detailed in the applicable sections of NFPA 1911. The Department daily inspection list shall be approved by the Fire Chief.

Firefighting apparatus and equipment found to be defective or in unserviceable condition shall be removed from service or repaired or replaced (Mich. Admin. Code, R 408.17461). When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Captain shall be immediately notified. Based on the determination of the Captain in consultation with the City Garage, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service.

An apparatus shall be considered unsafe and placed out of service if deficiencies are detected in one or more of the following areas:

- Brake system
- Cab and/or body mounting
- Steering
- Door latches
- Suspension
- Seat belts
- Wheels or tires
- Windshield, windshield wipers, or defroster
- Throttle
- Transmission or driveline

Other deficiencies may or may not require an apparatus to be placed out of service. Any safety-related deficiency that does not require the apparatus to be taken out of service shall be repaired as quickly as possible.

702.3.2 STAFF VEHICLE INSPECTIONS

Best Practice MODIFIED

Members who are assigned staff vehicles should be responsible for the regular inspection and maintenance of their assigned vehicles. Regular maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear, and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

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702.3.3 WEEKLY INSPECTIONS

State MODIFIED

Members also are responsible for completing a weekly inspection and equipment inventory for each assigned apparatus and vehicle and documenting it on the appropriate inspection form.

All of the following items of the fire apparatus, if so equipped, shall be inspected for proper operation and for defects at least once a week (Mich. Admin. Code, R 408.17461):

- (a) Windshield washers and wipers
- (b) Defroster and heater
- (c) Head, tail, stop, backup, and flasher lights
- (d) Backup alarm
- (e) Horn and siren
- (f) Slip-resistant steps and platforms
- (g) Tires, rims, and suspension system
- (h) Steering mechanism
- (i) Braking system
- (j) Operational controls

All portable equipment carried on a fire apparatus shall be inspected for operation and for defects at least weekly and within 24 hours after any use. Inspection records shall be maintained for portable equipment.

702.3.4 TESTING AND REPAIR

Best Practice

Fire pumps on apparatus shall be tested as specified in NFPA 1911. Aerial devices shall be inspected and service tested by a competent person as specified in NFPA 1911.

All repairs and preventive maintenance to apparatus shall be made by personnel deemed qualified by the registered owner of the apparatus.

702.3.5 FEDERAL MOTOR CARRIER SAFETY REGULATIONS

State

A Department vehicle qualifying as a commercial motor vehicle shall be maintained to the applicable minimum standards of the federal Motor Carrier Safety Act regulations (49 CFR 392.1; MCL 480.15).

702.4 RECORDS

State MODIFIED

The Department shall maintain a written record of inspections, testing, repairs, and maintenance for each vehicle or apparatus using the appropriate forms for the vehicle type. Completed forms should be accessible to the Battalion Chief and Assistant Chief, and retained by the Department based on established records retention schedules.

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Records of repair or replacement of apparatus shall be maintained for the life of the apparatus (Mich. Admin. Code, R 408.17461).

Use of Department Vehicles

703.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish the procedures for the off-duty use of Department take-home vehicles. The use of take-home vehicles is an essential component of the Department's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate Department needs, members may be allowed to take Department vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

This policy supplements but does not supersede City of Lansing Vehicle Policy. [See attachment: Policy_15_Vehicle_Use \(updated 2021-08-11\).pdf](#)

703.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Emergency recall - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.

Investigative recall - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

Take-home vehicle - A vehicle owned by the Department that is authorized for commuting between work and home and/or off-duty use. Department vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

Best Practice

The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, emergency and investigative recall, and other considerations.

703.3 PROCEDURE

Best Practice

Department members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to Department-related business and recall to duty outside their regular work hours.

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- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) Department members are prohibited from driving Department vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- (d) Members operating Department-owned vehicles shall not permit persons other than Department members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.
- (e) Department take-home vehicles are to be left at a fire facility during vacations or other periods of leave in excess of seven days unless approved by the Fire Chief or the authorized designee.
- (f) Department members shall not relinquish control of, nor allow any person to operate, Department vehicles if that person is not a member of the Department, except in the case of an emergency where the member is unable to drive him/herself.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Discretionary **MODIFIED**

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workplace and for Department-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- (a) Except as may be provided by a collective bargaining agreement, time spent during normal commuting is not compensable.
- (b) Department-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- (c) The Department should provide necessary care and maintenance supplies.
- (d) Off-street parking shall be available at the member's residence.
- (e) Vehicles shall be locked when not attended.
- (f) All Department identification, portable radios, and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a Department-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

703.3.2 VEHICLES SUBJECT TO INSPECTION

Discretionary

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All Department-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

Discretionary

No modifications, additions, or deletions of any equipment or accessories shall be made to Department vehicles without written permission from the designated vehicle manager.

Attachments

Policy_15_Vehicle_Use (updated 2021-08-11).pdf



Andy Schor, Mayor

Policy 15

INTRODUCTION

City of Lansing Vehicle Policy

The provisions of this Policy are subject to City Personnel Rules and/or provisions which may be found in an individual employment contract, applicable collective bargaining agreement or Employee Handbook.

This Policy is designed to assist departments and drivers in the proper operation of City-owned vehicles and equipment ("Vehicle").

Any questions regarding procedures in this Policy should be referred to either the Human Resources Department or the Fleet Manager, Fleet Services, 530 E. South St., Lansing, MI 48910.

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A. Types of Vehicle Assignments:

City-owned vehicles are assigned for use on a permanent or per-trip basis.

1. **Permanent Assignment:** Permanent passenger assignments are based on needs as established by the Department Head, Fleet Services, and applicable collective bargaining agreements. Any changes to vehicle assignments must be communicated to Fleet Services.
2. **Department Vehicle:** A Department Vehicle is a unit used by anyone in the assigned Department and/or Division. Department Vehicles are assigned based on needs as established by the Department Head and Fleet Services.
3. **Loaner Vehicle:** A Loaner Vehicle is a unit assigned on a per-trip and used for travel and are available for use by all City employees using the Loaner Vehicle reservation procedure.

B. Usage:

1. **City Business:** All vehicles must be used for performance of approved City business and must be maintained in the manner in which they are assigned.
 - **Duty Hour Use:**
Personal use of City-owned vehicles is NOT authorized under any circumstance, except for such reasonable incidental use during working hours where it does not substantially interfere with the performance of City duties and as approved by the employee's Department Head. While on duty, use during lunch is authorized and is not construed as personal use, provided lunch is taken within the City limits or the six-mile radius.
 - **Non-Duty Hours:**
Drivers may utilize a city vehicle during non-duty hours when they are on an overnight out-of-town assignment away from their work station and other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area. Personal use reasonably incidental to such an assignment is permitted subject to approval by the employee's department head.
2. **City Seal:** City logos and unit numbers cannot be removed or altered in any way. Drivers are responsible for proper display of the City of Lansing seal on the driver and front passenger vehicle doors. Departments are responsible for proper display of the City of Lansing seal and numbers on any Department Vehicle. If the seal and/or number is missing or needs to be replaced, contact Fleet Services during normal business hours. This is not an emergency repair.
3. **Out of Town Travel:** Any City Vehicle which goes outside the City for conferences, seminars, or workshops must be pre-checked by Fleet Services prior to the trip. (**Note:** This does not include vehicles that go outside the City limits during the regular course of the work day [i.e., passing through Lansing Township on the way to an inspection].)
4. **Add On Equipment:** No City-owned vehicle shall have any after-market equipment/devices added without the written consent and authorization of the Fleet Manager. Such equipment/devices may include, but are not limited to, automatic start, tinted windows, painting. All add-on equipment is the joint responsibility and cost, including removal, of the driver and department. Any add-on equipment authorized by Fleet Services cannot be disconnected or disabled in any way unless prior written authorization is given by Fleet Services.
5. **Storage Locations:**
 - **During Business Hours:** When not in use for City business, units must be stored in the assigned location. Departments and drivers are required to notify Fleet Services within 48 hours of any storage location change.
 - **After Hours:** No City vehicle (or equipment) will be stored, after normal working hours, at private residences outside the City limits or a 6-mile radius from City Hall. Exceptions may be granted on an individual basis by a Department Head when an individual on 24-hour emergency recall lives outside the City limits or the 6-mile radius.

from City Hall, has demonstrated high frequency of actual emergency recalls and/or maintains tools essential to the performance of emergency duties in the vehicle. Individuals who live outside the City limits or the 6-mile radius from City Hall who are on 24-hour emergency recall, but have not had a high frequency of actual recalls, will be reimbursed for any travel related to after-hours emergencies in accordance with the current mileage rate.

Departments and drivers are required to notify Fleet Services within 48 hours of any storage location changes, which shall include the exact address of storage both during and after business hours.

C. Routine Maintenance

Fleet Services has an established preventative maintenance schedule for oil changes, filter replacements, lubrications, brakes and tune-ups. It is the responsibility of the operator to ensure that the vehicle is available for its scheduled maintenance upon notification from Fleet Services. It is the Driver's responsibility to arrange alternative transportation, which may include scheduling a Loaner Vehicle or obtaining authorization to utilize another Vehicle within the Driver's Department, or use their own vehicle. Mileage will be reimbursed if required to use their own vehicle. Driver will need pre-authorization from their Supervisor and/or Department Head before using their own vehicle.

D. Repairs and Service

1. Fleet Services: The City of Lansing maintains and operates its own repair facility. Assigned vehicles are to be serviced only at Fleet Services unless directed otherwise by Fleet Services.
2. Out of Town: If a vehicle is utilized out of the City and emergency repairs are necessary, take the vehicle to an authorized dealer who sells and services the same make/model and is licensed in accordance with Michigan's Auto Repair Law. Request a written estimate for repairs. If an estimate is more than \$100 for mechanical repairs, Driver must telephone Fleet Services for authorization (517-483-6625). See reimbursement section. Upon return from the trip, Driver must provide a copy of the receipt and invoice to Fleet Services. Driver must also instruct repair facility to hold replaced mechanical parts for at least two days for possible follow-up inspections. Final invoices must include:
 - Invoice must also include the name of the person Fleet Services who authorized the repairs in excess of \$100.
 - Vehicle number and VIN or license plate number), mileage, make/model, and year;
 - Driver name, address, and department;
 - Repairs performed and the date;
 - Mechanic Certification Number (major repairs) and repair facility registration number;
 - Labor and parts estimate and final cost itemization (typed or printed legibly);
 - Sales tax ID number (City vehicles are exempt from sales tax); and
 - Legible driver signature
3. Reimbursement:
 - *Cash*: If a dealer requires cash payment for services, Driver shall submit a copy of the paid invoice to Fleet Services. Driver will be reimbursed through the Expense Report process.
 - *Credit Card*: If a dealer accepts credit cards, then the authorized repairs may be paid by the Driver with a City procard. Upon return from the trip, the Driver must provide a copy of the receipt and invoice to Fleet Services. The original invoice and receipt must be attached to Driver's monthly procard statement and a copy attached to the Expense Report for the trip.

- Expense Report: In both instances above, all charges will need to appear on the driver's Expense Report for the trip. This reimbursement procedure also applies for road service and towing calls. Fleet Services will then supply and account number to be charged. Print clearly or type.

E. Towing

Fleet Services provides towing and road service in the Lansing area during normal business hours, Monday through Friday. Emergency towing service may be obtained after hours by calling Fleet Services emergency callback number.

F. Fueling

Each Vehicle is assigned a fuel card. For more information on fueling, please see the City's Fuel Card Policy #50.

G. Keys

If an ignition, door or truck key is lost, contact Fleet Services for directions to obtain a duplicate key. Do NOT call a towing service without approval from Fleet Services.

H. Vehicle Washes

Drivers are requested to have their vehicles washed regularly (once per week) by a City selected vendor (currently, Kwik Kar Wash). Any other washes are not allowed unless pre-authorization is received from Fleet Services.

I. Accident/Theft/Vandalism

1. Non-Police Related Incident/Accidents: All non-police related incidents or accidents, vandalism, and theft are to be reported to the police, Fleet Services, Safety Administrator and your Department Head. If the police cannot make an accident scene investigation, the driver must go to the Police Department and file a report.
2. Police Vehicle Incidents/Accident: Police vehicle accidents and thefts shall be reported following Police Department accident procedures.
3. Damage Assessment: Any vehicle involved in an incident or accident, whether police or non-police, must be brought to Fleet Services and inspected by Fleet Services to assess damage. All repairs will be handled by Fleet Services.
4. Employee Vehicle Accident Report form: An "Employee Vehicle Accident Report" must be filled out whenever an accident occurs. If a police report is filed, please provide a copy to Fleet Services. The "Employee Vehicle Accident Report" can be found on the City's Intranet website under Fleet Services. If you do not have access or cannot locate the form, please see your Supervisor or contact Human Resources.
5. Negligent Use or Care: Negligent use or care of City-owned vehicles may result in loss of driving privileges. Willfully negligent use will result in personal liability in addition to loss of driving privileges.

J. Out-of-State Travel

With Departmental approval, a City vehicle can be taken out of State. City fuel cards may be used for both out-of-city and out-of-state official business. Prior to fueling, Driver's must check to see if the City's fuel card is accepted at that location. All purchases and receipts, including fuel, must be listed on the trip's Expense Report.

K. Storage/Tolls/Parking Charges

Storage, toll, and parking charges allowable under the “Standardized Travel Regulations” are a direct traveling expense. Paid receipts should be attached to travel expense report for reimbursement and submitted to your department, not Fleet Services. Fleet does not need a copy of these receipts.

L. Parking Tickets

Payment of traffic and parking tickets is the responsibility of the driver. Departments will be held responsible for driver payment of parking and traffic citations.

The Police Department shall follow existing police policy regarding the payment of parking tickets.

M. Insurance

All City-owned vehicle drivers are insured under Michigan’s “no-fault” insurance statute. The certificate of insurance is located in the glove box or other designated area. It is the driver’s responsibility to have a valid Certificate of Insurance in the vehicle. Vehicles are not to be operated without a Certificate. Certificates can be located on the City’s Intranet website under Fleet Services.

N. Idling Policy

Employees operating a City vehicle are directed to turn off the engine instead of allowing them to idle for any length of time. Drivers must turn off vehicle engines when vehicles or equipment will be stationary for more than one minute, except when in traffic. City employees and contractors must operate vehicles and equipment used for City business in a manner which minimizes engine emissions. Drivers are expected to use discretion and refrain from turning off the engine when a safety risk exists, when operation of auxiliary equipment requires running the engine, or when the vehicle’s manual specifies otherwise. Employees may operate outside of this guidance whenever weather conditions justify the use of heating or air conditioning systems for the welfare and safety of any occupants. This guidance does not apply to Police and Fire while on duty; however, if vehicles are not being utilized in an official capacity, every effort should be made to turn vehicle off to reduce impact. Idling vehicles emit harmful emissions and air pollution is an ongoing concern impacting public health and quality of life.

O. Public Conduct and Safety

Employees operating City-owned vehicles are required to observe all local, state and federal laws and to adhere to all City policies and procedures.

Non-City business related passengers are prohibited. Passengers who are not City employees are prohibited unless approval is received from the Department Head.

Leaving a running vehicle unattended is prohibited. The City recognizes the uniqueness of the Lansing Fire Department’s responsibility regarding emergency services. The prohibition regarding unattended vehicles does not apply to fire apparatus or ambulances.

The Police Department shall follow existing police policy regarding the transportation of non-City employees in order to accommodate the unique services that the Police Department provides for the community.

Fleet Services maintains a written record of all complaints from the public involving the use of City vehicles. In the event of a complaint, Fleet Services will notify the Department Head for possible disciplinary actions. Avoid complaints by:

1. Observing all posted speed limits and traffic rules and regulations;
2. Driving carefully, courteously and defensively;
3. Obeying all traffic laws, rules of courtesy, and safe driving practices;
4. City vehicles shall not be used to push or pull other vehicles or objects; and
5. Use of a city vehicle to jump start another vehicle will not be allowed.

P. Seat Belts

All drivers and passengers in City-owned vehicles (both front and back seats) must wear a properly adjusted and fastened safety belt at all times.

All drivers who disengage or otherwise make inoperative any personal safety equipment (i.e., air bags, safety belts, etc.) in City-owned vehicles will be in violation of Fleet Services rules and may lose City-owned vehicle driving privileges.

Q. Radar Detectors

Radar detectors are prohibited in City-owned vehicles. They are not to be utilized, placed on the dash, or brought inside a City-owned vehicle.

R. Driver's License

All drivers of City of Lansing vehicles must have a valid driver's license.

It is the Driver's responsibility to notify their Department Supervisor of any license suspension, revocation, cancellation, or disqualification by the end of the business day following notification of such license loss. See City of Lansing Drivers License Suspension Policy (Policy No. 3). Any CDL driver must immediately notify the City of any license violations (accident, speeding, etc) even during non-business by filling out the Commercial Drivers License Verification Reporting Form, which can be found on the City's Intranet website under Fleet Services, by contacting your Supervisor or Human Resources.

S. Electronic Devices

To decrease the risk of accident and injury, electronic devices, including but not limited to cellular phones, laptops, iPads, may only be used when necessary for conducting business. Electronic device users must follow these guidelines for their usage, including but not limited to the following:

1. Make calls when vehicle is stopped and out of gear, clear of any hazards, and out of traffic.
2. If necessary to drive and use the phone, hands-free mode must be use.
3. Avoid phone use for lengthy or detailed discussions.
4. Text Messaging is strictly prohibited. Under Michigan law, it is illegal to drive while texting.

The Police and Fire Departments must follow the policies and procedures outlined by their Department. If there is none, this Policy must be followed by Police and Fire.

T. Smoking

Smoking in any City-owned vehicle (or equipment) is prohibited under the City of Lansing's Smoking Policy #12. This applies to all travel whether traveling in the City of Lansing, out-of-town or out-of-state.

U. Responsibilities and Consequences of Non-Compliance

All City employees are expected to comply with this Policy. Any employee who violates this Policy is subject to disciplinary action consistent with the City's General Requirements, procedures, applicable collective bargaining agreements and personnel rules.

Any employee who has reason to believe that a coworker is in violation of this Policy must notify his/her Department Head or Supervisor. The Department Head and Supervisor are responsible for immediately addressing any policy violation(s) of which they become aware. The Department Head may refer the matter to the Department of Human Resources for consultation.

V. Important Telephone NumbersFleet Administrative

Office	483-6624
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Fax	483-6641
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<u>Fleet Manager</u>	483-6625
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<u>Public Service</u>	483-4185
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<u>Safety Administrator</u>	483-4012
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