

POLICYAUTHORIZATION AND CONTROL OF VEHICLES USED FOR TRANSPORTATIONI. PURPOSE

The purpose of this policy is to establish guidelines and procedures governing the assignment and regulation of City-owned, leased, and rented vehicles used as transportation for employees engaged in City business. It is intended to allow City Bureaus flexibility in determining their transportation and equipment needs in consultation with the Fleet Division of the Bureau of General Services and within general guidelines established in this policy. It is the intent of this policy to reduce the size and the costs of operating the Fleet through more effective use of equipment, and to limit the use of City vehicles for commuting. City vehicles shall not be used strictly for commuting to and from work.

II. SCOPE

This policy is applicable to all City agencies, bureaus, and offices directly responsible to the City Council and the City Auditor.

III. EMPLOYEE TRANSPORTATION ALTERNATIVES

Employees requiring transportation to perform their official duties may be authorized to use the following types of transportation in accordance with the criteria set forth in Section V. of this Policy:

City-assigned Vehicle: A City-owned, leased, or rented vehicle assigned to a bureau, agency, or office for use by authorized personnel in the official conduct of City business.

City Pool Vehicle: A City-owned, leased, or rented vehicle checked-out of the City Pool as required by authorized personnel in the official conduct of City business.

Personal Vehicle: A vehicle owned by someone other than the City and authorized for use in official conduct of City business by a City employee. Compensation for use of a personal vehicle shall be in accordance with Section 5.08 of the Code of the City of Portland.

Public Transportation: Bus, taxi, Light Rail, and other similar publicly-owned transportation, authorized for use in the official conduct of City business.

#### IV. EMPLOYEE TRANSPORTATION POLICY

City-assigned vehicles shall only be used for official business or to maintain the ability to respond to City business outside the employee's normal work hours. They shall be operated only by City employees, elected officials, or by persons designated by City contract to operate such vehicles.

No City-assigned vehicle or City pool vehicle shall be driven to, and kept at, any employee's home or location other than the regular work location or City yard, except as provided by this policy. City owned vehicles shall not be used for personal business, nor strictly as transportation to and from work.

Any person authorized to drive on official City business must possess a valid motor vehicle driver's license for the class of vehicle they will be operating.

V. AUTHORIZATION FOR EMPLOYEE TRANSPORTATION ALTERNATIVES

A. Bureaus will request all assigned and pool vehicles from the Bureau of General Services Fleet Division to meet mission requirements identified by the operational needs of the respective bureaus. The Bureau of General Services will be responsible to manage the Fleet as described in Chapters 3.40 and 5.04 of the Code of the City of Portland.

B. The following justifications from user bureaus will determine the use of City-assigned and City pool vehicles. The Bureau of General Services will work with the involved bureau managers to ensure compliance with appropriate approved procedures.

1. Operational requirements to conduct City business during working hours.

OR

2. Operational requirements to conduct City business during a 24-hour period.

OR

3. Operational requirements to conduct City business during a 24-hour period, requiring special tools and equipment.

OR

4. Emergency Management requirements. (Police Patrol sedan, Fire equipment, Bomb Truck, etc.)

C. The Bureau of General Services will assist bureau managers in determining the employee transportation alternatives most advantageous to the City, as described in Section III of this policy, to be used by City employees in

conducting City business. This will include consideration of the operational and cost-effective transportation alternatives.

Assignment of vehicles shall take place during the regular City budget process, just as other assets are assigned to City Bureaus. The Bureau of General Services will coordinate vehicle assignment review with the Office of Fiscal Administration.

D. Use of City-assigned vehicles, by other than elected officials, to regularly commute to-and-from work may be authorized after review and approval by the affected bureau manager and the Commissioner in charge of that bureau, in accordance with City Code and this policy. The Bureau of General Services shall compile a report annually to the City Council listing the vehicles regularly taken home in each bureau and the reason for that use. Changes in vehicle status shall be reported from the user bureau to Bureau of General Services quarterly.

E. Incidental equipment (portable radios, telephones, etc.) shall be provided by the affected bureau for use in a private vehicle if determined to be operationally necessary by the affected bureau manager.

F. Temporary use of City-assigned or City Pool vehicles may be authorized outside normal work hours by a Bureau manager or designee if determined to be an emergency situation and a more advantageous transportation alternative, described in Section III, is not available.

G. All transportation alternatives used by a bureau, other than the use of a City-assigned vehicle for conducting City business during normal work hours, will be reported to the Bureau of General Services, to the other offices identified for billing and financial transactions, and to the Commissioner-in-Charge of the user bureau, on an annual basis or when there is a change in the authorization.

PROCEDUREMONITORING OF FLEET VEHICLE UTILIZATIONI. PURPOSE

The purpose of this procedure is to establish guidelines to ensure that the investment in the City's Fleet is managed wisely, consistent with its operational requirements, by providing a process to monitor, report, and adjust the utilization of vehicles.

The intent of this policy is to ensure uniform useage and depreciation of the fleet over the life of each piece of equipment.

II. SCOPE

This monitoring procedure is applicable to all City agencies, bureaus, and offices directly responsible to the City Council and City Auditor, authorized to use City-assigned vehicles. (City-assigned vehicles are described in: POLICY--AUTHORIZATION AND CONTROL OF VEHICLES USED FOR TRANSPORTATION.)

III. PROCEDURE

A. Prior to the beginning of every Fiscal Year (by May 15), the Bureau of General Services will provide to every bureau:

1. A list of City-assigned vehicles.
2. The mileage (or hours, etc.) associated with each vehicle

over the past year.

B. The Bureau of General Services will review the utilization of all City vehicles within the Fleet. (City Code 3.40)

C. The Bureau of General Services will meet with customer bureaus to discuss the mileage and other measures of usage, such as hours, number of days used, number of stops each day, and the possibility of re-assigning vehicles from bureau to bureau to achieve more efficient use.

D. The Bureau of General Services will submit a report to the City Council, by July 1, with the following information:

1. Listing of all vehicle assignments.
2. Listing of mileage (hours, etc.) for each vehicle.
3. Recommendations for re-assignment to achieve a more efficient utilization.
4. Responses from bureaus concerning the recommendations for re-assignment.

E. The City Council will review the recommendations of the Bureau of General Services and the responses from other bureau managers and approve an assignment program.

TAKE-HOME VEHICLE ANNUAL REPORTI. PURPOSE

The purpose of this procedure is to establish guidelines for the annual review of all take home City-assigned vehicles. (City-assigned vehicles are described in: POLICY--AUTHORIZATION AND CONTROL OF VEHICLES USED FOR TRANSPORTATION.)

II. SCOPE

This reporting procedure is applicable to all City agencies, bureaus, and offices directly responsible to the City Council and the City Auditor, with the exception of elected officials, authorized to take home City-assigned vehicles in accordance with City Policy AUTHORIZATION AND CONTROL OF VEHICLES USED FOR TRANSPORTATION.

III. PROCEDURE

A. Prior to the beginning of each Fiscal Year, all City agencies, bureaus, and offices which have City-assigned vehicles authorized to be taken home shall review such assignments.

B. A report of all assignments shall be prepared by the appropriate manager, containing the following information:

1. Bureau and Division
2. Employee Name and Classification.



3. Employee Home Address.
4. Round-trip Mileage (distance between employee home and City workstation).
5. Justification for taking vehicle home. (Specific compliance with City Policy AUTHORIZATION AND CONTROL OF VEHICLES USED FOR TRANSPORTATION.)
6. Average Monthly Business Mileage.
7. Actual Odometer Mileage (prior year July 1 - June 30).
8. Average Number of Monthly Emergency Call-outs for After-hours Work Requirements.
9. Radio Requirements (two-way equipment).
10. Other Emergency Equipment Requirements.

C. All reports will be sent to the Bureau of General Services.

D. The Bureau of General Services shall prepare annually a City-wide report on take home vehicles. The report will include recommendations on vehicle assignment.

E. The report shall be distributed to the Office of Fiscal Administration and the City Council. Action by Council may be requested.

F. All changes in take home vehicles (additions and removals) shall be reported quarterly to the Bureau of General Services to ensure updating of City records.

PROCEDURE  
CITY VEHICLE POOL

I. PURPOSE

The purpose of this procedure is to establish guidelines for the use of a pool of vehicles as an alternative to City-assigned vehicles. (City-assigned vehicles are described in: POLICY--AUTHORIZATION AND CONTROL OF VEHICLES USED FOR TRANSPORTATION.)

II. SCOPE

This procedure is applicable to all City agencies, bureaus, and offices directly responsible to the City Council and the City Auditor, authorized to use City Pool vehicles. (City Pool vehicles are described in: POLICY--AUTHORIZATION AND CONTROL OF VEHICLES USED FOR TRANSPORTATION.)

III. PROCEDURE

- A. The potential user should phone to reserve a vehicle in advance.
- B. When arriving to use a vehicle, the driver shall:
  1. Fill-in the Vehicle Assignment and Performance Report.
  2. Fill-in the Trip Ticket.
- C. The Trip Ticket stays at the Mctor Pool during the trip.

D. The user receives the keys and retains the Vehicle Assignment and Performance Report.

E. After returning, the user completes the Vehicle Assignment and Performance Report and delivers it, with the keys, to the Motor Pool Office.

**RESOLUTION No. 34485**

Adopting Fleet Policies and Procedures, which coupled with the Fleet Improvement Plan will provide better services to fleet customers, improve management of the fleet, reduce the size of the fleet and cut fleet operational costs.

WHEREAS, a report from the City Auditor dated September 17, 1987, stated there was a need for a more cost effective fleet management system, and

WHEREAS, City Council directed the Bureau of General Services to develop a Fleet Improvement Plan by Resolution No. 34351 adopted by Council, and

WHEREAS, Resolution No. 34351 directs all bureaus to provide fleet vehicle and equipment utilization information to the Bureau of General Services, and

WHEREAS, the Bureau of General Services was directed to establish a fleet rate system to encourage efficient management of fleet resources, and

WHEREAS, the Bureau of General Services has been directed to establish policies and programs to enhance fleet standardization, pooling and greater private vehicle use to reduce costs while maintaining required levels of service, and

WHEREAS, the Bureau of General Services has involved it's customers in development of fleet policies, programs and rates.

NOW, THEREFORE, BE IT RESOLVED, that City Council adopts the Fleet Policies and Procedures and directs the Bureau of General Services to begin implementation of its Fleet Improvement Plan.

Adopted by the Council, **NOV 23 1988**

Commissioner Bob Koch  
David O. Kish/as  
October 7, 1983

**BARBARA CLARK**

Auditor of the City of Portland

By

*Mary E. Newell* Deputy

1924

~~2230~~

Calendar No. ~~1820~~

RESOLUTION NO. 34485

Title

Adopt Fleet Policies and Procedures, which coupled with the Fleet Improvement Plan will provide better services to fleet customers, improve management of the fleet, reduce the size of the fleet and cut fleet operational costs.

OCT 26 1988

CONTINUED TO NOV 9 1988 9:30 A.M.

CONTINUED TO NOV 23 1988

INTRODUCED BY
Commissioner Bob Koch

NOTED BY THE COMMISSIONER
Affairs
Finance and Administration
Safety
Utilities <i>[Signature]</i>
Works
City Auditor

Bureau: GENERAL SERVICES
Prepared By: D. KISH Date: 10/07/88
Bureau Head: DAVID O. KISH <i>[Signature]</i>

CALENDAR
Consent Regular <input checked="" type="checkbox"/>

THE COMMISSIONERS VOTED AS FOLLOWS:		
	Yeas	Nays
HELMENATER	✓	
BOGLE	✓	
NOYH		
LINDBERG	✓	
CLARK	✓	

Filed OCT 21 1988

BARBARA CLARK  
Auditor of the CITY OF PORTLAND

By *[Signature]*  
Deputy

