



City of Camarillo

CITY COUNCIL POLICY

Section: Property Management

Date Adopted: August 9, 1989
Last Amended: March 22, 2006

Subject: **Use of City Vehicles**

Number: 11.07

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PURPOSE

To establish guidelines for the use of City vehicles, in addition to and consistent with Personnel Rules and Regulations.

POLICY

- A. City vehicles are intended for use by authorized personnel on official City business. Authorized personnel may include City employees, members of City Council, approved volunteers, and designated ~~long-term contract employees~~ student interns aged 18 or older and enrolled in the City's Internship Program.

~~City personnel who do not receive a car allowance, may be authorized to use a City pool vehicle in lieu of mileage reimbursement for personal vehicle use. Vehicle use records shall be maintained for each pool vehicle.~~

- B. Authorized operators of City vehicles are responsible for their safe operation. They must have a valid California driver's license for the vehicle ~~class, and class~~ and must conform to applicable laws and regulations. Fines imposed for operator violations are the responsibility of the driver.

~~The City will not reimburse a City vehicle operator for fines resulting from illegal or improper operation or parking.~~

If a vehicle operator is negligent or at fault in an accident, the operator may be subject to personal liability and costs.

- C. Unless specifically authorized by the City Manager or designee, operators shall not use City vehicles to commute to and from work. City vehicles must be parked at City facilities at the end of each workday or shift, unless otherwise authorized. An employee attending an out-of-area approved work-related work-related training program may be granted temporary overnight use of a City vehicle.