



GREG FISCHER
MAYOR

VEHICLE USE AND ASSIGNMENT
POLICY

Document 's Current Revisions and Format Changes
Effective: July 2008

Policy Issued by:
Ted Pullen
Director
Public Works and Assets



GENERAL POLICY

This policy statement is intended to provide general guidelines for the assignment and use of passenger automobiles and other job-related general transportation fleet vehicles owned or operated by Louisville/Jefferson County Metro Government, its departments, agencies and offices, or other approved governmental and quasi-governmental Agencies (listed in Section 3.2.F.7.). Additional guidelines may be established within certain departments or agencies for specialized fleet vehicles. This policy applies to all employees and other authorized drivers of Louisville/Jefferson County Metro Government vehicles.

Executive review and responsibility for this policy is assigned to the Director of the Public Works and Assets Department. The Director will determine vehicle assignments to each department in Classes A, B & C.

The general transportation fleet of Louisville/Jefferson County Metro Government is provided and maintained for the timely and effective delivery of public services and the performance of official government business.

TABLE OF CONTENTS

<u>Section #</u>	<u>Heading</u>	<u>Page No.</u>
1.1	General Information.....	1
1.2	Assignment of Vehicles.....	2
1.3	Vehicle Specification.....	3
1.4	Classification of Vehicles – Guidelines for Vehicle Usage.....	4
1.5	Vehicle Usage as a Fringe Benefit.....	5
1.6	Guidelines for Assignments.....	5
1.7	Identification & Marking of Vehicles.....	5
1.8	Record Keeping.....	6
1.9	Out of Town Use.....	7
1.10	Reporting of Accidents or Vehicle Abuse.....	7
1.11	Parking Restrictions.....	9
1.12	Vehicle Maintenance.....	9
1.13	Fuel Cards.....	9
1.14	Seat Belt Use.....	11
1.15	Sanctions.....	11
1.16	Effect of Policy on Fire, Emergency Medical Services (EMS) and Other Departments.....	12
	Approval/Signature Page.....	13

VEHICLE USE AND ASSIGNMENT (VUA) POLICY

1.1 GENERAL INFORMATION

These statements of Policy shall apply to all vehicles owned, leased, or rented by the Louisville-Jefferson County Metro Government.

This includes passenger cars, pick-up trucks, vans, buses, and other vehicles used primarily for job-related transportation or work assignments of employees of the Departments and Agencies of the Metro Government or other authorized governmental or quasi-governmental agencies listed in section 1.2.F.7, or vehicles used to transport equipment, or in the case of the Zoo and Animal Control, to transport animals.

Responsibility for the administration of this policy is assigned to the Director of the Public Works & Assets Department. Specific guidelines shall be established within each Agency/Department to address its specific needs and/or use of specialized vehicles.

INITIAL REQUIREMENTS TO OPERATE A METRO GOVERNMENT VEHICLE:

- A. The operation of Metro Government vehicles is limited to Regular Full-Time, and Regular Part-Time employees, with the only allowable exceptions being listed in Section 1.2 F of this manual, if the operators meet the criteria listed. The minimum age requirement for a driver is eighteen (18) years old, except when participants are transported in Vans and/or Buses, and then the minimum age requirement for a driver is twenty-one (21) years old.
- B. Metro Government agencies/departments must hire a professional transportation service, which also provides its own driver, when the agency/department needs to transport multiple individuals requiring a van or bus, for any trip in excess of 100 miles, one way, outside of Jefferson County. Agencies/Departments must either secure this transportation service through price contracts via the Purchasing Department, or if the Agency/Department selects a transportation firm not on Metro Government contract, in addition to following Metro Government procurement procedures, they must obtain a Certificate of Insurance from the transportation firm, as proof of Automobile Liability Insurance. Insurance must have a minimum combined single limit of one million dollars (\$1,000,000) per accident, and submit this data to Metro Government Risk Management Division for prior approval at least ten (10) *business* days prior to the trip.
- C. It is mandatory that a Louisville-Jefferson County Metro Government employee or other authorized driver from the governmental or quasi-governmental agencies listed in section 1.2. (F)(7), possess a valid Kentucky or Indiana State Driver's License before approval can be given to operate a Metro Government vehicle. This includes a Commercial Drivers License (CDL), if required due to type of vehicle to be operated. Metro Departments are responsible for assuring compliance with these licensing requirements, maintaining such documentation and forwarding copies to the Human Resources Department.
- D. Metro Government employees must sign/complete a Vehicle Personal Use Liability Agreement prior to operation of a Metro Government vehicle.
- E. When a Metro Government employee must travel on Official Business, the Agency/Department Director will determine the method of providing transportation based on the following criteria:
 - Best interest of Louisville-Jefferson County Metro Government.
 - The Duration and Type of Travel (e.g.; Local, Out of Town).
 - The Availability of the Vehicle(s).
- F. Smoking of tobacco products is prohibited in all Metro Government Vehicles. Failure to comply could result in disciplinary action.

1.2 **ASSIGNMENT OF VEHICLES**

Assignments are not made for the convenience of the employee but rather to aid in the delivery of services and to facilitate official business.

- A. All vehicle assignments shall be approved by the Director of Public Works and Assets, upon written request from the Agency/Department Director. Such approval shall be contingent upon the availability of vehicles and the requesting agency's/department's budget. The Director of Public Works and Assets may re-assign, on a temporary or permanent basis, any vehicle within the fleet, as deemed important to Metro Government's operations (example, 4 X 4 vehicles during a snow storm).
- B. The vehicle assignments are considered to be in accordance with the job slot, rather than the individual employee.
- C. Submission of the annual budget request shall include a written request for vehicle assignments, as specified by the Public Works and Assets Department and considered part of the total budget request. Any external governmental, or quasi-governmental, agencies requesting the assignment and use of a Metro vehicle shall do so in writing to the Director of Public Works and Assets.
- D. Vehicle assignments will be made to each user department in each class of use (See Section 1.4 – Classification of Vehicles). Assignments to individual employees shall be the responsibility of the Agency/Department Director.
- E. Agency/Department Vehicle Coordinators are responsible for providing the Louisville Jefferson County Metro Government Fleet Division with all pertinent information regarding the cost center assignments of their vehicles. This includes:
 - Agency/Department Name
 - Agency/Department Cost Center
 - Class Use (i.e., A,B,C,or D)
 - Name of Principal Driver
 - Driver's Job Title
- F. Seasonal, Temporary, Volunteer, and Co-op Workers within Agencies/Departments, that Other wise meet the criteria to operate a Metro vehicle, will not be permitted to drive Metro Government Vehicles, which include, but are not limited to: Private Passenger Cars, Pick-Up Trucks, Vans, Trucks of any type, Buses, etc. The only exceptions to this are:
 1. Seasonal employees may operate heavy equipment not licensed for road use (i.e., riding lawnmowers), after receiving appropriate training on the equipment.
 2. Seasonal employees are authorized to operate the Zoo Train, golf carts, and Tram on Zoo grounds only; after receiving appropriate training on operation of such vehicles on Zoo grounds.
 3. A Seasonal crew leader at the Zoo is permitted to operate Metro Vehicles, on Zoo property only, if they meet the criteria contained in Section 1.2 (F) (4) (a - d) of this policy.
 4. Parks Department's Seasonal employees who work in Camp Facilitator positions ONLY, are allowed to operate Metro Government Vehicles, if they meet the following criteria:

- a. They have at least five (5) years of driving experience (21 years of age or older), and they have acceptable criminal records check, and
 - b. They agree to an annual Motor Vehicle Records (MVR) check, and have less than six (6) points accumulated against their MVR in the past two (2) year period. However, individuals with less than six (6) points accumulated, who have a major violation or conviction appearing on their MVR (e.g., reckless driving or driving under the influence – DUI) will not be allowed to operate Metro Government Vehicles if that violation is within the past four (4) years.
 - c. if authorized to operate passenger vans that are listed as fifteen (15) passenger capacity, employees must attend a driver's education course each year, as offered by Public Works & Assets (Fleet), to obtain training in the safe operation of multi-passenger vans.
5. Seasonal "Brightside" employees are allowed to operate Metro Vehicles if they meet the criteria contained in Section 1.2 (F) (4) (a-d) of this policy.
 6. Seasonal "Mosquito Control" employees in the Metro Health Department are allowed to Operate Metro Vehicles if they meet the criteria contained in Section 1.2 (F) (4) (a-d).
 7. The employees of other governmental, or quasi-governmental, agencies are permitted to operate Metro vehicles for the purpose of conducting official business only if:
 - a. Such usage has been approved, in writing, by the Director of Public Works and Assets
 - b. All individuals must meet the criteria in 1.2 (F)(4) (a-d) of this policy, and their employer must keep current documentation of the same.
 - c. At this time, the list of approved governmental agencies, includes:
 - All Jefferson County volunteer fire departments
 - Jefferson county Clerk employees
 - Commonwealth Attorney employees
 - County Attorney employees
 - Coroner's Office
 - Governmental law enforcement agencies, as requested by the Police Department

1.3 VEHICLE SPECIFICATION

- A. A compact or subcompact vehicle will be assigned, whenever possible, for assignment in which no more than two (2) employees must be transported for local travel.¹
- B. A pick-up truck, carryall, or service vehicle will be assigned when the permanent assignment of a vehicle is justified on the basis that tools or other special equipment must be transported to the work site.
- C. Vehicles assigned under the "A" Classification will have 2-way radio equipment installed to facilitate rapid communication.

¹ Local travel is described as follows.

- D. Any vehicle (i.e., Van, Bus) designed to transport sixteen (16) or more passengers, including the driver, is required by the Ky. Department of Transportation to have an operator/driver who has a valid CDL (Commercial Driver's License).
- E. All Metro employees required to operate a fifteen (15) passenger van must complete a driver's training program specific to the operation of such a vehicle. The training program will include both classroom and road course instruction, and will be coordinated by the Public Works and Assets Department (Fleet Services).

1.4 CLASSIFICATION OF VEHICLES – GUIDELINES FOR VEHICLE USAGE

The Director of Public Works and Assets may set minimum annual usage standards (miles/hours) for vehicles, or equipment, in the fleet. The Director of Public Works and Assets may permit the departments to operate, or assign, vehicles outside of the usage standards on an approved exception basis.

Vehicles will be assigned to each Agency/Department and authorized for use in these Classifications:

Class A

Class A vehicles are permanently assigned to a job slot for full-time, 24-hour use, without restrictions as to personal use. Assignments to Class A may be made under the following conditions:

1. If the employee's return to work, in emergency situations or unanticipated problems, is necessary to the solution of such problems, and if such situations may be anticipated to occur frequently.
2. If the employee is subject to emergency calls requiring an officially marked vehicle, the vehicle shall be equipped with the necessary emergency attachments (i.e.; lights and/or a siren).

Class B

Class B vehicles are permanently assigned to a job slot for working hours, plus travel to and from work.

Class B vehicles are not assigned for personal use. Vehicles may be assigned in Class B for one or more of the following reasons:

1. If the employee must perform official assignments on the way to and from work that require an out-of-way journey, and if such duties arise in the normal performance of job responsibilities on a regular or recurring basis.
3. If the employee has frequent anticipated calls requiring him to return to work at other than normal working hours.

Class C

Class C vehicles are permanently assigned to an Agency/Department for use during working hours only. This means they are not to be driven to and from work. Vehicles are assigned in Class C if one or more of the following conditions are met:

1. If the regular use of a vehicle averages 500 miles or more per month for Official Business.

2. If the job requires transportation of unusually heavy or bulky loads or other materials such as large tools or dangerous chemicals. (Possible truck use).
4. If Official Business usage may subject a vehicle to hazardous road conditions, thus rendering mileage reimbursement inadequate compensation for use of a private vehicle.
4. If the nature of the job requires the use of an officially marked vehicle.
5. This Class shall include all departmental Pool vehicles.

Class D

Class D vehicles are permanently assigned to elected officials. The use may vary, as is necessary and budgeted.

1.5 VEHICLE USAGE AS A FRINGE BENEFIT

- A. All employees affected should be given a copy of this section to read and maintain in their personnel files.
- B. Regulations of the Internal Revenue Service (IRS) state that non-cash benefits provided to municipal employees must be treated as taxable income.
- C. Vehicle assignment of Classes A, B, and D are considered to be non-cash fringe benefits. In accordance with IRS regulations, the Public Works and Assets Department will apply the appropriate dollar values to vehicle usage, and add that amount to the gross amount of the paycheck. Each employee assigned a vehicle in Class A, B, or D, will be notified each year of the appropriate rates.
- D. All payroll taxes (Federal, State, F.I.C.A., and Occupational Taxes) are withheld from the weekly and bi-weekly paychecks. The total amount of computed vehicle usage benefit is reflected in the gross earnings on the annual W-2 Form.

1.6 GUIDELINES FOR ASSIGNMENTS

The following guidelines shall be used to determine vehicle assignments:

- A. The Director of Public Works and Assets will determine vehicle assignments to each Department in each of the three (3) classes (A, B, & C). Exceptions to the standards for assignment will be made in the judgment of the Director of Public Works and Assets, if evidence is produced to show that an exception should be made. Request for exception should be in writing with the justification outlined.
- B. The Department Director shall determine vehicle assignments to individuals under Classes A, B, and C, within the prescribed department total. Any changes in these totals must be approved by the Director of Public Works and Assets, with the exception of a move to a more restricted class of use.

1.7 IDENTIFICATION AND MARKING OF VEHICLES

- A. Except as provided below, each Louisville-Jefferson County Metro Government owned vehicle will be conspicuously marked. Such markings shall include the seal of the Louisville-Jefferson County Metro Government and the assigned number of the vehicle.
- B. The Director of the Public Works and Assets Department shall be responsible for assuring the uniform identification of Metro Government vehicles.

1. All Class A, B, & C vehicles will have the official plates placed on them.
 2. All Class B & C vehicles will be marked with the Louisville-Jefferson County Metro Government Seal.
 3. All Assistant Directors who are assigned a vehicle will have Class B vehicles, and they will be marked with the Metro Government Seal.
 4. The only exception to the above policy will be the vehicles assigned Alcohol/Beverage Control (ABC), because of the nature of their work.
- B. When it is determined to be in the best interest of Louisville-Jefferson County Metro, and subject to legal restrictions, certain vehicles may be unmarked. Such determination, even for temporary assignment, shall require a written request from the Department Director, with endorsement by the Director of Public Works and Assets.
- C. If approved by the Director of Public Works and Assets, the name of a department may be added to the standard markings on vehicles assigned regularly to that department. No other titles or markings will be permitted and department names shall be displayed in a uniform manner.
- D. It is specifically prohibited for any individual to place any type of bumper sticker or sticker of any type to a Louisville-Jefferson County Metro Government vehicle unless the sticker relates to a Metro Government service or program and has been approved by the Director of Public Works and Assets.

1.8 RECORD KEEPING

- A. It is the responsibility of the Public Works and Assets Department and each Department Director to maintain accurate records of Vehicle Assignments and Class Use. Confirmation of Vehicle Assignments is to be reported annually to the Director of Public Works and Assets or their designated representative.
- B. Each Department Director shall designate one employee as the Department Vehicle Coordinator, to maintain all assignment information and Vehicle Use Reports for assigned vehicles. A department inventory record shall be maintained and updated in a timely manner, whenever changes are made and submitted to the Director of Public Works and Assets. This report will show the vehicle number, make and model year, and the name or job slot of the principal operator.
- C. It is the responsibility of the driver of a Louisville-Jefferson County Metro Government vehicle to accurately report mileage, vehicle number, and all other information required when refueling the Metro Government vehicle in accordance with the authorized fueling sources used: manually at the pump of an attended Metro Government operated fuel site; by key pad on the data consoles at data-linked Metro Government operated fuel sites; or by key pad at commercial Louisville-Jefferson County Metro Government contracted Metro-area vendor fueling stations.
- D. The Director of the Public Works and Assets Department shall maintain a record of current assignments by user agency, department, and class of use. This inventory record shall be updated as changes are received. The inventory record should include the vehicle number, make and model year of vehicle, and the name of the agency/department to which it is assigned. This report shall be forwarded annually to the Director of Public Works and Assets.

- E. Each Department Director shall be responsible for making sure that all employees authorized to operate a vehicle have signed a Vehicle Personal Use Liability Agreement form and that the appropriate copy of this form is kept in the Department's personnel file, and on file in the Department of Human Resources.

1.9 OUT OF TOWN USE²

- A. A request for approval shall be submitted to the Director of the Public Works and Assets Department, or their designee, noting when out of town travel will be taken in a Louisville-Jefferson County Metro Government vehicle. The request must also include the destination and reason for travel. In accordance with the Finance Department's Out of Town Travel Policy, Out of Town Travel is defined as official travel in excess of 100 miles (one way) from Louisville.
- B. In unusual circumstances, when a vehicle is approved for extended travel, all expenses for gasoline, oil, etc., not obtained directly from the Public Works and Assets Department, shall be paid from the out of town travel budget of the user agency/department on an actual cost basis verified by receipts.
- C. When a Metro Government vehicle is being used for out of town travel, all the same rules regarding the use of that vehicle will apply, as set forth in this Vehicle Use and Assignment Policy. Employees using a Metro Government vehicle should be conscious of their responsibility as a representative of Louisville-Jefferson County Metro Government, when operating an official vehicle in another community. Violations may result in loss of the vehicle to the individual and/or agency/department. The Director of Public Works and Assets shall make the final determination concerning violations of this policy.
- D. Any out of town trip for personal purposes in a Class A automobile shall require written approval of the Director of Public Works and Assets prior to the proposed trip.
- E. Please refer to all of Section 1.1, General Information, and primarily Subsection B, regarding transportation of groups of individuals in vans or buses, 100 miles or more outside of Louisville Metro.

1.10 REPORTING OF ACCIDENTS OR VEHICLE ABUSE

- A. Any/All traffic accidents involving a Louisville-Jefferson County Metro Government owned, leased, or rented vehicle, whether resulting in visible damage or not, should be immediately reported to the Louisville-Jefferson County Metro Police Department requesting that a Police Accident Report be made at the accident scene, and to the employee's Supervisor. An Auto Incident Report (***see attached form***), signed by the Supervisor, should be sent to Risk Management Division, Department of Finance/Budget, within twenty-four (24) hours of the accident. If the vehicle is damaged, an appointment should be made with Louisville-Jefferson County Metro Fleet Services for a damage estimate.

In the absence of other departmental policy, the following minimum guidelines are to be followed with regard to the investigation of all accidents involving a Metro vehicle

1. The individual driving the Metro Vehicle involved in the accident shall immediately

²Out of Town Travel is defined as: Travel that is in excess of 100 miles, one way, from the Louisville Metro area.

Notify their supervisor, and it responsible for completing and submitting all incident reports, accident reports (Police) and other required documents within twenty-four (24) hours.

2. Within thirty (30) days of notification, the Department Director will review all available Evidence to determine if employee negligence, misuse, or departmental practice and procedures contributed to the cause and/or severity of the accident.
 3. The Department Director will issue a decision regarding disciplinary action of the employee(s), and any other actions to be taken in an effort to prevent similar accidents (to include additional training for the employee or department).
 4. The Department Director will promptly report all such actions, regarding the vehicle accident, to the Director of Public Works and Assets (or their designee).
- B. Any charges of misuse or abuse of a Louisville-Jefferson County Metro Government owned, leased, or rented vehicle, from citizens or Metro Government employees not in the user Agency/Department, should be made through the Department of Public Works and Assets (Fleet Services). Charges of this nature, originating within the user agency/department, should be made to the Director of that Agency/Department. The Director shall then take appropriate measures to verify the charge and correct the problem.
- C. Louisville-Jefferson County Metro Fleet personnel shall report any suspicion of vehicle abuse to the Director of Public Works and Assets, or the Public Works and Assets Fleet Administrator.
- D. Metro Government employees injured in any Louisville/Jefferson County Metro Government vehicles should immediately report their injury to their supervisor, and the supervisor should complete a Workers' Compensation First Report of Injury Form (IA1 Form), unless the injured employee is an authorized Class A or Class D Operator operating the vehicle for authorized personal use, then the supervisor should advise the employee to contact their own personal automobile insurance agent to file a claim for medical and partial lost wages for injuries sustained under their own personal auto policy's No-Fault Protection.

If the employee does not own a personal vehicle, and is not insured under a personal automobile policy, the employee should be referred to the Kentucky Assigned Claims Plan (the most current address and telephone number is in the Louisville telephone directory) to file a claim for medical costs and lost wages from injuries sustained.

All IA1's should be immediately forwarded to the Risk Management Division for processing, in order to comply with the State Workers Compensation Law's reporting provisions. Any accident involving a fatality or three (3) or more hospitalized employees must also be immediately reported to State OSHA through the Louisville-Jefferson County Metro Government's OSHA office at 574-3046. If outside normal business hours, report directly to state OSHA at (502) 564-7360.

If the employee was involved in any type of auto accident while operating the vehicle for personal use, the supervisor must notify Risk Management that the accident occurred while on personal use, so that Risk Management can notify the employee, in writing, of the amount of liability protection provided by Louisville-Jefferson County Metro Government.

Individuals of other governmental or quasi-governmental Agencies permitted to drive Metro vehicles for official business purposes only, as per section 3.2.F.7. must follow the

accident reporting guidelines in 1.10.A. above. They should also contact their employing Agency to report a Workers Compensation Claim to their employer, if injured.

- E. Employees who are issued citations for any offense while using a Metro vehicle must notify their supervisor immediately when practical, but in no case later than 24 hours after the occurrence. Failure to provide such notice may be grounds for disciplinary action.

1.11 PARKING RESTRICTIONS

- A. Louisville-Jefferson County Metro Government vehicles shall not be parked in No-Stopping Anytime Zones, Commercial Loading Zones, Fire Lanes, or other areas where traffic movement or normal access would be blocked. Metro Government vehicles parked illegally will be towed away by the Louisville-Jefferson County Metro Police Department, and the user agency/department notified. In the event of repeated violations, the Fleet Administrator shall report the situation to the Director of Public Works and Assets for action.
- B. Employees operating Louisville-Jefferson County Metro Government vehicles may park in authorized areas, "No Parking Zones," and at parking meters for short periods of time while conducting official business AND displaying an official Metro Parking Permit (PARC). When parking is required for a period longer than two (2) hours, a commercial parking facility or other off-street parking should be used.
- C. Employees operating Louisville-Jefferson County Metro Government vehicles should exercise good judgment and discretion when parking so as to avoid embarrassment for, or discredit to Metro Government.
- D. Employees with A or B assignments may not park their vehicles overnight outside of the Metro area unless otherwise authorized by the Director of Public Works & Assets.

1.12 VEHICLE MAINTENANCE

- A. All Louisville-Jefferson County Metro Government vehicles are maintained on a preventive maintenance (PM) schedule. When a vehicle is scheduled for preventive maintenance, the user agency/department will be notified a week in advance by Louisville-Jefferson County Metro Fleet Services. The notice shall include the equipment number, type of vehicle, date of maintenance, and the location of the garage at which the service will be performed.
- B. The preventive maintenance (PM) schedule shall be observed, unless a request for rescheduling is received and approved prior to the scheduled date. Failure to comply with the schedule will result in corrective action by the Director of Public Works and Assets.

1.13 USE OF LOUISVILLE-JEFFERSON COUNTY METRO GOVERNMENT FLEET FUEL CARDS

Louisville-Jefferson County Metro Government Fleet fueling sources available to operators of Metro Government vehicles include the following:

- Department operated fuel sites
- Data-linked Metro Government operated fuel sites and
- Commercial Metro Government contracted metro area vendor fueling stations

Regardless of the fuel sources used, the driver is responsible for input of correct mileage. Incorrect mileage input results in erratic preventive maintenance (PM) scheduling.

Repeated discrepancies in mileage reporting may result in the driver and/or vehicle being “**locked-out**” of the fueling system. Metro Government agencies/departments are responsible for promptly reporting to Metro Fleet the terminations/reassignments and new employees, so that security/access can be closed or opened, as appropriate. To ensure accurate records of these transactions, and to account for fuel supplies as well as for administration of vehicle operation and maintenance, agencies/departments are to comply with the control measures provided below.

A. Department Operated Metro Government Fuel Sites

Departments of the Louisville-Jefferson County Metro Government operate numerous auxiliary fuel sites. These auxiliary sites are primarily maintained for refueling of grounds maintenance equipment, and have limited storage capacity. Fuel transactions at these sites are recorded manually. Use of auxiliary sites for vehicle fueling is discouraged; however, if agencies/departments must use such sites for operational reasons, the following procedures should be followed:

1. Operation – If fuel is received from a pump that is attended, the driver is responsible for supplying mileage, vehicle number, and other information to the attendant for recording to the manual record.
2. Administration – Manual records are forwarded to Metro Government. Fleet Division, Public Works and Assets Department, for input to the database.

B. Data-linked Metro Government Operated Fuel Sites

1. Operation – When accessing the fuel data system, the driver is responsible for reporting the correct mileage. Mileage recorded in these transactions goes directly into the fleet database, which automatically updates the schedule for preventive maintenance (PM) services. Incorrect mileage input will adversely affect the maintenance scheduling for the vehicle. In addition, repeated discrepancies in mileage reporting may result in a “lockout” from the fuel data system.
2. Administration - **Switching of fuel cards from one vehicle to fuel another is prohibited.** Obtaining fuel with unauthorized vehicle fuel cards will result in “lock out” from the fueling system, and may subject the user and the Metro Government department/agency involved to an investigation. If a card is lost, stolen, broken, or found to be defective, this should be reported immediately to Metro Fleet Services Division, for close-out of old card data, as needed, and for issuing of a new fuel card. Driver/Operators are warned to safeguard cards from extended direct exposure to sunlight, excessive heat, or electrical/magnetic fields. These can damage the magnetic strip, rendering the card(s) useless.

C. Commercial Metro-Area Contractor/Vendor Owned and Operated Fuel Stations

1. Operation – Vehicle operators access the fuel station system using the commercial firm’s standard console at the pump, via a single “credit-card.”
2. Administration – Access cards for this fuel source must be prepared and issued by the commercial, Louisville-Jefferson County Metro Government contracted vendor. Louisville-Jefferson County Metro Fleet Services coordinates reporting and ordering of the cards, as well as provides oversight to the Metro fuel system and process. Fuel cards are received by and issued to Metro Government agencies by Metro Fleet Services Division, Public Works and Assets Department.

A single card is issued to the vehicle, with a PIN number to the driver. Both the card and the PIN number must be safeguarded. To refuel at the commercial fuel site, the driver follows the instructions on the pump console that indicates that he/she inserts the card and uses the keypad, then the PIN number must be keyed in, along with the vehicle mileage information, grade of fuel (i.e.; gasoline – RFG, grade 87).

If a fuel access card is lost, stolen, broken, found to be defective, or if a PIN number has been compromised, this should be immediately reported to the Metro Fleet Services Division, so the card/PIN number can be canceled from the access system, and a new card/PIN number issued. Drivers/Operators are warned not to abuse cards and to safeguard cards from direct exposure to sunlight, excessive heat, or electrical/magnetic fields, which can destroy the magnetic strip coding, rendering the card useless. Use of fuel cards for special travel outside the Louisville Metro area must be coordinated with Metro Fleet Services Division.

C. Intentional Theft, Misuse, or Fraud

In the event that a Metro employee, or other authorized driver, is determined to have committed an intentional act of theft, misuse, or fraud involving a Metro fuel card, or other vendor-purchasing device, they will be subject to disciplinary action and criminal prosecution.

E. Other Vendor Purchasing Devices

As deemed necessary, Metro Government may issue additional vendor purchasing devices to vehicles/equipment (oil changes, tire services, etc). These items are to be treated with the same care and respect as fuel keys/cards, and are subject to the same procedures and sanctions for use, misuse, theft, and fraud.

1.14 SEAT BELT USE

All occupants of Louisville-Jefferson County Metro Government vehicles (Metro Government and non-Metro Government employees) are required to properly use seat belts while Metro Government vehicles are in operation. The operator of the vehicle is responsible for ensuring that all occupants properly use seat belts. Failure to do so will result in disciplinary action being taken by the employee's Department Director.

1.15 SANCTIONS

As adopted operating policy for Metro Government, the Chief Administrative Officer may prescribe minimum sanctions, for all departments, and other governmental or quasi-governmental Agencies authorized in section 1.2.F.7.regarding violation of the Metro Vehicle Use and Assignment Policies. Further, upon a Department's written request, the Director of Public Works and Assets may, at his/her discretion, in writing, allow exceptions to any sections of this policy, as they deem in the best interest of Metro Government.

1.16 EFFECT OF POLICY ON POLICE, FIRE, EMERGENCY MEDICAL SERVICES (EMS), AND OTHER DEPARTMENTS.

This policy supersedes or replaces policies and guidelines in effect for vehicle usage, assignment, or maintenance. However, individual Departmental guidelines, which are more stringent or relate directly to the administration of the individual department, may change.

POLICY APPROVED BY:

DATE: _____

Ted Pullen

DIRECTOR

Public Works and Assets Department

