

RESOLUTION 22-32

**A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL
AMENDING THE POLICIES AND PROCEDURES MANUAL
SECTION 7.110 (j) TAKE-HOME VEHICLE USE**

WHEREAS, Public Works employees operate vehicles necessary to perform their jobs; and

WHEREAS, the Public Works Department requested the ability to take vehicles home when on call so they can respond more quickly; and

WHEREAS, one employee is on call each week during non-snow months; however with winter storm warnings it could potentially apply to all department employees who may be called on to plow the roads; and

WHEREAS, staff is compensated for time on call plus a minimum of two hours pay with each call therefore no additional compensation would be added; and

WHEREAS, the cost is anticipated to be minimal including added mileage to vehicles and gas consumption;

NOW THEREFORE BE IT RESOLVED by the Council of South Weber City, Davis County, State of Utah, as follows:


Section 1. Amendment: Policy & Procedure Manual 7.110 (j) Take Home Vehicle Use shall be amended as presented in Exhibit 1.

Section 2: Repealer Clause: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the 28th day of June 2022.

Roll call vote is as follows:		
Council Member Halverson	<input checked="" type="radio"/> FOR	AGAINST
Council Member Petty	<input checked="" type="radio"/> FOR	AGAINST
Council Member Soderquist	<input checked="" type="radio"/> FOR	AGAINST
Council Member Alberts	<input checked="" type="radio"/> FOR	AGAINST
Council Member Dills	<input checked="" type="radio"/> FOR	AGAINST

Excused


Rod Westbroek, Mayor



Attest: Ljsa Smith, Recorder



EXHIBIT 1
POLICIES AND PROCEDURES
7.110 (j) VEHICLE TAKE HOME USE

7.110 (j) TAKE HOME VEHICLE USE

Employees may, upon specific written direction or approval of the City Manager or Designee, be assigned to take home a City of South Weber ("City") vehicle on a permanent or semi-permanent basis in the event the Employee's position requires on-call status. An employee with a take home vehicle shall follow the following provisions:

Only City employees, possessing a valid State of Utah driver's license appropriate for the vehicle, are authorized to operate City vehicles.

Employees shall not operate a City vehicle while under the influence of drugs or alcohol.

Employees shall not transport any persons other than City employees in a City vehicle, except in the course of official business.

Employees and authorized passengers are expected to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the City, while operating a take home vehicle.

All incidents involving City vehicles must be reported to the law enforcement office of the appropriate jurisdiction, the employee's supervisor, and to Risk Management immediately. Employees with take home vehicles will provide copies of any accident reports, citations, etc., concerning the vehicle or its operation, to the supervisor and/or Risk Management.

Employees will not operate their vehicles in such a way as to cause public criticism or nuisance. This includes vehicle parking when not in use.

Employees are expressly prohibited from making any cosmetic or mechanical modifications to any City owned vehicle without the approval of the City Manager. South Weber reserves the right to remove any or all modifications that may impair the vehicles safety or usefulness and or cosmetic changes that are not in keeping with City policy.

Take home vehicles may only be used for personal purposes on a "de minimis" basis, such as an occasional use for a personal errand while using the take-home vehicle for a business purpose or during a commute to or from work.

Unattended take home vehicles shall be legally parked and locked at all times, except in emergency circumstances. Employees shall not leave sensitive information or public documents (other than reference material) in the vehicle while off duty.

Take home vehicles should be fueled with the City's Fleet fueling card.

Any employee assigned a take home vehicle is required to commute in the vehicle for valid business reasons only.

Occasions that may prompt the City Manager or Designee to authorize additional employees to take home department vehicles include but are not limited to: preparations made in advance of a severe storm, such as snow, to secure vehicles or to position vehicles to facilitate effective post-storm service restoration/clean-up activities. Such authorizations may be temporary in nature and may require alternative work assignments. Pre-approval from the City Manager to take home a City vehicle for storm

related purposes may be requested in writing through Department Heads in accordance with Department/Division Disaster Plans.

Violations of this policy and procedures may result in disciplinary action and could result in the revocation of take-home vehicle privileges.