




CITY OF BERKLEY
OFFICE OF THE CITY MANAGER
3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

Administrative Directive# 2021-02	
Subject:	City Vehicle Policy
Effective Date:	October 6, 2021
Supersedes:	None
Approved:	

OVERVIEW:

This administrative directive establishes policies and procedures governing the use of City and personal vehicles for City related business.

POLICY:

1. Assignment of City Vehicles:

- a. City vehicles are assigned by the City Manager to various departments based on need.
- b. Department Directors may designate one or more employees as the primary user(s) of a city vehicle during working hours. Supplemental assignments of such vehicle(s) may be made to other employees who may, periodically, need transportation to conduct city business.

2. Use of Private Vehicles:

- a. Private vehicles may be used for city business upon prior approval of the City Manager.
- b. Reimbursement by the city for use of personal vehicles shall be based on the business standard mileage rate as promulgated and periodically revised by the Internal Revenue Service provided such use is authorized on designated forms. Employees must submit proof of such use which shall consist of the vehicle identification and the starting and ending mileage of the vehicle.

3. Guidelines and Adherence to Traffic Laws:

- a. All employees operating a city vehicle shall observe the following guidelines:
 - i. Possess a valid driver's license.
 - ii. Check the fuel, oil, water and tires for proper levels and correct malfunctions or report them to Fleet Maintenance, as soon as practical, so as to prevent further damage to the vehicle. Trucks and vans are to be checked each day prior to usage. Passenger cars and SUVs are to be checked periodically as needed.
 - iii. Operate city vehicles for city business only, as authorized by the City Manager, or by the employee's supervisor pursuant to this policy.
- b. All employees operating a city or personal vehicle for City related business shall obey all traffic laws and operate the vehicle in a safe manner.

4. Violations of these Policies:

- a. Violations of the policies outlined within this Administrative Directive shall constitute sufficient ground for employee discipline as outlined in the Merit System of Human Resource Management or the appropriate collective bargaining agreement.