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1.0 GENERAL

1.1 INTRODUCTION

The Central Services Division provides vehicular transportation and powered equipment services to all City departments. The division is committed to environmentally conscious, high quality, cost-effective support of City services to the public.

1.2 POLICY REVIEW AND CERTIFICATION

The Vehicle Policy will be reviewed and revised as necessary to ensure the policy is current. All revisions are documented on Attachment A: Policy Review and Certification Log.

1.3 PURPOSE

The internal controls created by policies and procedures provide checks and balances that assist in conducting programs and providing services effectively, efficiently and with full accountability for resources. The purpose of this policy is to establish a formal process for the effective use and replacement of vehicles and equipment for the City of Healdsburg. This policy outlines the objectives, responsibilities, and procedures for managing the City's fleet. This policy supersedes all previous City vehicle policies and is subject to HMC 3.24 as it relates to purchasing. This policy applies to City officials, officers, employees, volunteers, and other authorized individuals as specified herein. Use of City owned vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection, and insurance. Adhering to this policy will support collaboration and consistency among departments. If any conditions covered in an employee Memorandum of Understanding (MOU) are different to the policy explained herein, the MOU stipulations shall be followed.

1.4 APPLICABILITY

By following this policy and procedure the City will ensure these controls:

- Resources used are consistent with laws, regulations, and policies
- Resources are safeguarded against waste, loss, and misuse
- Reliable data are obtained, maintained and fairly disclosed in reports

1.5 CUSTOMER SERVICE PRINCIPLES

In fulfillment of the Central Services Division's mission, we recognize the challenges of providing high quality customer service as the core of our operation. With this concept in mind, we are committed to the following service principles:

- Treat all individuals with courtesy, dignity, and respect.
- All customers will have the opportunity to receive and give timely information needed to make informed decisions.
- Promote effective management and efficient service delivery through open communication, collaboration, and coordination.
- All vehicle services are equally important and must be coordinated to achieve our mission. Value and put into place new and innovative approaches to customer service delivery and encourage feedback from all customers.
- Ensure cost-effective scheduling and timely completion of assignments that support the customer's schedule whenever possible.



1.6 DEFINITIONS

- 1.6.1 City Owned Vehicle: any vehicle owned by the City, and assigned on a shared, designated, or permanent basis.
- 1.6.2 Privately Owned Vehicle: any personally owned vehicle used by an employee, whether owned by the employee or not.
- 1.6.3 Vehicle Operator: any employee who is either operating a City owned vehicle or is operating a personally owned vehicle on City business.
- 1.6.4 Preventable Accident: the vehicle operator failed to do everything reasonably possible to prevent the accident.
- 1.6.5 Non-Preventable Accident: the vehicle operator did everything reasonably possible to prevent the accident.

2.0 UTILIZATION

2.1 REPLACEMENT

- 2.1.1 Vehicles and equipment will be replaced when economically or operationally justified. The Central Services Division has the primary responsibility for all the City vehicle assets. Replacement eligibility is based on the termination of the useful life cycle for an asset. The Central Services Division establishes useful life for all new vehicles, estimates future replacement costs that include adjustments for CPI and inflation, and then establishes the amortization schedule for the new asset. This useful life cycle is included in this policy and will be updated as needed.
- 2.1.2 Life cycle analysis is the benchmark for replacing assets. The Central Services Division will prepare and maintain an ongoing replacement schedule for all City owned vehicles. The assets that are eligible, or requested to be replaced, will undergo technical evaluations by the Central Services Division. The Division will then prepare a recommendation for replacement including any new estimated purchase costs. The Central Services Division will review and update the replacement schedule in collaboration with the participating departments annually. Each January, departments will be provided a list of vehicles/equipment designated for replacement in the following fiscal year for review.
- 2.1.3 The following factors shall be considered when determining replacement eligibility:
 - Age
 - Mileage/Hours
 - Damage or repair costs
 - Current scope of work (nature and frequency of use)
 - Operating costs
 - Repair parts availability
 - Vehicle Safety
 - Rental availability/cost
 - Technological advancements
- 2.1.4 Eligibility for replacement does not guarantee replacement. Many factors contribute to determining an asset is no longer feasible to retain or is otherwise unusable in its intended



design capacity. The Central Services Division will meet and review the evaluation process with participating departments to:

- Review replacement candidates
- Provide input on replacing or retaining assets recommended for replacement
- Forecast possible budget implications
- Discuss current necessary operational equipment needs

2.2 UTILIZATION REVIEW

- 2.2.1 The Central Services Division recognizes that the City has a substantial investment in vehicle and equipment assets, which its departments require for the delivery of services to customers. Effective management of these fleet assets is imperative in order to keep the City's operations at peak efficiency and readiness. An essential element in achieving this objective is the establishment of a rigorous utilization policy. The Central Services Division will coordinate with all City Departments to retain, reassign, eliminate, or assign pool vehicle status to inefficiently utilized vehicles and equipment.
- 2.2.2 The Central Services Division encourages rotating assigned vehicles with low mileage with other like vehicles within departments and divisions. Vehicle use is reviewed annually by the Central Services Division to identify under-utilized vehicles. Under-utilized vehicles shall be exchanged or rotated with over-utilized vehicles of the same class and within the division or considered for surplus.
- 2.2.3 It is the responsibility of the Central Services Division to inform the Administrative Services Department of analytical information and usage/condition of the fleet during the budget development process. The Central Services Division will coordinate and collaborate annually with each department to review the following items to maintain fleet utilization standards:
- Evaluate usage reports generated by the Fleet Data System
 - Review and/or develop new standards
 - Evaluate equipment technology
 - Evaluate the need for required fleet additions (not including replacements)
 - Evaluate all replacement vehicles that do not meet replacement criteria (age or mileage)
 - Review the use of vehicles that have already been replaced and kept in the fleet as reserve or special use vehicles
 - Evaluate/review all recommended replacements
 - Evaluate structure and use of pool vehicles, including cost benefits
- 2.2.4 The purpose of the utilization review is to evaluate the application and ownership data on assets that may be improperly utilized (assets with abnormally high maintenance costs to unusually low mileage), which therefore do not meet the useful life cycle standards. The customer department will review their own usage records and present justification for keeping the asset's status. If the Central Services Division and the customer department come to an agreement that there is insufficient justification for the current assignment, the asset may be reassigned, replaced, or declared surplus. In some cases, assets may be reassigned as pool vehicles. Some assets may be termed as "Specialized Equipment" and may require specially developed applications for use.



2.3 VEHICLE LIFE CYCLE

Vehicle life cycle is established when the equipment/vehicle is placed into service. City vehicles are generally replaced based on established economic replacement mileage or age standards. Following are the general minimum mileage and age (whichever occurs first) standards for replacement:

Automobiles	
Compact/Mid-size	10 years or 100,000 miles
Police Undercover	10 years or 85,000
Patrol Sedans/SUV's	4 years or 85,000 miles
Light trucks to ¾ ton	
Compact/Standard Pickup	10 years or 100,000 miles
Van/Service Bodies	10 years or 100,000 miles
Trucks to 24K lbs	
Trucks with gas engines	8 years or 80,000 miles
Trucks with diesel engines	10 years or 100,000 miles
Various trucks over 24K lbs	
Trucks with service bodies/dumps	10 years, or 100,000
Trucks with aerial lifts	10 years or 100,000
Fire Apparatus	
Pumper engines	17 years or 85,000 (12 years front line, 5 yrs reserve)
Truck aerials	20 years or 50,000 (15 years front line, 5 yrs reserve)
Incident command SUV	10 years or 85,000 (8 years front line, 5 yrs reserve)
Backhoes	
Excavator	10 years or 5000 hrs
Backhoe / Loader	10 years or 6000 hrs
Tractors/Front end loaders	
Small Tractors	12 years or 5000 hours
Large Tractors	10 years or 6000 hours
Forklifts	15 years
Air Compressor & Chippers	10 years or 5000 hours
Standby Generator	15 years or 5000 hours
Traffic Scooter	10 years 50,000 miles
Motorcycle/Off Road	7 years or 40,000 miles
Metered & Nonmetered	
Misc. equipment, trailers	At discretion of Dept Heads

2.4 VEHICLE TYPE

- 2.4.1 It is the City's policy to specify vehicles according to the department's needs in completing their unique scope of work for said vehicle. The most effective, efficient, and economical options shall be prioritized.
- 2.4.2 Aging vehicles and equipment shall be replaced with a new vehicle of comparable class and size. If payload capacities, productivity, or performance are concerns identified in the review and analysis, such changes may be submitted for approval. Departments proposing a replacement of a significantly different type than the aging asset shall be reviewed by the Central Services Division and authorized by the Administrative Services Director.



3.0 FLEET ELECTRIFICATION

3.1 ZEV(Zero-Emission Vehicle)/Hybrid-Electric First Purchasing Policy

The “ZEV/Hybrid First” policy requires the City to procure battery electric, hydrogen fuel cell, or plug-in hybrid vehicles in-lieu of fossil fuel consuming internal combustion vehicles and other specified vehicles when available in a comparable vehicle class.

3.2 Light Duty ZEV & Hybrid-Electric First Purchasing Mandate

City departments are prohibited from purchasing sedans powered solely by internal combustion engines, flex-fuels, or bi-fuel engines. City departments are required to prioritize purchasing Battery Electric Vehicle (BEV), hydrogen fuel cell, and Plug-In Hybrid Vehicles (PHEV) in designated light-duty vehicle categories where programmatically feasible.

3.3 Medium and Heavy-Duty ZEV & Hybrid-Electric First Purchasing

The Central Services Division shall establish and maintain a list of available ZEV vehicles in medium and heavy-duty vehicle categories as they become available. Pending increased ZEV availability in these vehicle classes, they may become subject to the ZEV and Hybrid-Electric First Purchasing Mandate. The list will be updated at the end of each calendar year.

3.5 Exemptions

This requirement does not apply to requests for vehicles with special performance requirements necessary for the protection of public safety and welfare.

If requesting a vehicle that does not meet the intent of this policy, the requesting department must be able to sufficiently demonstrate and justify the reason(s) their operational transportation requirements could not be satisfied with a vehicle from each higher priority level.



4.0 ECONOMIC ANALYSIS

4.1 VEHICLE REPLACEMENT SCHEDULE

4.1.1 With each operating budget cycle, the Central Services Division will compile a list of vehicles and equipment to be replaced. The Finance Division will provide existing funding data and Central Services will verify that the vehicles/equipment meet the criteria found in the City's Vehicle Life Cycle. Central Services will review maintenance history, operational cost, age, and mileage.

The items that require verification are:

- All vehicles and equipment on the list belong in the fund and are assigned to the appropriate department.
- The replacement costs are current as of the date reviewed.
- There are no vehicles or pieces of equipment missing from the list.

The final list shall be reviewed, approved, and signed by the Department's Director.

4.1.2 In addition to the list review stated above, periodically, Central Services will distribute a list between budget cycles for departmental review. This additional review will provide another opportunity to ensure that the information is current. A copy of the vehicle asset list can be obtained upon request.

4.2 VEHICLE REPLACEMENT FUND

4.2.1 The City finances the future replacement, repair, and maintenance of vehicles through replacement and service fees to the departments and/or divisions over the expected life cycle of each of their vehicle assets. These fees are used to generate the Vehicle Replacement Fund. This is the primary funding source for purchase, repair, and maintenance of vehicles for the City. The Vehicle Replacement Fund must continue to maintain an appropriate fund balance that is sustainable and available for vehicle asset replacement and maintenance. The oversight of this fund is administered through the Central Services Division in the Administrative Services Department.

4.2.2 Each participating department has unique account strings within this fund to finance the purchase, repair, and maintenance of vehicles for their department only. Funds from one department account shall not be used to purchase, maintain, or repair vehicles for another department. (i.e., Public Works shall not purchase vehicles for the Fire Department)

4.2.3 In some instances, vehicle assets that no longer serve a useful function in one department may be purchased for an alternate use by another department for reasonable value. The Central Services Division will determine the estimated value of the asset prior to this transaction. The funds from this transaction will remain in the Vehicle Replacement Fund and will be transferred between department account strings. Additionally, departments may share the cost of a vehicle if it is to be pooled or have shared use across said departments. If there is inadequate funding available in the Vehicle Replacement Fund for a new or replacement vehicle, requesting departments must identify an alternative funding source.

4.2.4 Service and replacement fees are calculated during the budget planning process. The City invests the funds and credits interest or dividend earnings into the fund. The City also returns residual surplus value of assets back into the designated department account string in the Vehicle Replacement Fund after an asset is sold. This system assures availability of funds when it becomes necessary to purchase replacement assets.

4.2.5 Once the actual replacement cost of a vehicle is determined, the amount is entered into the amortization schedule. Until this time, an estimated budgeted amount is used to generate the amortization schedule. Best management practices recommend maintaining the fund at 25% above replacements costs to ensure a quality fund balance.

4.2.6 The Vehicle Replacement Fund balance will be reviewed bi-annually with each contributing department.



4.3 VEHICLE BUDGETTING

- 4.3.1 Central Services will review annual budget reports with departments. When repair costs have exceeded the annual budgeted amount, any additional maintenance and repair costs will be reviewed with department heads to determine whether to proceed with repairs or take a vehicle out of service.
- 4.3.2 When a department determines the need to add permanently assigned vehicles/equipment, it must submit a request to the City Manager or their designee along with a budget. Before submitting a request, the department should contact the Central Services Division to determine if vehicles are available elsewhere in the fleet that may meet their needs. Requesting departments are encouraged to obtain the estimated annual replacement, maintenance, and fuel costs from Central Services for all such additions.
- 4.3.3 Budgeting procedures are contained in annual budget submittal rules; however, justifications that answer these questions will assist customer departments in gaining approval for new additions to the fleet:
- Why is the vehicle or equipment needed?
 - What is the estimated monthly mileage or hour usage?
 - What type of vehicle or equipment is needed?
 - What is the estimated cost of purchase (including tax) and maintenance?
 - What additional special auxiliary equipment is needed?
 - How will the purchase improve efficiency?
 - Is there a rental history for this type of vehicle or equipment?
- 4.3.4 Requesting departments must provide justifications for upgrades or early replacement. The requesting department shall provide a funding source for all additional costs.
- 4.3.5 User departments are responsible for determining if a particular vehicle/equipment needs to be modified. They must also develop cost estimates for non-routine fabrication or modifications with the Central Services Division. All costs will be assessed and incorporated directly into vehicle replacement fees for the department. Additional costs outside of the budgeted amount will require an alternate funding source.
- 4.3.6 The Central Services Division will prepare budget projections for Council approval related to vehicle replacements and additions during the budget planning process.

5.0 PROCUREMENT (SUBJECT TO HMC 3.24)

5.1 VEHICLE & EQUIPMENT REPLACEMENT & ACQUISITION

- 5.1.1 The City of Healdsburg requires all fleet customers to prepare and submit all purchase or lease requisitions to the Central Services Division of the Administrative Services Department. It is required prior to the requisition submittal that customer departments consult with Central Services. The Division will review requests, prepare Purchase Orders, Staff Reports, and any other applicable purchasing requirements of HMC 3.24 to facilitate the procurement of the requested vehicle asset. Once the purchase has been approved by the authorized parties, the Division will issue a Purchase Order to the Vendor. All replacement vehicles will be financed by the Vehicle Replacement Fund unless otherwise stated in the purchase order and are subject to existing guidelines of HMC 3.24.130.
- 5.1.2 Unless alternative terms are approved prior to purchase, payment for the vehicle will be made in full only upon receipt of the vehicle & equipment in full including DMV registration, title, license plates, and any other required licensing for operation (i.e., California Air



Resources Board (CARB)). The vehicle will be immediately added to the City's insurance listing with California Intergovernmental Risk Authority (CIRA).

- 5.1.3 When picking up a new vehicle from Central Services, departments shall turn in the replaced vehicle (including keys) within five working days. Certain exemptions to this requirement include Specialized Equipment that will require testing before retiring the outgoing equipment. The designated department shall bring any existing attachments/equipment to Central Services for transfer on or into the new replacement vehicle. If said attachments are obsolete and must be replaced, they shall be factored into the replacement cost of the vehicle prior to purchase. The Central Services Division will coordinate any necessary upfit from outside vendors including but not limited to toolboxes, radios, lights, vehicle numbering and stenciling, and any other related attachments or equipment related to the operation of the vehicle.

5.2 VEHICLE SPECIFICATIONS

Specifications are developed by a department representative with input and concurrence from the Central Services Division. This practice encourages optimal utilization and appropriate application of vehicles in the City fleet. Within the guidelines, standard specifications will be used whenever feasible to facilitate maintenance programs and streamline the bidding process. The City's goal is to purchase equipment from the lowest responsible bidder with consideration of quality, consistency, warranty support, life cycle costing, ease of maintenance and purchase in a consistent manner within HMC 3.24.

5.3 HOLD-OVER / RESERVE VEHICLES

There are situations where short-term retention of a surplus vehicle is more cost effective than assigning another vehicle, but this practice is strongly discouraged and shall require the approval of the City Manager or his/her designee. Additionally, held over or reserve vehicles shall not receive major repairs without approval of the Central Services Manager and the Department Head that the vehicle is designated to. Any vehicle held in reserve shall be disposed of or sold immediately once a newer vehicle is replaced and authorized as fit for reserve status.

5.4 VEHICLE PREPARATION FOR DUTY

- 5.4.1 The Central Services Division is responsible for in-service preparation before vehicles/equipment are released to customer departments. All assigned vehicles are required to have identifying markings except undercover or confidential investigative vehicles, and vehicles otherwise designated by executive policy.
- 5.4.2 The Central Services Division or its contractors will install decals, markings, and insignia on vehicles before they are released to the respective departments. Central Services or its contractors shall complete any additional upfit needed including but not limited to, toolboxes, custom fabrication, and radios. The California state ownership title and exempt license plate registration shall be the responsibility of the Central Services Division with assistance from the customer department. The Division will assign a unique vehicle asset number to each piece of equipment. A first aid kit, fire extinguisher, registration, accident reporting forms & other documentation will be placed in the vehicle prior to deployment.

5.5 VEHICLE/EQUIPMENT RENTAL OR LEASE

On occasion, the most economical operational choice is to rent or lease vehicles and equipment from local rental agencies and dealerships. Excepting normal travel-based car rental at airports, employees should first consult the Central Services Manager to determine whether vehicles are available internally that meet their needs.

When it is necessary for an City employee to use a rental vehicle for City business, the employee shall utilize an City approved rental agency. Optional loss damage coverage shall be purchased from the rental agency at the time the vehicle is rented.



6.0 MAINTENANCE & REPAIR

All City vehicles and related equipment will be maintained and repaired by the Central Services Division, or its contractors. Specialized Equipment may require hourly, daily, or monthly maintenance by the operating department.

All vehicles/equipment brought in for repair or service should be in a clean condition before any repair/service work begins.

The Central Services Division will notify customer departments by email when a vehicle is removed and/or returned to service. A customer survey will be left in the vehicle to show what work was performed.

6.1 PREVENTATIVE MAINTENANCE

- 6.1.1 It is the responsibility of Central Services and every operator to ensure the safe condition of each vehicle. Every vehicle is prescribed a preventive maintenance schedule. Central Services will notify customer departments if vehicles are due for Preventive Maintenance (PM) and/or the Biennial Inspection of Terminal (BIT) program required by the California Highway Patrol.
- 6.1.2 It is the responsibility of the City employee using any City vehicle, including pool vehicles, to regularly check the engine oil and coolant level. If oil or coolant is low, it is to be brought to the attention of the Central Services Division. Oil is available at the Central Services shop. If a City employee requires assistance either in checking or replenishing fluids, assistance is available through Central Services.
- 6.1.3 Preventive Maintenance scheduling is based on one or more of the following criteria: safety; number of days in service; miles or days since last service; CHP BIT program interval. For those PM's based on mileage or hours, timely and accurate mileage/hour data must be provided by the operator to Central Services through diligent and precise data entry into the fuel delivery system during refueling.
- 6.1.4 Preventive maintenance schedules are established by the Central Services Division. Each vehicle/equipment shall be taken out of service upon notification By Central Services staff when required by mileage or scheduling and the necessary service performed. The department which City vehicles and equipment are assigned may be responsible for transporting the vehicle/equipment to and from the Central Services shop. Obtaining the use of another vehicle, if needed, is also the employee's and/or assigned department's responsibility.

6.2 REPAIR

- 6.2.1 Central Services hours are 6:30 a.m. To 4:30 p.m. Monday through Friday. Employees should schedule all repairs with the Service Writer or Central Services Manager. When the Service Writer or Central Services Manager is unavailable, employees should contact the Fleet Mechanic.
- 6.2.2 A service request is generated for every repair performed by the Central Services Division. A copy of the accepted service request form is included as an attachment to this policy. Each service request will include the following information: vehicle number, odometer, reading, date, description of problem, diagnosis, parts used, repair hours, and associated costs for repair. All service requests are available for review upon appeal. The Central Services Division is available for more information.
- 6.2.3 All mechanical problems must be immediately reported to Central Services by service request. There may be extraordinary circumstances that would require staff to report issues in person or by phone.
- 6.2.4 All damage to vehicles and equipment incurred by an operator to a vehicle requiring any level of repair by Central Services should be reported as described in Section 8 of this policy: Accident Reporting. An Accident Report Form shall be completed and sent to the Central



Services Manager before any repairs are made or the vehicle/equipment is returned to service. Failure to report accident damage is a violation of this administrative policy and may result in disciplinary action.

- 6.2.5 Any existing damage noted by an employee that previously was not deemed reportable or potentially missed by prior operators should be reported to Central Services immediately for staff to investigate the issue and check the safety of the vehicle.
- 6.2.6 In the event a vehicle requires towing due to including but not limited to a flat tire; dead battery; major accident; the driver shall contact their immediate supervisor or designee, and then Central Services. If after hours, contact Police Dispatch, who will contact a tow company. If a vehicle is immobile or unsafe to operate during normal work hours, drivers can call Central Services by telephone. After normal work hours, the employee should call their immediate supervisor.

7.0 VEHICLE USE

7.1 AUTHORIZED USE OF CITY VEHICLES

- 7.1.1 City owned vehicles shall be driven only by appropriately licensed and authorized City officials, officers or employees or other authorized persons. Authorization shall be by the appropriate Department Head, City Manager, or their designee. Employees shall obey all Federal, State and local laws while operating either City owned or privately owned vehicles on official City business.
- 7.1.2 No person shall be permitted to ride in a City vehicle unless such person is a City officer or employee on official City business, or is a passenger authorized to be in said vehicle by the responsible Department Head, City Manager, or their designee.
- 7.1.3 City vehicles shall be used for official City business only.
- 7.1.4 Volunteers listed with Human Resources and assigned to a specific program may be authorized by the Department Head to drive City vehicles in their volunteer status. The Department is responsible to ensure that volunteers have the appropriate driver's license for the vehicle they are driving. Volunteers are required to follow all driving rules as outlined in this policy.
- 7.1.5 Independent Contractors are not authorized to drive City vehicles even if the vehicle will be used only on official City business. Requests for exceptions shall be approved by the City Manager or their designee and conditions for use written into the agreement for services.
- 7.1.6 Employees of other local public agencies or local community-based organizations may be authorized use of City vehicles if there is a written agreement between the City and the agency or organization that states that the use of the City vehicle is authorized by a City Department for a program related to City business and after the agency or organization has met the City's insurance requirements.
- 7.1.7 Employees are limited from using City vehicles for personal purposes unless such personal use is de minimus and must be approved by the Director. De minimus refers to small, trifling, and insignificant personal use that is incidental to business use.
- 7.1.8 No animals or pets are allowed in City vehicles except for Police canines, service dogs, or otherwise authorized by Department Head approval.
- 7.1.9 No posters, signs, decals, or advertisements of any form shall be placed upon City vehicles without approval of the City Manager or their designee or the Department Director or their designee.
- 7.1.10 Use of tobacco products and smoking is prohibited in all vehicles owned, leased, or operated by the City, or otherwise under the control of the City Tobacco Use Policy effective January 1, 2012.



- 7.1.11 Consumption of alcohol, drugs or other intoxicants that may interfere with the safe operation of City vehicles and equipment or while operating a privately owned vehicle on City business is prohibited.
- 7.1.12 Any employee whose duties include driving on City business must promptly report the revocation, suspension, or other restriction of their driver license to a supervisor and/or Human Resources no later than the first workday following suspension or revocation of their driver's license. Such employee shall not be allowed to operate any City owned or privately owned vehicles on City business. Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate City or privately owned vehicles in the performance of official City duties. Class A and B drivers who possess a commercial driver's permit may be authorized to operate City vehicles while completing their driver's training.
- 7.1.13 Any employee who receives a traffic citation while operating a City owned vehicle, or while operating a privately owned vehicle on City business, shall report such citation to their Department Head or the City Manager immediately following receipt of the citation.
- 7.1.14 All vehicles shall be legally and safely parked and locked when unattended. Wheel chocks will be used where applicable on vehicles equipped with such devices.
- 7.1.15 Cell phone use while driving is prohibited unless utilizing Bluetooth enabled features within the vehicle. Employees shall refrain from operating cellular telephones, laptop computers, navigational devices and any other device that may cause vehicle operator distraction while operating an City owned or privately owned vehicle in the course of conducting City business. Employees shall make every attempt to properly park their vehicle or use a Bluetooth enabled hands-free device when using such equipment.
- 7.1.16 A centralized key box shall store City vehicle and equipment keys overnight for department vehicles at each facility, excluding those vehicles that are stored in a City garage, or taken home for On-Call/Standby work.
- 7.1.17 When cargo, materials or tools are being transported, the vehicle operator is responsible for assuring that all items are properly secured.
- 7.1.18 No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating. An exception to this shall be vehicles designed and equipped for passengers outside the cab area.
- 7.1.19 Any injuries sustained by the vehicle operator or other employees while operating a vehicle on City business shall be covered by workers' compensation.
- 7.1.20 Any employee who operates an City owned vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.

7.2 MINIMUM ELIGIBILITY STANDARDS

Employees must possess a valid California driver's license to legally operate the class(es) of vehicle(s) they operate in their employment, and provide proof of licensing upon hire.

7.3 USE OF PRIVATELY OWNED VEHICLES ON CITY BUSINESS

- 7.3.1 City-owned vehicles are to be used for City business by employees. In those instances where it is mutually beneficial for both the employee and the City, an employee may be provided a voluntary opportunity to use their private vehicle on City business. Employees who do so shall be compensated for such use as provided in the relevant Wage and Compensation Plan or Memorandum of Understanding as adopted by Council resolution. Claims for mileage reimbursement shall be submitted on City claim forms and processed in accordance with City procedures.
- 7.3.2 Prior to using a private vehicle on City business, an employee must obtain and provide the City Human Resources Department with a Certificate of Insurance on the form provided by the City which evidences that the employee has comprehensive automobile liability



insurance or business automobile liability insurance in an amount of at least \$300,000. The Central Services Department shall track insurance policy card validity dates. All policy information will be stored in a secured location.

- 7.3.3 Proof of insurance is required before any privately owned vehicle can be authorized for City business, and shall be provided to the Human Resources Division annually thereafter, no later than January 31 of each year.
- 7.3.4 Employees who receive a monthly vehicle allowance shall maintain coverage in an amount not less than \$100,000 per person/ \$300,000 per occurrence (or a combined single limit of \$300,000) and property damage coverage in an amount not less than \$100,000 per occurrence.
- 7.3.5 Employees that do not receive a monthly vehicle allowance and are authorized to use privately owned vehicles on City business shall maintain minimum coverage in an amount not less than \$50,000 per person/\$100,000 per occurrence (or a combined single limit of \$100,000) and property damage coverage in an amount not less than \$50,000 per occurrence.
- 7.3.6 California Insurance Code §11580.9 states that where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned vehicle is primary and the insurance afforded by any other policy shall be excess.
- 7.3.7 The City shall not be responsible for any increase in the employee's automobile insurance premium as a result of an accident.
- 7.3.8 In the event of an accident, the employee is responsible for paying any deductibles their insurance company may require.
- 7.3.9 If insurance coverage is canceled, terminated, lapsed, or for any other reason curtailed, the immediate supervisor must be notified by the employee and the vehicle shall not be used for City service.
- 7.3.10 Should an employee using their privately owned vehicle on City business be involved in an accident with resulting injury or property damage, the employee's own insurance carrier shall respond to defend the employee. Should a claim exceed the limits of the employee's liability insurance coverage, CIRA's liability coverage program would respond in an excess capacity if the accident qualifies as a covered occurrence.
- 7.3.11 No employee shall travel on City business exclusively in a privately owned vehicle without the approval of the employee's respective Department Head. The requisite approval form is included as 'Attachment E' to this policy.
- 7.3.12 An Accident Reporting Kit must be obtained from the Central Services Manager and kept with the privately owned vehicle while operating on City business.
- 7.3.13 Employees who regularly use their own privately owned vehicles on City business must notify their insurance company of such use.
- 7.3.14 It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of their travel, and to make substantiated claims for reimbursement per the City's reimbursement policy. The vehicle and/or mileage allowance is intended to cover the employee's cost of operating the vehicle on City business, including the cost of insurance. Further, all operating expenses of the privately owned vehicles are to be borne by the employee. This includes, but is not limited to, gasoline, oil, maintenance, wear and tear, depreciation and insurance.
- 7.3.15 The City is not liable for any damage to an employee's privately owned vehicle, unless caused by the City's negligence. It is the responsibility of the employee operating the vehicle to notify their immediate supervisor, the Department of Motor Vehicles, and the employee's insurance company in the case of any accident. If an employee is responsible for



an accident either while driving a City owned or personally owned vehicle, their own automobile insurance premiums may be increased.

7.4 STANDBY VEHICLE USE

- 7.4.1 Standby use is for those employees on assigned standby who are authorized to temporarily take-home specific vehicles equipped with specialized equipment as appropriate.
- 7.4.2 The Department Director or their designee must approve the positions and vehicles needed for standby.
- 7.4.3 Standby vehicle assignments are to be limited to those staff engaged in immediate, first line, emergency response for critical services.
- 7.4.4 An “emergency response for a critical services”, is defined as a limited first line staff response, which must be provided to prevent exposure to danger, chance of injury or destruction of City facilities.
- 7.4.5 Emergency responses will be limited to only those staff who must respond by going directly to the point of an emergency occurrence. All other emergency backup staff will be dispatched through the normal process.

7.5 SEAT BELTS

Seat belts shall be used by the driver and all passengers in a City vehicle or in a private vehicle being used on City business. (CVC 27315 (d)(1), (e)) Motor vehicles purchased by the City for use by City personnel are equipped with safety belts. All City personnel who drive City vehicles shall use and ensure that all passengers use available safety belts in the vehicles being operated. The police department may adopt rules and regulations that supersede this provision that will govern the use of seat belts by police officers and persons taken into custody. Employees will inspect the serviceability of the safety belts at the start of each workday. Passengers shall ride only in those positions of a City vehicle designed for the carrying of passengers. All children riding in a City vehicle shall be properly seat belted. Child safety seats shall be used as required by the California Vehicle Code. (CVC 27360 through 27364)

7.6 OPERATING A CITY VEHICLE

- 7.6.1 Drivers shall be familiar with the manner of operation of vehicles that they operate on City business. If drivers are unsure of the operation of their vehicle, they shall immediately notify their supervisor and seek additional training.
- 7.6.2 Employees operating a vehicle on City business represent the City of Healdsburg and shall always project a professional and responsible image to the public. The vehicle shall be operated in a manner that is courteous, safe, and lawful.
- 7.6.3 Drivers shall remain attentive to driving at all times. Distracted driving should be avoided at all times. Whenever possible, drivers shall pull off the road and stop when having to deal with distractions in the vehicle.

7.7 VEHICLE INSPECTIONS

- 7.7.1 City vehicles are to be reasonably inspected prior to operation. Inspections may include, but are not limited to, tire inflation, review gauges, brake pedal resistance, oil and other fluid levels, window visibility, damage, lighting, and signals. Employees shall conduct a visual inspection of City assigned vehicles for damage or defective condition prior to use. Any City owned vehicle, or privately owned vehicle while being used for City business, shall not be operated when in a known dangerous or defective condition. When a City vehicle is found to be in a dangerous or defective condition, it shall be reported to an immediate supervisor or Department Head, who will inform the Central Services Division as soon as is practical.
- 7.7.2 Per the Code of Federal Regulations §396, City employees operating a commercial vehicle in the City fleet shall complete an inspection of the vehicle prior to operation each day the vehicle is utilized. If any defects or irregularities are found the report shall be immediately delivered to the Central Services Division for remedy.



- 7.7.3 Per the CFR §396.11 the retention period for the inspection report, the certification of repairs, and the certification of the driver's review shall be three months from the date the report was prepared. The Central Services Division shall have the primary responsibility for storing these records.
- 7.7.4 Employees shall comply with the current vehicle codes and established City of Healdsburg policies and procedures governing the operation of commercial vehicles and heavy equipment such as: maximum weights, widths, heights, mechanical condition, inspections, securing the load, hazardous material transportation etc.

7.8 ANTI-IDLING

The National Institute for Occupational Safety and Health (NIOSH) recommends that whole diesel exhaust be regarded as "potential occupational carcinogen". When diesel vehicles or equipment are not in use, engines should not be allowed to idle. As required by the California Environmental Protection Agency Air Resources Board, idling limits have been set for all diesel vehicles. All idling shall be limited to no more than five consecutive minutes as per title 13 California Code of Regulations. The limit does not apply to idling when queuing, verifying that the vehicle is in safe operation condition, service or maintenance, emergency response, or idling required to bring the system to operating temperature.

7.9 VEHICLE WASHING AND CLEANING

Employees operating assigned City vehicles are responsible for washing and cleaning their respective vehicles. Interior cabs should be free of trash and maintain a neat and professional appearance. The exterior of vehicles and truck beds should be cleaned out and washed regularly. Employees may wash City vehicles at the wash rack located at the Corporation Yard. The City may waive or amend standard washing requirements during periods of drought as needed.

7.10 FUELING A CITY VEHICLE

- 7.10.1 The primary fueling site is at the City of Healdsburg Corporation Yard at 550 Westside Road, unless fueling is required while outside of City limits. Drivers must enter a vehicle number and odometer reading into the fuel chip key reader each time fuel is obtained. The fueling station is administered by the Central Services Division.
- 7.10.2 Central Services will issue city fuel chip keys for disbursement of fuel from the City fueling site at the Corporation Yard. Keys are coded with information specific to the employee they are issued to. Fuel keys that are lost, broken, damaged, or malfunctioning should be reported immediately to the Central Services division for re-issue. Employees are responsible for safeguarding their fuel key. Departments may be charged for costs associated with replacing the key. The fuel key should be attached to the Employee's City issued key ring.
- 7.10.3 In limited circumstances, or if the fuel system at the Corporation Yard is not operational, City issued Cal-cards should be used to obtain fuel at gas stations. Cal cards may be used in the following situations:
 - 1. Only approved drivers or departments.
 - 2. Only at self-service islands.
 - 3. For purchasing gasoline with an octane rating recommended by the vehicle manufacturer or diesel fuel appropriate for the equipment.

Note: The use of fuel chip keys or City Cal cards for personal vehicles or uses other than those described above is prohibited and may result in discipline.
- 7.10.4 Under emergency conditions, the City may reimburse drivers for each fuel purchase for City vehicles or purchases on private credit cards by drivers when the above options are not available. Use standard procedures for these reimbursements. City vehicle number, date, time, fuel gallons and mileage must be noted on the receipt.

7.11 DEPARTMENT RESPONSIBILITIES

- 7.11.1 Department Heads are responsible for enforcing this policy within their department.



- 7.11.2 Human Resources shall require DMV driver's license checks for new employees that are required to drive as part of their duties with the City. Departments are responsible for verifying that employees who drive on City business have a valid California driver's license and that the license is the appropriate license for the vehicle(s) they are operating.
- 7.11.3 Human Resources shall maintain accurate records of employees who are required by Department of Transportation (DOT) regulations to have a commercial driver's license. At a minimum, the record shall include a copy of the employee's driver's license, and a copy of the most recent DMV Driver Record Information.
- 7.11.4 Departments may adopt internal procedures for allocation and operation of vehicles assigned to the Department. Such procedures must be consistent with foregoing rules and regulations and approved by the City Manager or their designee.
- 7.11.5 The Safety Committee shall conduct a thorough review of all accidents and submit any applicable suggestions for improved safety procedures or administrative controls to the affected Department Director or their designee. .

7.12 ENFORCEMENT

- 7.12.1 All employees shall be informed of the policy guidelines and standards. Each employee is required to read the City of Healdsburg Vehicle Policy and acknowledge the reading of same by signing the Employee Acknowledgement of Vehicle Policy form. This acknowledgement shall be placed in the employee's personnel file.
- 7.12.2 All employees who operate a City owned vehicle, or a privately owned vehicle on City business, shall be placed in the DMV's Pull Notice Program upon hire. The Pull Notice Program automatically generates a driver record annually from the date of enrollment and when the driver has any of the following actions/activities added to his/her driver record: Convictions, failures to appear, accidents, driver license suspensions or revocations or any other action taken against the driving privilege. In compliance with Vehicle Code Section 1808.47, all information received from the DMV shall be used solely for the intended purpose, and kept in locked storage. Under no circumstances shall addresses or other information be given to a third party.
- 7.12.3 Employees accumulating four violation points as valued on the current listing of vehicle code violations (<https://www.dmv.ca.gov/portal/driver-education-and-safety/dmv-safety-guidelines-actions/negligence/>) within a 12 month period, six points in a 24 month period, or eight in a 36 month period (Commercially licensed driver A/B Drivers accumulate points at 1 1/2 times the rate in Commercial vehicles) may have driving privileges suspended at the discretion of the City Manager. The HR Manager shall notify the City Manager when a driving record meets this threshold. The conviction date as determined by the DMV shall be considered as the starting date for the periods discussed above. The provisions shall apply regardless of whether the driving which resulted in acquiring the violation points occurred during the performance of City business.
- 7.12.4 Driving standards shall be enforced consistently and fairly among all employees working in classifications where driving is required.
- 7.12.5 Alleged violations of this Policy may be subject to investigation and may result in formal disciplinary action.
- 7.12.6 Any employee failing to observe any of the foregoing state and/or federal regulations may be deprived of the use of City owned vehicles by the City Manager or their designee. When circumstances warrant removal of the privilege of City vehicle use, the City Manager shall investigate and take appropriate action.
- 7.12.7 Temporary or permanent suspension of City driving privileges based on the determination of state (Department of Motor Vehicles(DMV), California court system) or federal agencies (i.e. the Federal Motor Carriers Safety Administration (FMCSA)) for employees whose position



requires operation of a vehicle shall be considered a loss of the ability to perform an essential job function.

- 7.12.8 If an employee has City driving privileges suspended for legitimate reasons provided for in this section, the City shall attempt to arrange for the employee to perform the essential functions of the job. If such accommodation is not possible or creates an undue hardship for the City or coworkers, loss of City driving privileges shall be considered just cause for reassignment to a position that does not require operation of a vehicle at a pay rate commensurate with that position. If no such position is open and an employee's actual license suspension is permanent, the employee may be subject to termination.

7.13 DRIVER TRAINING

- 7.13.1 Those employees who drive City owned vehicles and who regularly use privately owned vehicles as part of their essential job functions are required to complete a defensive driver training course.
- 7.13.2 New employees shall complete a defensive driver training at the first available course date after the commencement of employment. Instruction shall also be provided to make certain that such employees are familiar with this policy.
- 7.13.3 Current employees who change assignments to include driving an City owned vehicle are similarly required to complete the provisions as stated in this section.
- 7.13.4 All employees who are required to participate in defensive driver training shall be required to repeat such training at least once every three years.
- 7.13.5 Employees shall complete applicable remedial driver training if there is a clear pattern of substandard driving performance. Multiple instances of citizen complaints, moving violations, vehicle neglect, or vehicle collision may be cause to require such training.

8.0 ACCIDENT REPORTING

8.1 ACCIDENT REPORT PROCESS

- 8.1.1 In the glove compartment of each City owned vehicle is an Accident Reporting Kit with an accident flow chart, accident reporting forms, proof of insurance and copy of the vehicle's registration.
- 8.1.2 In all cases where employees operating a City-owned vehicle or equipment, or a privately owned vehicle being used on City business are involved in a vehicular accident, Attachment C: Vehicle Accident Flow Chart shall be strictly adhered to.
- 8.1.3 The Police Department or appropriate law enforcement agency (request an official collision report from the responding officer), shall be notified immediately, regardless of the amount of injury or damage, if anyone is injured, or if damage is sustained to another vehicle or private property.
- 8.1.4 At the accident scene, employees shall not comment on fault, assign blame, or negotiate.
- 8.1.5 Accident/Incident reports shall contain information on other vehicles, drivers, property involved, witnesses, weather conditions, road conditions, and any other pertinent information. Report Forms are located on the City network:
<S:\ SAFETY ADMINISTRATION\Vehicle & Employee Accident Forms & Flow Charts>
- 8.1.6 As soon after the notification of the police department as practical, the employee shall notify their supervisor, who shall notify the Central Services Manager.



- 8.1.7 Any authorized City of Healdsburg employee, acting in good faith within their scope of employment while driving or operating a City vehicle, is covered by CIRA.
- 8.1.8 City employees involved in any collision or incident in a City owned vehicle, or a privately owned vehicle being used on City business shall make a complete report of such collision or incident to Central Services within one (1) business day. If the employee is unable to make the report because of injury or other incapacity, the appropriate supervisor, manager, or Department Head shall submit a report.
- 8.1.9 The vehicle operator must report the accident to the DMV if more than \$1,000 in property damage or if anyone was injured (no matter how slightly). The report must be filed, whether the vehicle operator caused the accident or not, and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report [Form SR1](Available in the accident reporting kit) and must be made within ten (10) days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege will be suspended. The police or California Highway Patrol will not file this report.
- 8.1.10 The Safety Committee will provide suggestions for improved safety procedures or administrative controls concerning the accident.
- 8.1.11 Police and/or CHP collision report(s) and CIRA claims adjuster report(s) will establish whether an accident was preventable or non-preventable.
- 8.1.12 The City Manager or their designee shall review all accidents and associated reports to provide any necessary corrections up to and including disciplinary recommendations in coordination with Human Resources.

8.2 TOW SERVICES

- 8.2.1 City Vehicles that require towing should normally be taken to the City Corporation Yard unless another location is more reasonable given the nature and circumstances of the problem and as determined by Central Services.
- 8.2.2 Staff shall contact Central Services for a current list of tow service providers. Central Services and Police Dispatch telephone numbers are on the vehicle accident reporting packet located within the glove box compartment. If after hours, contact Police Dispatch, who will contact the tow company.

8.3 TOTALED VEHICLES

If a vehicle is in a collision or accident and becomes classified as "totaled" (a vehicle that will not be repaired as defined by the City's insurer), the City's Risk Manager shall notify the Finance Division of the classification. Funding for the replacement of a "totaled" vehicle or piece of equipment will be addressed on a case-by-case basis by the Risk Manager. Authorization to replace the vehicle may require City Council consideration and approval.



9.0 SURPLUS VEHICLES

Per HMC 3.24.130,

“At such times as determined by the purchasing officer, reports shall be prepared showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The purchasing officer shall have the authority to sell, trade or exchange all supplies and equipment. All supplies and equipment valued at more than \$500.00 require a City Council resolution declaring them surplus. Upon declaration of an asset as surplus, the City Manager shall have the authority to dispose of supplies and equipment in whatever manner shall best serve the interests of the City. (Ord. 1178 § 2, 2018; Ord. 1081 § 3, 2009.)”

Unless otherwise stated in the Staff Report to Council, it is expected that when a vehicle reaches the end of its useful life and has been approved for replacement, the aging vehicle shall be taken out of service upon receipt of the new vehicle. Council may declare the aging asset surplus or designate an alternate use. Designations include but are not limited to:

- Donation to charity
- Designate as reserve vehicle only for emergency use
- Designate for alternate use or department which would extend its useful life
- Disposal/Surplus

Vehicles that are declared surplus and will be sold shall use an open auction-based website to complete the sale. This practice will ensure reasonable value is received and promotes transparency to the public. Proceeds from the sale will be considered revenue of the Vehicle Replacement Fund and associated with the appropriate department account string.

ATTACHMENT B: VEHICLE REPLACEMENT SCHEDULE

DIVISION	VEHYR	VEHICLE NUM	VIN	LICENSE	STATUS	MAKE	MODEL	TYPE	Vehicle Life Cycle	Replace. Year	Original Purchase Cost	Projected Replacement Cost
ASD	2002	6	1FDWF36FX2EA86618	1004193	ACTIVE	FORD	F350	MEDIUM	10	2012	40,755.00	\$66,385.60
PW	2003	8	1HTMNAAL93H559881	1052740	ACTIVE	INTERNATIONAL	4300	HEAVY	10	2012	61,785.63	\$100,642.28
HMUD	2003	11	1GTGC24U83Z258460	1133806	ACTIVE	GMC	SIERRA 2500	LIGHT	15	2018	16,538.51	\$34,382.37
COM SVC	1997	14	1GTEC14M2VZ538993	E044135	ACTIVE	GMC	SIERRA	LIGHT	10	2007	19,384.75	\$26,051.48
COM SVC	2002	15			ACTIVE	JOHN DEERE	GATOR	TRACTOR	12	2014	10,000.00	\$15,000.00
PW	2004	34	1GCEK19T84E262697	1167506	ACTIVE	CHEVROLET	SILVERADO 1500	LIGHT	10	2014	20,728.08	\$33,763.86
PW	2004	35	1GCHC24U04E266193	1167507	ACTIVE	CHEVROLET	SIVERADO 2500	LIGHT	10	2014	17,364.08	\$28,284.26
COM SVC	2004	37	4P2FB12184U049576	1182165	ACTIVE	PACE	AMERICAN	TRAILER	30	2034		\$15,000.00
PW	2017	42	1FVHG3CY5HHJC7325	1532519	ACTIVE	FREIGHTLINER	GAPVAX	HEAVY	10	2026	419,601.00	\$563,908.66
PW	2019	43	1FVAG3FE9KHKM3450	1309254	ACTIVE	FREIGHTLINER	GAPVAX	HEAVY	10	2028	418,000.00	\$561,757.05
COM SVC	2004	45	1GCHC24UX4E340798	1167551	ACTIVE	CHEVROLET	SILVERADO	LIGHT	10	2014	21,533.72	\$35,076.16
HMUD	2006	48	1FTSX21506EC20941	1198254	ACTIVE	FORD	F250	LIGHT	10	2016	30,227.23	\$49,236.97
COM SVC	2001	65	1FTNF20L21EC17175	1081478	ACTIVE	FORD	F250	LIGHT	10	2010	20,553.00	\$27,621.51
ELECTRIC	2014	71	1S9CF31S7E1078120	E325306	ACTIVE	STANDARD	CARGO	TRAILER	30	2014		\$25,000.00
COM SVC	2001	73	1GTEK14V01Z278261	1091967	ACTIVE	GMC	1500	LIGHT	10	2011	19,384.75	\$26,051.48
ELECTRIC	2020	74	123WM1610L1T27311		ACTIVE	SHERMAN & REILLY	DDHXA-75-D-P-T	TRAILER	15	2035	175,668.89	\$273,686.41
B&P	2002	77	1GTEC14V027272698	1110429	ACTIVE	GMC	1500	LIGHT	20	2022	17,070.62	\$45,293.44
HMUD	2005	79	1GCHC24U75E331302	1167597	ACTIVE	CHEVROLET	SILVERADO 2500	LIGHT	15	2020	26,437.86	\$54,962.41
HMUD	2005	80	1GBHK24U55E330656	1167596	ACTIVE	CHEVROLET	SILVERADO	LIGHT	10	2015	23,268.50	\$37,901.93
COM SVC	1989	84	50326		ACTIVE	TORO	GROUNDMASTER	TRACTOR	32	2021	5,700.00	\$14,677.97
HMUD	2020	90	1FMCU0BZ9LUA38008	1580438	ACTIVE	FORD	ESCAPE	SUV	10	2030	29,735.02	\$39,961.38
HMUD	2020	91	1GCGSCEN4L1120896	1580173	ACTIVE	CHEVY	COLORADO	LIGHT	10	2030	35,083.96	\$47,149.91
PW	2020	92	1GTG5BENXL1156061	1580428	ACTIVE	GMC	CANYON	LIGHT	10	2030	29,607.00	\$39,789.33
PW	2020	93	1HTKHPVM6LH249689		ACTIVE	CHEVROLET	6500HD	MEDIUM	10	2030	106,000.00	\$142,455.14
COM SVC	2020	94	1GTG5BEN0L1155274	1580429	ACTIVE	GMC	CANYON	LIGHT	10	2030	29,607.00	\$39,789.33
B&P	2020	95	1FMCU0BZ0LUA38009	1580439	ACTIVE	FORD	ESCAPE	SUV	10	2030	29,717.76	\$39,938.18
HMUD	2020	96	1GTG5BEN9L1153149	1580430	ACTIVE	GMC	CANYON	LIGHT	10	2030	29,607.00	\$39,789.33
HMUD	2021	99	NM0LS7S27N1506910	1624473	ACTIVE	FORD	TRANSIT CONNECT	VAN	10	2031	33,108.47	\$44,495.02
COM SVC	2007	105	3GCEC14V67G152427	1198279	ACTIVE	CHEVROLET	SILVERADO	LIGHT	10	2017	13,943.37	\$22,712.28
ELECTRIC	2015	110	1G1RC6E48FU131748	1476546	ACTIVE	CHEVROLET	VOLT	SEDAN	10	2025	36,221.41	\$48,678.55
HMUD	2007	117	1GCHK24UX7E110752	1198273	ACTIVE	CHEVROLET	SILVERADO	LIGHT	10	2016	21,583.62	\$35,157.44
HMUD	2006	118	1FTNF20576EC20940	1198256	ACTIVE	FORD	F250	LIGHT	10	2016	28,178.69	\$45,900.12
PW	2007	119	1GBHK24U97E116210	1198272	ACTIVE	CHEVROLET	SILVERADO	LIGHT	10	2017	31,794.98	\$51,790.67
ASD	2006	121	1FTNF20506EC20939	1198255	ACTIVE	FORD	F250	LIGHT	10	2016	28,596.44	\$38,431.22
PW	2008	122	1FTNF20558EA02773	1198301	ACTIVE	FORD	F250	LIGHT	10	2017	26,427.48	\$43,047.58
PW	2008	123	1FTNF20538EA02772	1198300	ACTIVE	FORD	F250	LIGHT	10	2017	18,637.78	\$30,358.98
PW	2007	124	1FDWF36P17EB49377	1198302	ACTIVE	FORD	F350	MEDIUM	10	2017	34,734.46	\$56,578.78
COM SVC	2007	126	W04XZ2SD018393		ACTIVE	JOHN DEERE	GATOR	TRACTOR	12	2019		\$15,000.00

ATTACHMENT B: VEHICLE REPLACEMENT SCHEDULE

DIVISION	VEHYR	VEHICLE NUM	VIN	LICENSE	STATUS	MAKE	MODEL	TYPE	Vehicle Life Cycle	Replace. Year	Original Purchase Cost	Projected Replacement Cost
COM SVC	2008	130	1WC200D1884070472	1306171	ACTIVE	WELLS	VAN	TRAILER	15	2023		\$20,000.00
COM SVC	2009	132	1FDNF21549EA24453	1269117	ACTIVE	FORD	F250	LIGHT	10	2020	27,091.89	\$44,129.83
PW	2010	139	1FDAF5GR9AEA95937	1332441	ACTIVE	FORD	F550	MEDIUM	10	2020	69,137.19	\$112,617.20
COM SVC	2010	141	1FBNE3BL2ADA87950	1350614	ACTIVE	FORD	F350	VAN	10	2020	24,631.75	\$40,122.53
COM SVC	2002	143	1V2021E212345		ACTIVE	JOHN DEERE	3032E	TRACTOR	12	2023	19,069.55	\$27,188.62
PW	2011	144	CAT3035CEDMY00422	N1426122	ACTIVE	CAT	303.5C EXCAVATOR	TRACTOR	10	2021		\$88,071.00
COM SVC	2012	145	16VDX1022C2H21076	1470017	ACTIVE	BIGTX	DMP	TRAILER	30	2036		\$15,000.00
COM SVC	2012	146	1F98F1826C12370454	1350237	ACTIVE	FBFRM	FB	TRAILER	30	2042		\$15,000.00
PW	2015	149	1FVHG3CY3FHGB2045	1440009	ACTIVE	FREIGHTLINER	114SD AMPLIROLL	HEAVY	10	2025	109,000.00	\$177,549.51
PW	2017	150	5UCPT372XHA003038	1532542	ACTIVE	TRAILMAX	TD-42-T (5+24)	TRAILER	30	2047	36,935.16	\$89,651.33
COM SVC	2019	151	1L9BF1015KC041015	1599457	ACTIVE	HOTSY	TRB-3500-S	TRAILER	30		16,275.00	\$16,275.00
HMUD	2016	156	1FDUF5GT8GEA75647	1489293	ACTIVE	FORD	F-550 UT	MEDIUM	10	2025	123,000.00	\$165,301.71
PW	2016	157	1FDUF5GT6GEC32267	1495155	ACTIVE	FORD	F-550 UT	MEDIUM	10	2025	120,133.00	\$161,448.71
PW	2017	158	CAT0420FAHWDO1339 1F	1495269	ACTIVE	CAT	420F2	TRACTOR	10	2025	138,000.00	\$185,460.46
PW	2018	160			ACTIVE	HYSTER	H60FT	FORKLIFT	15	2032	56,000.00	\$87,246.18
PW	1981	161	JKBAFS14JB505047		ACTIVE	KAWASAKI	MULE	UTV	15	2033	19,563.06	\$30,478.61
PW	2019	163	1GTG5BEN5K1127954	1557555	ACTIVE	GMC	CANYON	LIGHT	10	2029	35,000.00	\$47,037.07
PW	2019	164	1GTH5BEN9K1130120	1557438	ACTIVE	GMC	CANYON	LIGHT	10	2029	35,000.00	\$47,037.07
PW	2001	165	1GTHBEN7K1129595	1557347	ACTIVE	GMC	CANYON	LIGHT	10	2029	30,000.00	\$40,317.49
PW	2019	166	1FMCU071KUA36759	1557578	ACTIVE	FORD	ESCAPE	SUV	10	2029	30,000.00	\$40,317.49
HMUD	2019	167	1GTG5BEN1K1128552	1557346	ACTIVE	GMC	CANYON	LIGHT	10	2029	31,000.00	\$41,661.41
COM SVC	2019	168	1FDBF2A65KEC62684	1557298	ACTIVE	FORD	F250	LIGHT	10	2029	45,000.00	\$60,476.24
ASD	2019	169	1FM5K7D8XKGA17046	1557382	ACTIVE	FORD	EXPLORER	SUV	10	2029	35,000.00	\$57,011.31
HMUD	2019	170	SN # MLI01015		ACTIVE	CAT	TELEHANDLER	FORKLIFT	15	2034	145,000.00	\$301,444.59
PW	2020	171	7KUBB131XLJ089405	SE714188	ACTIVE	CAT	SPMBL	GENERATOR	15	2035	43,031.81	\$89,460.04
PW	2019	172	7KUBB1319KJ088888	SE714189	ACTIVE	CAT	SPMBL	GENERATOR	15	2035	43,031.81	\$89,460.04
PW	2020	173	7KUBB1525LJ089415	SE714193	ACTIVE	CAT	SPMBL	GENERATOR	15	2035	65,984.44	\$137,176.91
PW	2020	174	7KUBB152XLJ089362	SE714194	ACTIVE	CAT	SPMBL	GENERATOR	15	2035	65,984.44	\$137,176.91
PW	2020	175	CAT0304ETME407738	NM47871	ACTIVE	CAT	304E2 EXCAVATOR	TRACTOR	10	2030	88,071.00	\$143,458.38
PW	2021	176	1V9PT2622M1233131		ACTIVE	VALOR	16TUSE	TRAILER	20	2040	14,965.84	\$39,708.83
HMUD	2021	177			ACTIVE	GODWIN	CD150S	TRAILER	20	2041	48,000.00	\$86,693.34
PW	2001	211	1GDJGE1RX11201927	1100109	ACTIVE	GMC	Savana VAN	VAN	10	2011	28,839.13	\$46,975.90
ELECTRIC	1991	221	1A9AB200MB006003	913931	ACTIVE	ALTEC	ALTEC	TRAILER	30	2021		\$50,000.00
POLICE	2004	233	1GNDU03E14D253802	1360371	ACTIVE	CHEVROLET	VENTURE	POLICE	10	2014	10,000.00	\$16,288.95
POLICE	2014	236	4XAWH7EA3E2308019		ACTIVE	POLARIS	RANGER	ATV	10	2025	30,667.75	\$41,214.89
POLICE	2017	242	1FM5K8AR2HGA24150	1495220	ACTIVE	FORD	INTERCEPTOR	POLICE	4	2020	54,000.00	\$65,637.34
POLICE	2017	243	52CG2AGA1H0015805	1492532	ACTIVE	GEM	GEM	POLICE	7	2024	24,403.00	\$30,012.61
POLICE	2018	244	1FM5K8AT2JGA37059	1506027	ACTIVE	FORD	INTERCPETOR	POLICE	10	2028	60,000.00	\$97,733.68

ATTACHMENT B: VEHICLE REPLACEMENT SCHEDULE

DIVISION	VEHYR	VEHICLE NUM	VIN	LICENSE	STATUS	MAKE	MODEL	TYPE	Vehicle Life Cycle	Replace. Year	Original Purchase Cost	Projected Replacement Cost
POLICE	2019	245	1GTG5BEA7K1128228	1557345	ACTIVE	GMC	CANYON	LIGHT	10	2028	30,000.00	\$48,866.84
POLICE	2017	246	1FMCU0GD6HUA83332	1550979	ACTIVE	FORD	ESCAPE	POLICE	10	2027	18,678.00	\$30,424.49
POLICE	2020	247	1FM5K8ACXLGB30527	1584370	ACTIVE	FORD	INTERCEPTOR	POLICE	4	2024	59,667.23	\$72,525.89
POLICE	2020	248	1FM5K8AC3LGB30529	1584374	ACTIVE	FORD	INTERCEPTOR	POLICE	4	2024	65,860.04	\$80,053.29
POLICE	2020	249	1FM5K8AC1LGB30528	1591123	ACTIVE	FORD	INTERCEPTOR	POLICE	4	2024	58,840.23	\$71,520.67
POLICE	2020	250	1FTEW1E47LFA28448	1581523	ACTIVE	FORD	F150 RESPONDER	POLICE TRUCK	10	2030	48,815.08	\$79,514.62
POLICE	2021	251	1FM5K8AC9MNA05788	1611993	ACTIVE	FORD	INTERCEPTOR	POLICE	4	2025	59,475.03	\$72,292.27
POLICE	2021	252	1FM5K8AB0MGA64515	1614312	ACTIVE	FORD	INTERCEPTOR	POLICE	4	2025	59,595.00	\$72,438.09
ELECTRIC	2007	400	1FTNE14W67DB42562	1198317	ACTIVE	FORD	E-150 VAN	VAN	15	2022	15,923.10	\$33,102.98
ELECTRIC	2007	405	123WM121271T12112	1198339	ACTIVE	Sherman + Reilly		TRAILER	30	2037		\$50,000.00
ELECTRIC	2007	410	123WM282971T25185	1198338	ACTIVE	Sherman + Reilly		TRAILER	30	2037		\$50,000.00
ELECTRIC	2016	415			ACTIVE	HYSTER	H100FT	FORKLIFT	15	2031	38,000.00	\$78,999.27
ELECTRIC	2017	420	1FDRF3HTOHEC90742	1520328	ACTIVE	FORD	F350	MEDIUM	10	2027	70,990.00	\$95,404.62
ELECTRIC	2017	432	1FDUF5HT2HED81243	1409973	ACTIVE	ALTEC	F-550 BUCKET	MEDIUM	8	2025	160,000.00	\$202,683.21
ELECTRIC	2019	433	1FDUF5HT8KDA15686	1446505	ACTIVE	ALTEC	F-550 BUCKET	MEDIUM	8	2026	160,000.00	\$202,683.21
ELECTRIC	2020	434	3ALHCYFE1LDLS3288	1590898	ACTIVE	FREIGHTLINER	M2 AMPLIROLL	HEAVY	10	2030	180,730.84	\$242,887.14
ELECTRIC	2020	435			ACTIVE	DITCHWITCH	DITCHWITCH	ATTACHMENT	10	2030	88,062.01	\$118,347.98
ELECTRIC	2006	450	1FTNF20596EC20938	1198258	ACTIVE	FORD	F250	LIGHT	10	2016	21,343.89	\$34,766.95
ELECTRIC	2006	460	1FMU95H46KC63790	1163768	ACTIVE	FORD	ESCAPE	SUV	10	2016	27,481.20	\$44,763.98
ELECTRIC	2006	470	1FVACYDJ16HW25440	1216042	ACTIVE	FREIGHTLINER	M2 ALTEC AM55	HEAVY	10	2016	189,406.71	\$308,523.57
ELECTRIC	2000	480	1FV6JFBB0YHF31633	1064293	ACTIVE	FREIGHTLINER	FL80 ALTEC DIGGER DERRICK	HEAVY	20	2020	179,673.00	\$476,725.96
ELECTRIC	2007	490	1FVHCYDC47HX28787	1191144	ACTIVE	FREIGHTLINER	M2 ALTEC D 3050-A-TR	HEAVY	10	2017	244,404.13	\$398,108.57
FIRE	2015	6300	3GTU2UEC3FG410415	1481920	ACTIVE	GMC	SIERRA	LIGHT	10	2025	36,000.00	\$48,380.99
FIRE	2010	6301	1FTFW1EV4AKB97909	1332406	ACTIVE	FORD	F150	LIGHT	10	2020	42,524.76	\$57,149.72
FIRE	2021	6321	1FMCU0BZ0MUA42496	1615769	ACTIVE	FORD	ESCAPE	PASSENGER	10	2031	29,065.10	\$39,061.06
FIRE	2006	6342	2GTEK13Z061267667	1235025	ACTIVE	GMC	SIERRA	LIGHT	10	2016	29,017.61	\$38,997.24
FIRE	2000	6350	44KFT428XYWZ19132	1056720	ACTIVE	SMEAL	1500	HEAVY	20	2020	324,032.03	\$1,365,000
FIRE	2018	6358	1FDOW5HTOJEB44075	1432676	ACTIVE	KME	F-550 TYPE 6	MEDIUM	17	2035	250,000.00	\$413,211.91
FIRE	2015	6361	1HTWEAAN3FH060590	1338847	ACTIVE	INTERNATIONAL	SR525 TYPE 3	HEAVY	17	2032	277,746.62	\$459,072.84
FIRE	2008	6381	4S7CT2D958CO65282	1298122	ACTIVE	SMEAL	SPARTAN METRO STAR	HEAVY	17	2025	384,000.00	\$875,000
FIRE	2008	6382	4S7CT2D958CO65283	1298123	ACTIVE	SMEAL	SPARTAN METRO STAR	HEAVY	20	2028	384,000.00	\$875,000
COM SVC	2019	LEASE A	KNDC3LG5K5010060	8MEK711	ACTIVE	KIA	NIRO	SEDAN	5	2024		
COM SVC	2019	LEASE B	KNDC3LG7K5011744	8LTH329	ACTIVE	KIA	NIRO	SEDAN	5	2024		

City of Healdsburg Central Services

VEHICLE ACCIDENT REPORTING PROCEDURES

Updated 8/21

OVERVIEW

REPORT ALL ACCIDENTS INVOLVING CITY VEHICLES TO HPD DISPATCH (NO MATTER HOW SMALL)

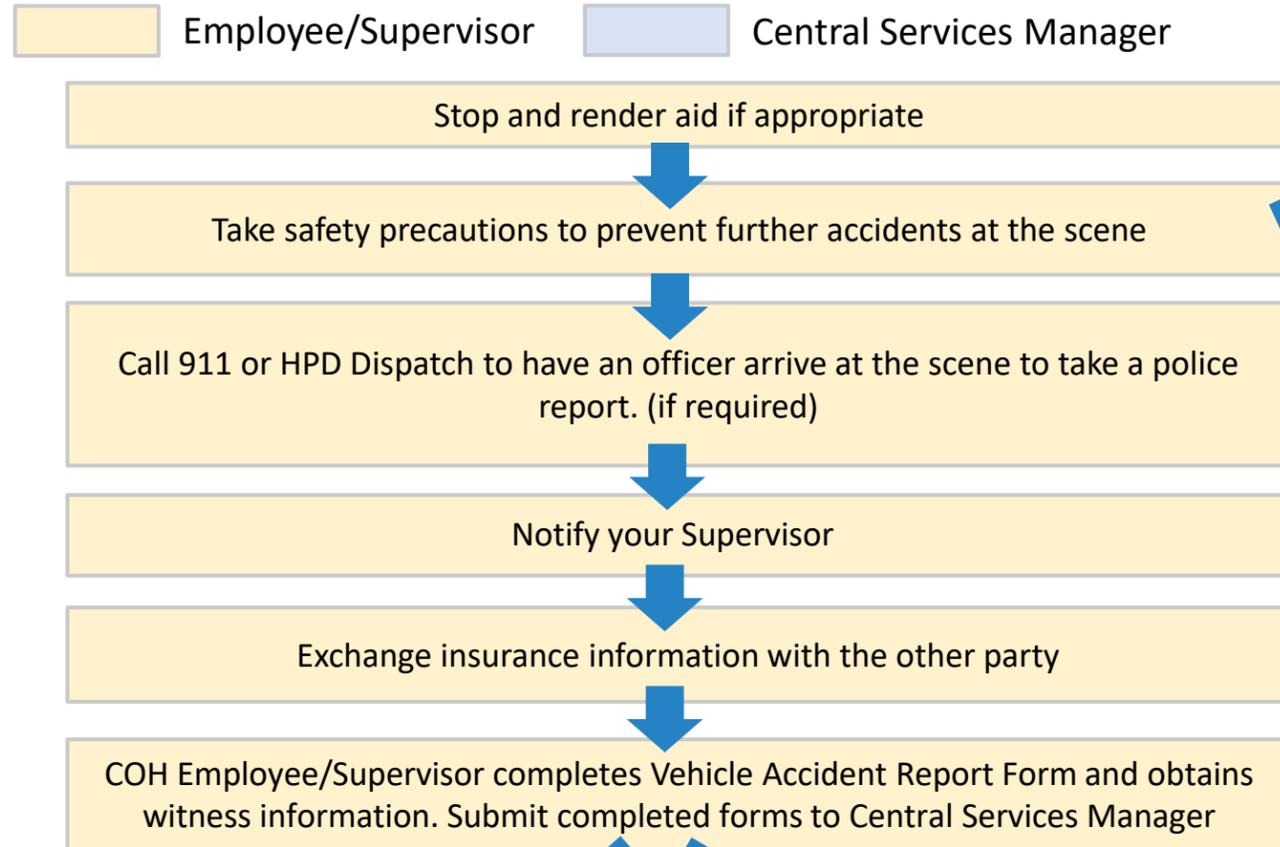
CONTACT YOUR SUPERVISOR AND WORK TOGETHER TO IDENTIFY AND COMPLETE THE APPROPRIATE FORMS

IMMEDIATELY TAKE THE VEHICLE OUT OF SERVICE AND CONTACT THE CENTRAL SERVICES DIVISION TO ALLOW THE VEHICLE CONDITION TO BE ASSESSED

**HPD DISPATCH:
707-431-3377**

**CENTRAL SERVICES:
707-431-3160**

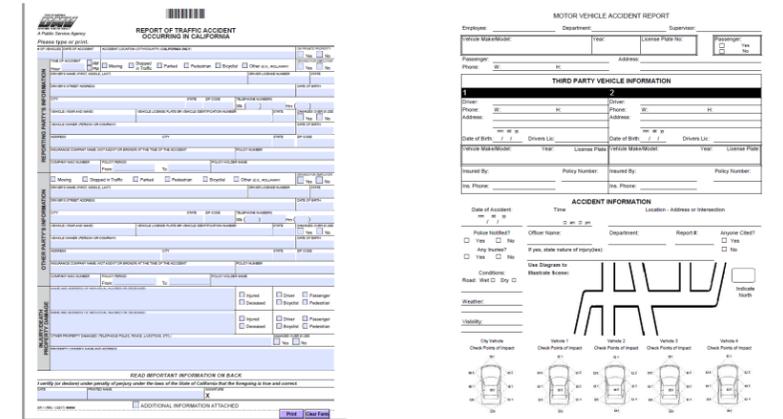
City Employee involved in a Vehicle Accident



POLICE OFFICER

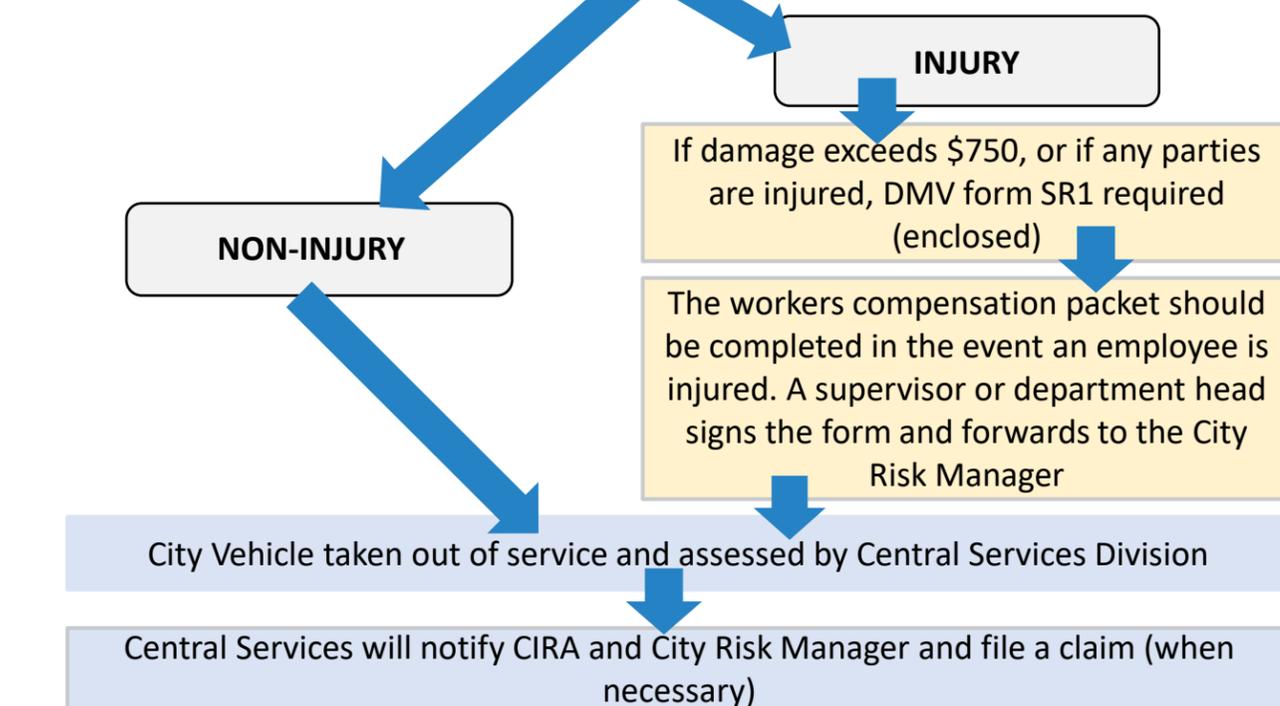
If the accident involves a Police Vehicle, then the Supervisor of the officer should be contacted to make a Police report. If a Police supervisor is involved in an accident, then CHP should be called to prepare a report

FORMS TO COMPLETE



DMV SR1

ACCIDENT REPORT FORM



DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN YOUR EMPLOYER, CIRA CLAIMS ADJUSTER, OR THE POLICE.

WORKERS COMP INJURY PACKET

ATTACHMENT E

CONSENT FORM FOR PERSONAL VEHICLE USE

Employee Name: _____

Driver's License No. _____

Date of Use: _____

Purpose:

Duration:

- Meeting
- Court Appearance
- Training/Workshop
- Other: _____

From: _____ am/pm

To: _____ am/pm

Location Name: _____

Address: _____

By signing below, employee agrees to:

- ✓ *Maintain personal vehicle in a safe condition;*
- ✓ *Immediately notify supervisor if he/she is involved in an accident;*
- ✓ *Observe all posted speed limits and operate the vehicle in accordance with applicable laws and state regulations; and*
- ✓ *Comply with the entity's vehicle use policy.*

Employee Signature

Date

Approved By:

Name

Title

Signed

Date

ATTACHMENT F

EMPLOYEE ACKNOWLEDGEMENT OF VEHICLE POLICY

This is to acknowledge that I have received a copy of the City of Healdsburg Vehicle Policy and that I have read the policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. Regardless of what the Policy states or provides, the City retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)

ATTACHMENT G

CITY OF HEALDSBURG

Vehicle Pooling Program for the Community Development Center

Table 1- Pooled Vehicles

DEPT	VEHYR	VEHICLE NUM	VIN	LICENSE	MAKE	MODEL
PW	2019	166	1FMCU071KUA36759	1557578	FORD	ESCAPE
ELECTRIC	2015	110	1G1RC6E48FU131748	1476546	CHEVROLET	VOLT

Table 2- Non-Pooled Vehicles

DEPT	VEHYR	VEHICLE NUM	VIN	LICENSE	MAKE	MODEL	USER
B&P	2002	77	1GTEC14V027272698	1110429	GMC	1500	Building Inspector
B&P	2020	95	1FMCU0BZ0LUA38009	1580439	FORD	ESCAPE	Building Inspector
PW	2019	165	1GTHBEN7K1129595	1557347	GMC	CANYON	PW Inspector
PW	2004	34	1GCEK19T84E262697	1167506	CHEVROLET	SILVERADO 1500	PW Inspector

Vehicle Pool Process

The vehicles at the CDC in Table #1 are available for the vehicle pool. The vehicles in Table #2 are not available for the vehicle pool and are driven by the CDC Building and Public Works Inspectors.

- a. Keys and Schedule book can be found at CDC Administrative Counter.
- b. All pooled vehicles shall be formally signed out and in.
- c. All vehicle use shall be documented in the Schedule book and reserved in advance.
- d. When not in use, all keys shall be held at the CDC Administrative Counter.
- e. Keys for pooled vehicles are to be checked out for use only immediately before usage.
- f. Keys are to be returned promptly and not passed along to other employees.
- g. If all vehicles are scheduled or checked out and a vehicle is needed for training or daily use please contact the Central Services Manager to identify an available vehicle.
- h. Prior to using a personal vehicle for training or daily use please consult with your Department Head **and** complete the Vehicle Consent Form found in the City Vehicle Policy.