

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDURES

Section D: **RISK MANAGEMENT**
No. 09 **Take Home Vehicle Policy**
Revised and Approved: **04/08/22**

1.0 Purpose:

- 1.1 The purpose of this policy is to establish guidelines for city vehicles which are taken home by employees.

2.0 Scope:

- 2.1 This policy applies to all Departments and employees.
- 2.2 Individual Departments may have additional procedures regarding take-home vehicles as approved by the City Manager.

3.0 Policy:

- 3.1 City vehicles cannot be used for personal reasons except as provided in this policy.

4.0 Procedures:

- 4.1 A take home vehicle may be assigned to an employee if they meet one or more of the following criteria:
 - a. Needs a vehicle to carry out the assigned duties of the job.
 - b. Frequently responds to emergency calls from home, on call-back or standby status; or applicable to Public Safety response protocol.
 - c. Lives in the City of Grand Prairie, within 10 miles of the assigned workplace, or in compliance with Public Safety take home vehicle programs.
- 4.2 The Police Department administers a Home Storage Vehicle Policy-2.34 and contract for employees as authorized by the Chief of Police, City Manager and the City Council for that program in the city. Employees authorized under this program (2.34) shall follow the established procedures stipulated and agreed to by that contract and policy, in addition to general requirements stated herein.
- 4.3 Authorization for Take Home Vehicle use may be discontinued at the discretion of the Department Director, City Manager and/or designee overseeing an individual departments' program. Basis for discretionary discontinuance may include a review of the frequency of trips made to work from home, funding, loss of vehicle due to damage or maintenance issues, moving outside of city limits, or any other reasonable reason in review of the efficiency of the program.
- 4.4 The city-owned vehicle may only be used for official city business.
 - a. Public Safety's personnel shall adhere to applicable (Police) contract requirements or follow the established standard operating procedures by each department.
 - b. Family members or friends of the employee may not be transported in the city-owned vehicle except that family members may occasionally be transported to or from school functions either on the way to work or home at the beginning or end of a work period. Family members or friends may not drive a City vehicle.
 - c. The driver of a city-owned take home vehicle must operate the vehicle in a manner that will reflect positively upon the City of Grand Prairie.
 - d. The Police/Fire Chief or designees may be required to respond quickly to the site of a major incident and who needs the communication and other equipment in the city owned vehicle may use the city owned vehicle at his or her discretion when off duty in

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accordance with pertinent standard operating procedures.

- 4.5 Non-Fire or Police Department personnel with take home vehicles shall follow expectations below:
 - a. City-owned vehicles shall not be used for the convenience of the employee to conduct non-business activities except as determined by the Department Manager with concurrence of the City Manager. Personal vehicles shall be used for such purposes.
 - b. Family members or friends of the employee may not be transported in the city-owned vehicle except as reasonable to transport/pick-up/drop off family members on the way to/from work for school, etc. Department's may have more strict policies.
 - c. Family members or friends may not drive a City vehicle.
- 4.6 Approval must be obtained from the City Manager's Office through each department head before a city-owned take home vehicle is driven outside of Dallas, Tarrant, Ellis or Denton counties, unless such is required or needed to conduct official city business.
- 4.7 In the event of an accident involving a city-owned take home vehicle:
 - a. the accident must be reported to the City Attorney's Office as soon as possible, and no later than 24-hours, from the incident, in accordance with Human Resources Policy, (D06-Damage-Loss Claims Reporting).
 - b. an employee may be required to take a post-accident drug/alcohol test if they sustained an injury and require treatment away from the scene (per Policy E06-Motor Vehicle Policy).
- 4.8 Insurance coverage is provided by the City only when the city-owned vehicle is being used in compliance with this directive and related city policies.
- 4.9 The Department Manager, or designee, is responsible for ensuring employees understand the requirements of this policy if assigned a Take Home Vehicle.

5.0 Appendix: None