

**INSTRUCTIONS
ASSIGNMENT OF CITY VEHICLES
FOR TAKE-HOME PURPOSES**

Prior to allowing any employee to take a City-owned or City-leased vehicle home, an assignment form must be completed in accordance with the following instructions.

- 1. Department Head must complete first two sections of assignment form including signature and date. S/he must then have employee sign and date the last section and submit the form to the City Administrator for approval.**
- 2. The City Administrator will approve or deny the requested assignment, sign and date the form and return it to the Human Resources Director.**
- 3. The Human Resources Director will return one fully executed copy to the employee and another to the department head.**
- 4. The department head is responsible for notifying the Human Resources Director (in writing) of any change in the vehicle assigned to a particular employee.**

Note: In cases where a vehicle is being assigned to a department head, s/he should complete and sign both the request section (department head) and the acknowledgment section (employee).

**ASSIGNMENT OF CITY VEHICLE
FOR TAKE-HOME PURPOSES**

EMPLOYEE: DEPARTMENT: _____

ADDRESS VEHICLE WILL BE HOUSED AT: (If address changes you must notify Department Head immediately and complete new form)

Street

City/Zip Code/County

THIS ADDRESS IS: Inside City Limits

Outside City Limits/County

Number of miles driven to this address one way: _____

VEHICLE DESCRIPTION:

Year: _____ **Make:** _____ **Model:** _____

VIN: _____ **City Asset Number:** _____

If you are assigned a different vehicle for any reason, you are to complete a new form and submit to Human Resources immediately.

Approval is requested for the above-named employee to be assigned the described vehicle for take-home purposes as follows:

- overnight and/or on weekends on a regular basis
- overnight and/or on weekends only when on call
- other: (Click here to enter text.)

Justification for Request: [Click here to enter text.](#)

I understand that it is my responsibility to notify the Human Resources Director immediately if any of this information changes, including assignment of a different vehicle to this employee.

Signature of Department Head

Date

The above assignment is:

- Approved
- Denied

Signature of City Manager

Date

I hereby acknowledge that I have been assigned the primary responsibility for the vehicle described above. I further acknowledge that I have received a copy of the City's policy regarding the use of City vehicles and that I understand and will comply with the provisions of that policy.

Signature of Employee

Date

If employee is subject to the On-Call Policy and receiving On-Call Pay, please complete the On-Call Form.

USE OF CITY VEHICLES

If you are assigned the use of City automobiles, trucks or equipment, you are expected to drive them with due care especially observing all laws and rules of the road. All assigned vehicles/equipment must be maintained in a clean and sanitary condition at all times by the operator of such vehicles/equipment. Any vehicle operating problems must be reported to your supervisor or department head for immediate corrective action. The City stresses preventive maintenance, and every operator of City vehicles/equipment is expected to cooperate by adhering to the maintenance schedule and reporting vehicle deficiencies without delay.

Only City employees with the appropriate type of valid Texas driver's license may operate a City-owned or City-leased vehicle. Employees may operate City vehicles during normal working hours or shift assignments based upon authorization of their department head for City-related use only. It is the department heads duty to ascertain that an operator assigned to drive a vehicle, even if on a temporary basis, holds a valid driver's license and is in sound condition to operate the vehicle. The employee is required to have his driver's license in his possession at all times while operating a City vehicle. Employees operating City vehicles are not to drive such vehicles outside the Erath County area unless prior authorization is received from their department head.

If you are assigned a City-owned or City-leased vehicle on a regular basis, you have the responsibility of seeing that it is adequately serviced (gas, oil, filters, lubrication, tire pressure and replacement, maintenance for safety, etc.). Items of a repair and replacement nature should normally be carried out by the City's Fleet Service Center; however, in cases where your assigned vehicle cannot be repaired or serviced in a timely manner by Fleet Services due to that departments priorities, you must report the need for repairs or maintenance to your department head who will make arrangements for alternative maintenance or repair service.

If you are on call or are expected to act on behalf of the City during other than normal working hours or shift assignments, you may be assigned the use of a City-owned or City-leased vehicle for take-home purposes. To be eligible to use a City-owned or City-leased vehicle for take-home purposes, an employee must live within Erath County and within ten miles of the city limits. (City vehicles may not be taken home unless an assignment form has been completed and approved by the City Manager.) City-owned or City-leased vehicles taken home may be used only by the employee for City-related business. Members of the employee's family, neighbors or others are not to either drive or be transported in the vehicle unless such actions are related to City work or result from a life-threatening emergency or serious health problem. When an employee assigned the use of a vehicle for take-home purposes knows in advance that s/he will be unable to work or be on call for a period of more than two (2) consecutive days (illness, vacation, travel, etc.), the employee should arrange for the City vehicle to be returned to his/her department during such absence.

Nothing in this policy is intended to prohibit any authorized employee from using a City vehicle as transportation for purposes directly related to the performance of City duties during work assignments or on a call out. Employees are not prohibited from being in a City vehicle while taking reasonable breaks for lunch, coffee, etc. during working hours or in route to work or on a call; however, in no instance should an employee purchase alcoholic beverages or frequent taverns, clubs or other drinking establishments while using a City-owned or City-leased vehicle.

Some supervisory-level employees may be given permission to transport members of their family, other City officials or their families and others for out-of-town travel to functions related to the municipal service such as special hearings, training programs, conventions, seminars, etc. This policy does not prohibit transporting non-City employees such as vendors, consultants, inspectors, official guests, citizens, government officials, prisoners, and persons involved in police investigations or other activities, etc. as a part of routine work assignments or public safety activities.

Failure to comply with the provisions of this policy will result in appropriate disciplinary action.