



City of Santa Barbara City Vehicle Use Policy & COVID Rideshare Rules

Approved by:

Paul Casey
City Administrator

Policy effective:
July 16, 2012

Purpose

Provide written guidelines on the use of and safe operation of City fleet vehicles. The purpose of the City fleet is to provide vehicles to meet the transportation needs of City staff in order to conduct official City business. Limited exceptions for use of fleet vehicles are identified within this policy.

Statement of City Policy

The City Vehicle Use Policy covers City-owned fleet vehicles.

Provisions for all City Vehicles

Drivers License

1. Every City employee driving a City vehicle must have in their possession a valid California Drivers license.
2. Every City employee assigned to operate heavy duty equipment, or a bus or passenger van with 10 or more seats, must have in their possession a valid California driver's license with the appropriate classification and endorsements for the vehicle they are assigned to operate.
3. City employees assigned to heavy duty and special class vehicles must receive certified training before being assigned to operate the equipment.

General

1. The transportation of family members, or other non-City employees, in a City vehicle is prohibited, except as provided for in the Alternative Transportation User and Exclusive Vehicle Assignments Provisions of this policy.
2. Employees may not use a vehicle for transportation to and from food establishments for lunch or break time, unless the employee is returning to the worksite while on City business or for work related lunches.
3. The transportation of consultants, non-City employees from other public agencies, members of a City Advisory Committees or other individuals are permitted while conducting official City business or to attend a work related meeting.
4. Employees attending official out-of-town business, which is not combined with vacation, may transport family members in a City vehicle upon approval of the City Administrator or appropriate Department Head.

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5. Employees using an assigned take-home City vehicle, subject to departmental policies, may use the vehicle for transportation to and from food establishments for lunch or break time only. No other personal use of City vehicle is allowed, except as provided for in the Alternative Transportation User Provisions of this policy.
6. City vehicles may not be parked overnight on a public street, unless off-street parking is not available.
7. Drivers/Operators are required to keep the interior and exterior of their assigned vehicles clean. Contracts are in place at several car washes around the City to facilitate this requirement.
8. Any City employee who drives a heavy duty or special class vehicle covered under United States Department of Transportation (D.O.T.) drug and alcohol testing provisions must comply with the provisions of the D.O.T. Drug and Alcohol Testing Policy.

Safety

1. It is the responsibility of the driver/operator to ensure the safe operability of the vehicle.
2. The City's "Drug/Alcohol-Free Workplace" Policy is extended to include City-owned vehicles.
3. Smoking is prohibited in City vehicles.
4. Seatbelts must be worn by all occupants of a City vehicle.
5. The use of a cell phone or other mobile device while driving a City vehicle is prohibited. The driver must park the vehicle in a safe place before placing or receiving a call or using a mobile device.
6. Driver must obey all DMV Regulations, California Vehicle Code Regulations and Santa Barbara City and County Ordinances while operating a City vehicle.

Parking on City Streets

Drivers of City vehicles are required to legally park at all times. Parking in red, yellow, or white zones is prohibited unless the employee is performing City work at that location and proper safety cones have been setup designating the work zone. Parking in red, yellow, or white zones while on breaks or lunch is prohibited. When parking in time limit zones, the employee should try to obey the time limit restriction unless other parking is not available. Exceeding the 15 minute time zone should be avoided. The employee driving a City vehicle is responsible for paying any parking citations that may be issued to the vehicle.

Accidents Involving City Vehicles:

This accident reporting procedure will be followed any time a City Vehicle is involved in a vehicle collision. A Vehicle Collision Kit (Accident Report) with forms and procedures is located in vehicle glove box.

1. The Police must be notified immediately and told that the accident involves a City vehicle (911 for accidents involving City vehicles) and the driver must remain on site until they arrive.

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2. Obtain the Police report number after the report is taken.
3. Do not admit responsibility. Refer other party to Risk Management.
4. A Vehicle Collision Report as well as an Injury Preventability Report Memorandum must be filled out and signed by your supervisor, then filed with Fleet Management and Risk Management within 48 hours of an accident.
5. Within 24 hours following the collision, the vehicle must be taken to Fleet Management for inspection.
6. In case of injury to a City employee, notify the supervisor who is to complete the Workers Compensation Injury Report Kit and return to Risk Management within 48 hours.
7. An employee subject to the D.O.T. Drug and Alcohol Testing Policy must immediately notify their supervisor and submit to alcohol and/or drug testing as required under that policy.
8. If the vehicle is inoperable, see below.

Vehicles Requiring Road Service

1. Vehicles needing any type of repair or maintenance should be reported by the last driver immediately to Fleet Management. Vehicles that may be experiencing mechanical problems should be brought to Fleet Management immediately. If the vehicle cannot be driven safely or without causing damage to the vehicle, use the following guidelines to have the vehicle towed to Fleet Management.
2. During normal business hours, Local Tri-County Emergency Roadside Service can be obtained by calling Fleet Management at (805) 564-5402.
3. During off hours, local emergency roadside service can be obtained by calling the City's contracted towing service (Number located in Collision Kit in glove box).
4. If a City vehicle needs to be towed, have the vehicle taken to:
Public Works Fleet Management
635 Laguna St.
Santa Barbara, CA
5. If the vehicle breaks down outside of the Tri-County area:
 - a. During City business hours: Call the Fleet Management office at (805) 564-5402, and Fleet Management staff will assist.
 - b. After business hours:
 1. An employee can use AAA if they have it. If not, call a local towing company.
 2. The vehicle should be towed to the nearest dealer for the particular make of vehicle. The City will reimburse towing expenses incurred upon receipt.
 3. Notify Fleet Management as soon as possible.
 4. Fleet Management will make arrangements for the repairs.
 5. If needed, make alternate transportation arrangements such as renting a vehicle.

Department and Fleet Management Cars

Department Pool Cars

Department pool cars are passenger vehicles assigned to the department that may be used by City employees.

1. Department pool cars can be used in performance of official duties or by an authorized Alternative Transportation User, as provided in the "Alternative Transportation Users" section.
2. Employee must check out the vehicle as designated by each department procedure.
3. Employee may also reserve a vehicle for use as designated by each department procedure.
4. Department pool cars may be used for authorized carpools as approved through the City's Rideshare Program Guidelines.

Exclusive Vehicle Assignments

1. Exclusive vehicle assignments with take-home privileges are made to support approved levels of service and are provided to individuals who are required to "routinely respond" any time during a 24-hour period. Exclusive assignment of a vehicle to an individual with take-home privileges requires City Administrator approval.
2. Employees with exclusive vehicle assignment, with take home privileges, will be responsible for any income tax liability associated with their vehicle use.
3. Employees with assigned vehicles may transport family members as established in the agreement with the City Administrator.

Fuel

1. When a City vehicle is returned to a City lot, the tank must be refueled at the City fuel station next to Central Stores if the fuel level is less than ½ tank.
2. Electric vehicles must be plugged into the appropriate charger upon return to the City lot.
3. Fuel credit cards may be provided by Fleet Management Staff for out-of-town trips and must be approved by the department. The credit card can only be used to purchase fuel and oil, and must be returned along with any receipts when the vehicle is returned. The City fuel credit card policies and procedures must be followed.
4. Officials and employees who do receive a monthly allowance may request mileage reimbursement for out-of-town ("Greater Santa Barbara area" from Goleta to Summerland) travel only.
5. For pre-approved out-of-town travel reimbursement procedures must be followed as outlined in the City's Travel Policy.

Maintenance

Driver/Operator Maintenance Responsibility

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Every vehicle/equipment has a next-service-due sticker in the vehicle, indicating the date or mileage of the next preventive maintenance service. It is the driver's/operator's responsibility to know when a vehicle is due for service and schedule with Fleet Management (805-564-5402) prior to the date or mileage due.

Passenger Cars and Light Trucks

Routine Maintenance – Each driver is required to perform basic maintenance checks either on a weekly basis, or at the time the vehicle is refueled. If the operator is unfamiliar with how to perform any of the basic maintenance checks, they should bring the vehicle to Fleet Management during business hours, and Fleet Management staff will show them how to perform these basic checks. In addition, if any problems are noted during inspection, the driver is required to immediately notify Fleet Management. The items to be checked weekly or during refueling are:

Fluid Levels- Engine oil, transmission fluid, coolant level, brake fluid;

Lights- Headlights, brake lights, turn signals, parking lights; and

General walk-around inspection- Tire pressure, body damage or loose parts, fluid leaks noted where a vehicle was parked.

Medium Trucks, Buses, 10+ Passenger Vans, Heavy Equipment, Construction or Specialty Equipment

The drivers/operators of this equipment are required to be familiar with the manufacturer's recommended operating procedures and daily, weekly, and monthly operator maintenance procedures. This may include cleaning and greasing of a machine. Many of the vehicles in this class are classified as commercial vehicles. The appropriate commercial license is required to operate these vehicles. In addition, the State mandates that a pre-trip inspection be performed prior to operation. Operators are required to be properly trained to operate the assigned equipment and to perform the proper pre-trip inspection prior to operation. Fleet Management staff is available to demonstrate to the operators how to perform these procedures properly. When a problem is noted during inspection, the operator is required to immediately notify Fleet Management. An operator log book is required to track daily maintenance procedures.

Loss of Keys

It is the employee's responsibility to insure the safe keeping of keys to City vehicles that are assigned or check out. Should an employee lose the key to a City vehicle, the employee must immediately report the lost key to Fleet Management and that employee's department will be responsible for the replacement cost of the keys and any charges associated with towing the vehicle to the City Fleet Management.

Service Dogs in City Vehicles

Employees with a service dog are allowed to transport the dog in a City vehicle provided the dog meets the following definition of a service animal as provided for in the City's Service Animal Policy

Alternative Transportation User Provisions

An "Alternative Transportation User" is defined as an employee that uses a mode of transportation other than driving alone to the workplace (e.g., carpool, vanpool, bus, walking, bicycling) and has received written approval in advance from his/her Department Head to use a City vehicle as an Alternative Transportation User. Alternative Transportation Users must comply with all other requirements of this Vehicle Use Policy to operate a City vehicle. Alternative Transportation Users are also required to register in the Transportation Demand Management program. The primary purpose of the City fleet is to provide vehicles to meet the transportation needs of City staff in order to conduct official City business. It is a mandatory requirement that all City vehicles be returned to the City (when not on official City business) each business day, making the vehicle available for use by City staff.

- a. Alternative Transportation Users may use City vehicles during work hours or for occasional personal errands, within the Santa Barbara City limits, that cannot be handled outside the employees regular work hours. The employee must use appropriate personal time and have prior notification and approval from the employee's supervisor. City vehicles are not to be used to go to lunch except when returning to the work site following a work related vehicle trip or work related lunches.
- b. Alternative Transportation Users may transport family members in a City vehicle in the case of a personal emergency or for appointments to a medical provider, office that is located within the Santa Barbara City limits with prior notification and approval from the employee's supervisor.
- c. Guaranteed Ride Home (GRH) for Alternative Transportation Users
Alternative Transportation Users may use City vehicles in the case of a personal or family emergency during work hours:
 1. Emergency Conditions - In the event that a GRH is needed for a situation where an employee must leave the work site immediately to attend to a medical or non-medical emergency for her/himself or a family member, the employee must notify his/her supervisor. The supervisor must evaluate the employee's condition (physical/emotional state) to safely operate a City vehicle, and make appropriate arrangements if it is determined the employee should not operate a vehicle. The trip home may include destinations related to the medical emergency.
 2. Unscheduled Overtime - In the event of unscheduled overtime, the use of a City vehicle for a GRH may be approved by his/her supervisor. The vehicle may be used for transportation directly

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home and directly to work the following day, and not for personal use in between.

3. Public Transportation Difficulties - City or other fleet vehicles may be used for the trip home, if an employee misses the last bus, if the last bus is full at the desired departure time, or inclement weather prevents the use of other commute options. The employee must notify his/her supervisor as soon as possible and return the vehicle the next workday.
4. Illness or Leave - In no case may a City vehicle remain be checked out while the employee is off work due to illness or other leave. It is the employee's responsibility to make arrangements with the City's Fleet Manager for the return of the vehicle if he/she cannot return to work the following workday. Rideshare employees must make arrangements with another City employee who is in the employees car pool to bring the vehicle back to work.

City Vehicle Rideshare Program

1. The City Vehicle Rideshare Program is a part of the Transportation Demand Management benefits called the Work Trip Reduction Incentive Program (Work TRIP). The purpose is to encourage sharing rides to work by making City vehicles available to City employees to make carpooling attractive. To help achieve the goal of decreasing traffic congestion and reducing pollution, other downtown employees may be permitted to join qualified carpools in the City Vehicle Rideshare Program.
2. To qualify for the use of a City-owned vehicle, participants must agree to comply with the Rideshare Program and Guidelines and the City Vehicle Use Policy. The minimum commitment is three days per week to be eligible to participate in the Rideshare Program.
3. Two or more City employees who agree to carpool together may be permitted to use a City vehicle to transport to and from the City workplace and home under the City Vehicle Rideshare Program.
4. City vehicles must be parked off street when possible at the residence of the driver.
5. City employee participants will pay for a portion of their cost as determined by the City and shall agree to have costs deducted from their paycheck.
6. Participants are required to sign the Voluntary Rideshare Agreement.
7. See the City Vehicle Ride Share Program Guidelines for more information.

Covid 19 Rideshare Participant Rules

Participation in the City's rideshare program is voluntary and is made available for the convenience of City employees who choose to participate in the program instead of using public transportation or their personal vehicles to travel to and from work. Rideshare participants agree that it is their responsibility to accept and reduce the risk of transmitting COVID-19 to other participants and users of City vehicles. By participating in the rideshare program, each participant agrees to abide by the following rules:

1. Each passenger, including the driver must wear an approved mask that conforms to state or county public health requirements and that covers both nose and mouth when traveling in a City vehicle with other people. Examples of approved masks are:
 - Homemade double layer cotton mask
 - Over the counter close fitting mask
 - M95 Masks
 - Paper disposable masks available through Central Stores
 - If you forget a mask, you can call Fleet Management at 564-5402 during business hours to make arrangements to obtain a mask.
2. The number of passengers, in a rideshare group, including the driver, is limited to two people per vehicle. Participants will keep as much physical distance as possible between each other.
3. Participants will not ride in a City vehicle when ill, have a fever or otherwise knowingly expose others to the Covid 19 virus.
4. Participants will disinfect common touch surfaces before and after each ride, including , steering wheel, shift lever, door handles interior and exterior, power window switches, climate controls, radio controls and door locks using the disinfecting materials provided by the City.
5. Participants will wash their hands thoroughly for a minimum of 20 seconds with soap and water before and after riding.
6. If using the ventilation system, participants will use outside air instead of recirculated air and will keep the windows open when possible to increase airflow.