City of Shakopee

VEHICLE ACQUISITION, USE AND REPLACEMENT POLICY

I. PURPOSE AND NEED FOR POLICY

This policy will provide uniform criteria for all City departments and operations in the acquisition, use and replacement of vehicles. The City of Shakopee is dedicated to managing its resources in a fiscally responsible manner. Therefore, a specific need should be demonstrated before a new vehicle is added to the City's fleet, and every existing vehicle should be utilized to its greatest economic extent prior to replacement. The personal use of City vehicles will be defined to ensure proper accounting and maximum efficiency of public purpose. The acquisition of additional vehicles to the City's overall fleet and their replacement should be only as necessary to allow the City to provide the services and perform the duties and responsibilities that are expected by the public within budgetary constraints.

POLICY CONSEQUENCES

1. Non-compliance with this policy by the driver/operater may result in disciplinary action; and

2. The supervisor shall ensure that all employees adhere to this policy and deal promptly with all non-compliance issues.

II. VEHICLE ACQUISITION POLICY

The many varied aspects of public service provided by the City of Shakopee require the use of different types of vehicles. These include:

Type A) Administrative vehicles used primarily to transport employees to/from locations of work activity (i.e. administrative and inspection vehicles);

Type B) Specialty light and medium duty vehicles necessary to assist City employees in performing their duties (i.e. squad car, survey vehicle, utility repair truck, etc.);

Type C) Specialty heavy duty vehicles used to actually perform a physical function (fire truck, road grader, dump truck, etc.).

The type of vehicle purchased shall be that which is determined to be most appropriate and cost effective for that vehicle's function. Due consideration shall be given to acquiring the most energy efficient and environmentally friendly vehicle that will meet the operational requirements.

A. Staff Transportation Vehicles

A vehicle shall be acquired by the City of Shakopee and assigned for staff transportation only if one or more of the following occur.

1. If the City has deemed it appropriate to identify the driver and/or passengers as City employees on the way to/from remote work locations or while performing their official duties.

2. a. If a specific job description results in an employee accumulating a minimum of 3,000 reimbursable miles per year on their personal vehicle traveling to/from alternate work locations,

Or

b. If an operational division has a cumulative staff mileage reimbursement of 10,000 miles per year or more.

3. If the City Administrator has determined that a vehicle should be provided as part of a position's responsibility and meets the requirements of State Law.

4. A pooled vehicle(s) shall be available at City Hall for multi-departmental use.

B. Job Assistance Vehicles

1. In certain circumstances, City provided and equipped vehicles are necessary to allow employees to perform their job functions. In those circumstances, the City shall provide the specific required type of vehicle and equip it with the necessary tools, equipment and devices necessary to allow a City employee to perform their duties in an efficient and safe manner. These vehicles are available through a pool concept on an operational basis determined to be most efficient by the department head(s).

C. Job Performance Vehicles

1. If a certain specialty type of vehicle is deemed necessary by a department to perform a specific work task, it shall be justified in writing by the department head and subject to budgetary constraints. The method of acquisition (purchase, lease or rental) shall be determined by the Finance Director.

2. Specialty pieces of equipment shall be shared interdepartmentally to the greatest extent possible subject to seasonal/usage availability in order to avoid redundant acquisitions.

III. VEHICLE REPLACEMENT POLICY

A. Minimum Replacement Standards

City vehicles should be replaced based on the condition of the vehicle and ability to perform its function as determined by Fleet Management.

B. Replacement Evaluation Process

Any City vehicle which has been proposed for replacement shall have a standard Vehicle Evaluation Form completed with a written recommendation by the City Mechanic and Fleet Manager delineating the justification for its replacement. A sample Vehicle Evaluation Form is attached hereto.

C. Disposition of Used Vehicles

Before a vehicle is removed from the City's Fleet, the Fleet Manager shall review all City current vehicles of similar type and determine if it would be economically beneficial to switch with another existing vehicle before disposal. All vehicles to be disposed of will be coordinated by the Fleet Manager and Finance Division to determine the most economical method and time. Vehicles may be retained for continued use by the City for a period not to exceed 9 months from the date the new vehicle is placed into service. Vehicles removed from service in the Police and Fire Departments and those vehicles that regularly operate out of the city limits, shall be evaluated for reliability to see if they should be retained for local use and thereby minimize the acquisition of new vehicles. An example of this is a car removed from squad duty that is serviceable for non-emergency use and assigned to a building inspector. Assignment/reassignment of vehicles shall be determined by the Fleet Manager.

IV. PERSONAL USE OF CITY VEHICLES

City vehicles shall not be used for personal use except for the following situations:

A. Assigned Take-Home Vehicles

City employees, (listed below) who are required to respond directly to a work-related situation from their residence or normal work location shall use a City vehicle (Type A or B) to commute under the following conditions:

1. Full time staff;
   - The Police Chief and Fire Chief shall use an assigned vehicle for commuting use if it is within 30 minutes of the City of Shakopee.
   - The vehicle is not available for other than minimal personal use outside of the city and/or commuting to/from the place of residence.
   - Assigned vehicles may be used for personal business and dependants may ride along if the employee plans to respond to calls. Dependents shall be removed from the vehicle before responding when practical, if not, the response shall be "non-emergency".
   - Assigned vehicles are not designated for the exclusive use of the employee.

2. Paid On Call Staff;
   - Three higher ranking officers of the Fire Department shall use a light duty vehicle for commuting use including their regular place of employment if it is within 15 miles of the City of Shakopee.
   - Assigned vehicles are not designated for the exclusive use of the employee. For scheduled leaves of absence by the designated employee exceeding 2 workdays, the City vehicle shall be made available for departmental use.
   - These vehicles shall not be taken out of the limits of the City of Shakopee, Louisville and Jackson townships (except commuting use above) unless the trip is for a Fire Department business purpose.
   - Assigned Fire Department vehicles may be used for personal business and dependants may ride along if the employee plans to respond to calls. Dependents shall be removed from the vehicle before responding when practical, if not, the response shall be "non-emergency".

3. Job performance specialty type vehicles (Type C) shall not be used for personal use or commuting.

B. Occasional Take-Home Vehicles

City employees may occasionally use a City vehicle (Type A or B) to travel to/from the employee's residence under the following conditions.

1. Police and Fire officers on duty may take cars home in the city at the discretion of the Police or Fire Chief.

2. If the City employee has scheduled City business away from their normal workstation and the number of miles traveled, or time needed to conduct the business, will be minimized if the employee uses a City vehicle to commute to/from the employee's residence before/after traveling to the place of business.

3. The vehicle is not available for other than minimal personal use beyond commuting to/from the place of residence as described above.

V. CITY USE OF PERSONAL VEHICLES

A. Mileage Reimbursement

1. All employees of the City will be paid mileage for use of their personal vehicles and reimbursed for all related legal parking costs while conducting official City business. The mileage rate will be the maximum reimbursement rate allowed by the IRS for non-taxable income. However, employees are encouraged to use available City vehicles whenever possible while conducting official City business.

2. Normal personal commuting mileage from home to work or work to home is not reimbursable. If an employee uses a personal vehicle to travel to a work responsibility on the way to or from work, normal personal commuting mileage shall be deducted from the total trip mileage used to calculate the reimbursement.

3. Employees must have liability insurance coverage on their vehicle and may be required to furnish proof of insurance to the city.

B. Monthly Allowance

The City Administrator and/or Department Directors may receive a monthly allowance as set by the City Council. A monthly car allowance is subject to the following conditions:

1. The monthly allowance covers all business miles driven within the seven-county metropolitan area. Any travel outside this region in a personal vehicle will be reimbursed according to Section V.A.

2. City vehicles may be used:
   a. In an emergency work situation when the personal vehicle is not available,

   b. For work-related off-road driving when the personal vehicle would be subjected to conditions above normal wear and tear on a vehicle,

   c. In severe adverse weather conditions,

   d. Where the employee must travel by vehicle outside the seven-county metropolitan area

3. The employee has the option to decline the monthly allowance and claim reimbursement under V.A. above.

C. Other Costs

Employees are responsible for all costs related to personal vehicle ownership and operation. The City is responsible for all costs related to installation and maintenance of City equipment in the vehicles which is necessary in order for the employee to perform the position's functions. The City is also responsible for all costs related to the removal of such equipment and to the restoration of the vehicle caused by such removal.

VI. VEHICLE IDENTIFICATION

A. Color/City Logo

All City vehicles shall be licensed and marked as appropriate for their specific use as follows:

1. All Administrative transportation vehicles (Type A) shall have the City's name prominently displayed on the side panels complying with state law. The City's official logo and/or department logos as approved will be applied when it is beneficial to have it displayed to the public as determined by the Department Head and as approved by the City Administrator.

2. All specialty type vehicles (Type B or C) shall have the City name prominently displayed on the door panel or other highly visible location.

3. Marked police squad/patrol vehicles shall be white or black and white and shall display the City name and vehicle number, and it shall contain lettering identifying it as a police/law enforcement/emergency vehicle. The color of unmarked police vehicles will be at the discretion of the Police Chief as necessary to minimize their detection as a law enforcement vehicle.

4. Fire Department vehicles shall be red with the City's name and vehicle number displayed and shall contain lettering identifying it as a fire response emergency vehicle prominently displayed on the side panels.

5. All other vehicles purchased new shall be manufacturers standard medium blue in color or if blue is not available as a standard color, white shall be used unless there is no color choice available. Vehicles shall not be repainted solely to change the color.

VII. Passengers

Carrying of passengers, (other than city employees, carpooling to meetings or dependents going along to a conference) is prohibited unless it is for a business purpose. Exceptions to this provision may be approved by the City Administrator.

Fire Department vehicles in parades and musters in surrounding cities, Shakopee community events, fire prevention activities and Shakopee fire fighter funerals, may carry passengers as specifically authorized by the Fire Chief. All passengers shall wear proper restraints except during the actual parade at "parade speed".

See section IVA for assigned take-home vehicles and passenger provisions.

VIII. Seat Belts

All occupants of city vehicles shall use proper restraints devices (seat belts) when the vehicle is in motion. The exception is for frequent stops where the vehicle is moved two blocks or less such as street patching.

IX. Engine Idling

A. Purpose

This document outlines the policy of a one minute idle time to: reduce the air pollution from vehicle and equipment exhausts, create a healthier environment, promote energy (fossil fuel) conservation, reduce noise pollution and reduce wear and service needs on vehicles and equipment.

B. General

Vehicles and equipment idling have a significant impact upon the environment. The main areas of environmental impact are air quality and fuel consumption. Air quality is affected by the creation of smog (ozone in the lower levels of the atmosphere and production of carbon monoxide and other air borne pollutants). The affects on humans (and animals) may include respiratory problems ranging from not being able to handle extended outdoor activities to asthma and related disorders.

C. Scope

This applies to all employees who are authorized to operate a vehicle/equipment owned, leased or rented by the City of Shakopee.

D. Policy

1. The driver/operator shall:
   Not idle the vehicle/equipment while completing a circle check (unless required for air brake pressure or other critical checks or pollution control system idling as necessary), shut down the

vehicle/equipment when it is expected to exceed the ***one minute idle time***, ensure that vehicle/equipment deficiencies are reported immediately to the immediate supervisor or if it is unsafe to turn the unit off, idle the vehicle/equipment only if the motor is required to power auxiliary equipment, idle the vehicle/equipment only under extreme weather conditions, and idle the vehicle equipment only when the health and safety of employees or others may be jeopardized.

2. The supervisor shall:
   Make sure that employees are made aware of this policy and ensure that all employees adhere to this policy.

3. Fleet Services shall:
   Idle vehicles/equipment only when necessary for maintenance and diagnostic purposes and ensure that idling be kept to a minimum.

E. Exemptions

1. For vehicle equipment maintenance and diagnostic purposes.

2. Under extreme weather condition or any other time when the health and safety of employees or others may be jeopardized.

3. If the unit is not expected to restart due to mechanical problems (to be repaired ASAP).

4. Police of Fire units while operating in emergency mode or training when needed to power warning lights and equipment and not for the convenience or comfort of the operator.

5. When the engine is required to power auxiliary equipment (i.e.: hoist, lift, computers, safety lighting, and internal equipment).

6. For proper cool down for heavy vehicle/equipment

7. When stopped in traffic or at an official traffic control device.

F. Procedures

1. The driver/operator will:
   a) Check the vehicle/equipment prior to leaving to ensure that safe turn off of the unit can be accomplished.
   b) Report all defects to Fleet Services and provide to the immediate supervisor to determine if it is safe to be operated or needs to be repaired immediately if the unit can not be turned off.
   c) Turn off and remove the keys from the ignition when the vehicle/equipment is left unattended.
   d) Turn off the vehicle/equipment, unless the vehicle/equipment motor is to be used for auxiliary power.
   e) Turn off the vehicle/equipment when it is expected to exceed the one-minute idle time, and it is safe to do so.

2. The supervisor will:
   a) Report issues to Fleet Services when the vehicle/equipment is reported to be unsafe to turn off.
   b) Determine if vehicle/equipment is to be operated or put in for immediate repair.
   c) Put in a request to Fleet Services.
   d) Instruct employees of this policy.
   e) Ensure that all employees adhere to this policy.

X. Operation

Only city employees may operate city vehicles or equipment unless the vehicle is used by another agency under a mutual aid agreement.

Operators shall obey all applicable rules, regulations and laws and have a valid license.

Operators shall not be under the influence of drugs or alcohol.

No smoking in city vehicles/equipment.

Use of cell phones/PDAs and other distractions must be avoided when operating vehicles or equipment.

No temporary part-time employee shall operate city vehicles/equipment unless directed to do so by a supervisor.

Operator shall report any involvement in an accident or any ticket/citation with a city vehicle to their supervisor who in turn shall report it to Finance.

GPS units may be installed in vehicle/equipment for fleet management and monitoring purposes.

XI. RESPONSIBILITY

Departments with assigned vehicles are responsible for the maintenance and cleaning of such vehicles. Vehicles may be professionally cleaned once per year. The cost of cleaning a vehicle before it is disposed of or turned over to another department is the responsibility of the department that had prior use of the vehicle. Operators are responsible to do a daily walk around for the condition of the vehicle which includes checking engine oil at least weekly. Vehicles shall be washed at least weekly during the salt season and as needed otherwise to maintain the vehicle and present a good appearance to the public.

The City Administrator is responsible for the enforcement of this policy. City employees may not deviate from the policy unless they have approval from the City Council.

The employee is responsible for any traffic violations/citations incurred while operating a city vehicle.

Revised 9/2008.
Revised 9/6/2022.

VEHICLE EVALUATION FORM

Fleet Services - Equipment Maintenance Section

Unit # _____ Serial # _____ Department _____

Year _____ Make _____ Model _____

Vehicle Description _____

Special Eqpt/Attachments _____

Primary Use _____

Current Mileage _____ Hours _____

Last Year Miles _____ Hours _____

Avg. Annual Miles _____ Hours _____

Purchase Price _____ (includes special equipment)

Est. Replacement Cost _____ (includes special equipment)

Est. Average Life _____ years/hours/miles

ANALYSIS OF UNIT

YEAR					
Annual Operating Costs					
Cumulative Operating Costs					
Annual CPM or CPH					
Life-To-Date CPM or CPH					
Average CPM or CPH for vehicle class					
% Downtime - Annually					
% Downtime - Cumulative					
%Downtime by Class					

Body, mechanics and/or chassis condition comments:

Prepared by	Reviewed by

Vehicle Categories

Administrative (Type A)	Expected Life Years	Miles/Hours
Sedan	10	100,000
Fire Admin	6	80,000
Compact Pickup	10	100,000
Vans	10	100,000
Squad Car	4	100,000
Electric Vehicles	8	100,000
Specialty		
Light Duty (Type B)		
SUV	10	100,000
Pickup ½ - ¾ Ton	10	100,000
Utility/Carts	10	100,000
Medium Duty (Type B)		
Utility Truck	10	100,000
4x4 Pickup	10	100,000
Truck 1 - 1 ½ Ton	10	100,000
Skid Steer Loader	1	300
Fire Grass Rig	15	-
Mowers – regular mowing	2	
Mowers – Reel/Slope mowers	10	-
Tractor	10	-
Zamboni	10	
Heavy Duty (Type C)		
Dump Trucks	15	80,000
Front End Loader	15	6,000
Alley Grader	15	6,000
Backhoe/Trackhoe	20	6,000
Sweeper	10	5,000
Jetter	15	8,000
Tanker/Flusher	15	8,000
Sewer Vac	15	-
Pumper	20	-
Aerial Truck	20	-
Garbage Truck	10	