

ADMINISTRATIVE RULES – CITY OF KNOXVILLE

10 – Municipal Vehicles

10.01 **PURPOSE, AUTHORITY, AND RESPONSIBILITIES**

These rules govern the operation of all vehicles and equipment owned or leased by the City. These municipal vehicles and equipment are sometimes referred to as the “City fleet” or “City fleet assets.”

In accordance with the Knoxville City Code, the Department of Fleet Services (“Fleet Services”) is responsible for the acquisition, use, maintenance, repair, and disposal of the City fleet.

Directors and the heads of offices and agencies are responsible for reviewing the driving records of applicants for employment (available through the Records Unit of the Police Department), identifying and justifying vehicle and equipment needs, the specific assignment of City fleet assets to employees, and enforcing the provisions of these rules within their department, office, or agency. Employees authorized to operate City fleet assets are responsible for their proper operation.

10.02 **GENERAL REQUIREMENTS**

City fleet assets are tools provided by the City to employees to aid them in the performance of their duties. City fleet assets are to be used only for legitimate City business. Personal use is prohibited except as provided for in Administrative Rule 10.05. The operation by or conveyance of non-City personnel in a City fleet asset is prohibited except as required by legitimate City business. Employees have no expectation of privacy when operating or traveling in a City fleet asset.

All City fleet assets shall bear a Fleet Services inventory control number, City decal, and government issued license plate. The Director of Fleet Services may exempt vehicles assigned to the Mayor’s office, directors and the heads of offices and agencies, and the Police Department from all or some of these identification requirements when appropriate to the vehicle’s function.

All titles and licensing of City vehicles and equipment shall be processed through Fleet Services. All titles to City vehicles shall be filed with Fleet Services. Fleet Services shall maintain appropriate confidentiality for undercover police vehicles.

All City vehicles shall carry the City’s letter showing self-insured information.

City fleet assets are provided to departments, offices, and agencies with all necessary options appropriate for their intended use. Departments, offices, agencies, and operators may not install additional equipment (including, without limitation, perceived enhancements to cosmetic value, comfort, or convenience) without the prior written approval of the Director of Fleet Services. Requests for such optional equipment shall be justified in writing by the requesting director or office/agency head.

Accessing automatic vehicle location data for any reason other than a reason approved by the Director of Fleet Services is prohibited.

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Two-way mobile radios are the responsibility of the operating department, office, or agency. Radios shall be mounted as non-destructively as possible. Mounting locations are subject to the approval of Fleet Services.

All City fleet assets shall be under the direction of Fleet Services in coordination with the Purchasing Agent. Sales of surplus assets shall be made in the same manner.

The Director of Fleet Services may authorize AmeriCorps members engaged in legitimate City business through a contract between the City and a governmental entity to operate a City vehicle. Before a member may operate a City vehicle, such member shall provide the Director of Fleet Services with a copy of their driver's license and an official copy of the their motor vehicle record. The member must also complete the defensive driving course required by Administrative Rule 10.03(A) and comply with all other provisions of these rules

10.03 **OPERATOR REQUIREMENTS**

(A) Defensive Driving Course

All employees shall successfully complete a defensive driving class or course approved by Fleet Services and the Risk Management Division before operating a Fleet asset.

(B) Operation

Operators and passengers of City fleet assets shall use seat belts in all assets so equipped. Operators are responsible for the enforcement of this requirement. Removing or disabling seat belt mechanisms is prohibited.

Operators shall operate City fleet assets in a safe, lawful, efficient, and courteous manner. Operators shall obey all traffic laws, parking regulations, and rules of the road and are personally responsible (and may be subject to disciplinary action up to and including termination) for violations of the same. Operators shall at all times be alert and attentive to the operation of the vehicle or equipment and refrain from any activity which impairs the operator's ability to remain alert and attentive.

The use of alcohol, tobacco (including e-cigarettes and other similar vaporizing devices), and any unlawful substance in City fleet assets is prohibited.

Operators must comply with all applicable laws regarding the use of cellular devices while driving. Operators shall use hands-free devices when using a cell phone while driving. Texting is prohibited while driving any City fleet asset.

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(C) Inspection and Maintenance

Operators shall perform all required daily checks and inspections and promptly report all problems (including, without limitation, body damage) to the appropriate maintenance and repair facility as follows:

- Light Shop
3409 Vice Mayor Jack Sharp Road
(865) 215-6200
(sedans, light trucks, specified other vehicles/equipment)
- Heavy Shop (including Small Engine Shop)
1410 Loraine Street
(865) 215-6180
(trucks, trailers, heavy equipment, specified other vehicles/equipment)
- Fire Shop
1414 Loraine Street
(865) 215-6180
(fire apparatus)

Operators are required to deliver vehicles to the appropriate maintenance and repair facility for preventive maintenance as directed. When scheduling preventive maintenance, Fleet Services will attempt to minimize the impact on other City operations.

All maintenance and repair shall be performed by Fleet Service personnel only. Emergency road service may be coordinated through the Fleet Services administrative office at (865) 215-2529 or the appropriate maintenance and repair facility. Repairs covered by warranties, extended warranties, and factory recalls shall be coordinated through the appropriate maintenance and repair facility.

(D) Cleaning and Fueling

Operators shall maintain a clean and presentable vehicle, inside and out. The City provides a City-owned vehicle and equipment wash facility located at 1336 Loraine Street exclusively for washing City fleet assets. The City also contracts with several non-City owned locations for washing services for some City fleet assets (e.g., sedans and light vehicles). Personal use of the City-owned washing facility or City-contracted washing services is prohibited.

The City provides City-owned fueling facilities to be used exclusively for fueling the City fleet. These fueling facilities are located on Loraine Street and at the Light Shop. All locations are open 24 hours, available to all vehicle types, and provide unleaded gas and diesel fuel pumps. Fuel is dispensed and closely monitored through a computerized system. Personal use of City-owned fueling facilities is prohibited.

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Operators shall not use other fuel sources other than City-owned fueling facilities to fuel City fleet assets unless authorized by Fleet Services. For City fleet assets authorized to fuel outside of City-owned fueling facilities, Fleet Services utilizes a contracted fuel card company. The fuel card system is coordinated by Fleet Services. Only authorized personnel will be issued fuel cards. Personal use of fuel cards is prohibited. Information on fueling procedures may be obtained by calling (865) 215-2529.

(E) Reporting

Operators are required to immediately report accidents, breakdowns, and similar incidents as set forth in Administrative Rule 10.06.

Operators shall report any change in condition which renders a City fleet asset no longer compliant with Department of Transportation standards or any other change in condition resulting from employee negligence. Such reports shall be made to the appropriate maintenance and repair facility and to the Risk Management Division using the incident reporting system.

Whenever an employee's operator, commercial, motorcycle, chauffeur, special chauffeur, or other driver license is revoked, suspended, canceled, restricted, or otherwise invalidated, the employee shall immediately cease operating City vehicles, notify their supervisor, and be suspended from operating City vehicles. The supervisor shall immediately notify Fleet Services.

10.04

MOTOR POOL

Fleet Services provides motor pool services to City employees to conduct City business. Pool vehicles are available primarily for local trips to occasional users who would not otherwise have access to a City vehicle. Pool use may be granted for out-of-town travel, emergencies, and other needs as they arise. All pool use is subject to availability and the approval of Fleet Services and the requesting employee's director or office/agency head. Pool cars are dispatched on a first come, first served basis and may be reserved in advance by calling the Fleet Services administrative office at (865) 215-2529.

10.05

DRIVE-HOME AND 24-HOUR VEHICLE ASSIGNMENTS

For bona fide non-compensatory City business reasons, the City may assign City employees a City vehicle for drive-home or 24-hour use when the nature of the employee's work justifies such an assignment. Such assignments shall comply with the requirements of the Internal Revenue Service and any other related laws as interpreted by the Director of Law.

Directors and the heads of offices and agencies may assign an employee a City vehicle for drive-home or 24-hour use if one of the following conditions apply:

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- (A) The employee's job requires that the employee be on standby for answering job-related emergencies from home after normal work hours on a regular basis each week;
- (B) The employee's job requires the utilization of a special vehicle equipped with tools to handle special situations and is used by an employee who is on-call, as defined in Administrative Rule 3.01, from home after normal work hours on a regular basis each week;
- (C) The employee utilizes a vehicle equipped with a Global Positioning System receiver, communications link, and data terminal that dispatches the employee to do work and can reply with results without the need to travel to an office or assembly site;
- (D) The employee's job requires extensive travel outside of Knox County;
- (E) A drive home vehicle was a condition of employment approved in writing by the Mayor;
- (F) The employee is a uniformed law enforcement officer and has been approved by the Police Department and the Director of Fleet Services to have a drive-home vehicle; or
- (G) The employee has been approved by the Mayor to have a drive-home vehicle.

In each case, it must be determined that the assignment of a City vehicle for drive-home or 24-hour use is advantageous to the City.

The use of any City vehicle is restricted to purposes required by the employee's job. A City vehicle cannot be used for any personal use other than *de minimis* personal use. The phrase "*de minimis* personal use" shall have the meaning ascribed to it by the Internal Revenue Service and shall generally include only infrequent, occasional personal detours while on business. Without limiting the foregoing, examples of *de minimis* personal use include a small personal detour while on business, such as driving to lunch while out of the office on business, or a stop for a personal errand on the way between a business stop and the employee's home.

On an annual basis or when directed by Fleet Services, each director and office/agency head shall submit to Fleet Services and the Risk Management Division a list of employees with drive-home vehicles.

The City will pay commute rates in accordance with current Internal Revenue Service guidance for drive-home vehicles.

Reimbursement mileage may be provided to employees who do not have access to a City vehicle and are therefore required to use a privately owned vehicle for work purposes. Such reimbursement policies will follow the guidelines for the use

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of privately owned vehicles in the Federal Travel Regulation System and will not include any reimbursement for normal commuting mileage to and from the employee's office or work site.

10.06 **ACCIDENTS, BREAKDOWNS, AND SIMILAR INCIDENTS**

In the event of an accident, breakdown, or other incident involving a City fleet asset that results in injury or damage, the operator shall perform the following actions:

- (A) Safely stop the vehicle and call for an ambulance if appropriate.
- (B) Unless the incident is a breakdown, call law enforcement to investigate. If the operator is an employee assigned to the Police Department, a supervisor or traffic accident reconstruction team shall be called to make the investigation.
- (C) Give their driver's license information to any other parties involved in the incident and state that the City is self-insured and that all communications regarding losses, injuries, etc., are to be directed to the Risk Management Division, P.O. Box 1631, Knoxville, TN 37901, (865) 215-3338.
- (D) Call the Fleet Services administrative office at (865) 215-2529. Fleet Services personnel will provide further instructions. If the incident occurred after normal business hours, call Fleet Services no later than 9:00 a.m. the next working day.
- (E) Report the incident to their supervisor.
- (F) Report the incident to the Risk Management Division using the incident reporting system within one (1) working day of the incident and send copies as required. The completion of an incident report is required for record-keeping purposes and is not necessarily an admission of fault on the part of the employee completing the report.

10.07 **OUT-OF-TOWN TRAVEL**

Fleet Services may provide a City vehicle for out-of-town travel as required for legitimate City business when automotive travel is the most efficient and cost-effective means of transportation.

Fleet Services may provide major oil company credit cards for fuel purchases during out-of-town travel. Employees shall obtain receipts and return receipts with the credit card to Fleet Services. Credit cards may be reserved through the Fleet Services administrative office by calling (865) 215-2529.