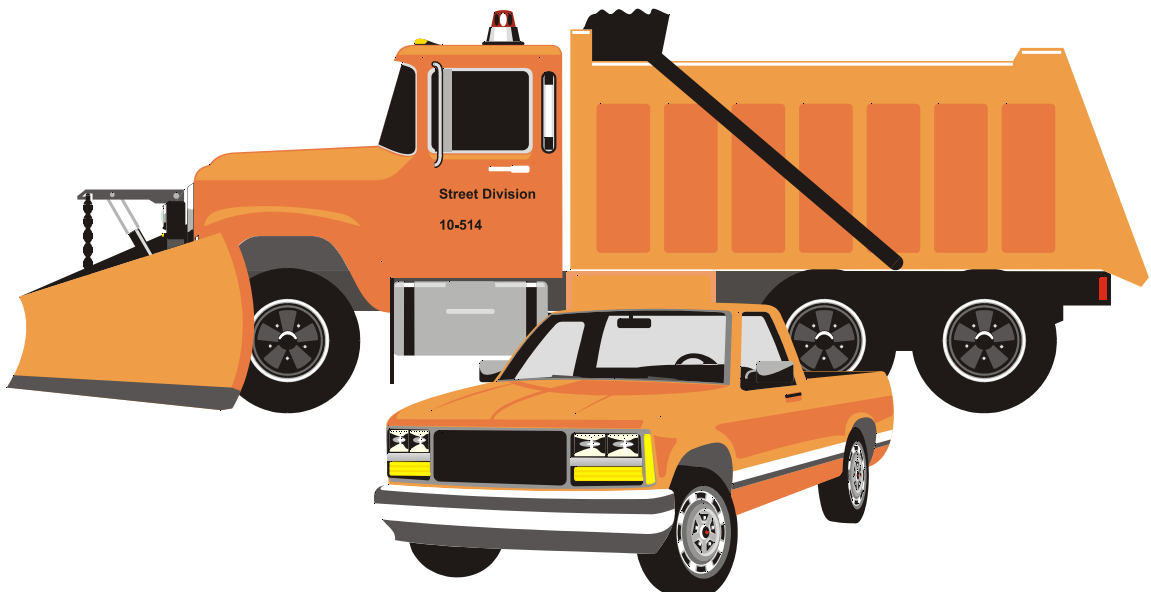




# City of Saint Louis, Missouri

## Vehicle Policy Manual





# City of Saint Louis, Missouri **Vehicle Policy Manual**

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November 19, 2010

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## 1. Introduction

- 1.1. The City of Saint Louis, Missouri recognizes it is necessary to provide vehicles for use by employees to accomplish official duties or to reimburse employees for using their own vehicles to conduct City business. Except as specifically allowed herein, City vehicles may not be used for personal business.
- 1.2. The policies comprising this manual apply to all employees of the City coming under the purview of the Comptroller, Mayor or President of the Board of Aldermen and other offices within the General Fund.
- 1.3. This policy has been approved by a majority vote of the Board of Estimate and Apportionment and will remain in effect until repealed or amended by said board. Violation of this policy may subject the offending party to disciplinary action up to and including dismissal. The severity of the discipline will be determined by the employee's appointing authority.
- 1.4. The term vehicle as used herein should be construed to mean any powered on or off-road conveyance (e.g., sedans, pickups, vans, dump trucks, refuse trucks, boats), construction equipment, farm equipment, small engine powered tools or equipment, tractors or trailers.
- 1.5. If this policy is in conflict with federal, state or local regulations, ordinances or statutes applicable to the Airport, the Airport Authority is authorized to modify said policy to be in compliance with said regulations, ordinances or statutes.
- 1.6. Approved by Board of Estimate and Apportionment:

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date

**2. Vehicle Acquisition**

The City acquires its vehicles using a variety of methods and from a variety of funding sources as described below.

**2.1. New Vehicle Acquisition Process**

- 2.1.1. All new vehicles are procured using competitive bids through the Supply Division in accordance with the St. Louis City Revised Code Chapter 5.58 – Supply Purchase Procedures. Awards shall be made to the lowest lifecycle cost responsive bidder. Bidders that do not meet all bid specifications may be considered non-responsive.
- 2.1.2. Vehicles bought using capital funds must be authorized by the Commissioner of Equipment Services. These funds are allocated by the Capital Committee and typically used only for General Fund entities without other funding sources. The Commissioner of Equipment Services prioritizes replacement vehicles with input from customer departments using the criteria outlined in Appendix B – Capital Rolling Stock Replacement Priority. All specifications for vehicles are to be originated by or submitted to the Equipment Services Division for approval by the director of the department to which the vehicle will be assigned.
- 2.1.3. Vehicles bought from other funding sources shall be authorized by an official having signature authority for the account. These other sources include departmental operating accounts, St. Louis Works, Airport and Water enterprise funds, bond issue and grant funds.
- 2.1.4. Whenever practicable, vehicles shall be ordered at the beginning of the model year in groups permitting factory/fleet discounts.
- 2.1.5. The Supply Commissioner shall review all vehicle specifications submitted by department directors with the applicable maintenance authority (Commissioner of Equipment Services, Water Commissioner or Director of Airports).

Governing Ordinance: 5.58.130 Purchase of vehicles

- 2.1.6. Awards made by the Supply Commissioner for the purchase of new vehicles shall be approved by an official having signature authority for the account. Any exception to the bid specifications must also be approved in writing by the applicable maintenance authority prior to the award.
- 2.1.7. Unless otherwise approved by Chief of Staff or designee in writing to the Commissioner of Equipment Services, every vehicle added to the fleet (new or used) must replace an existing vehicle of similar type or function.

## 2.2. Specifications/Options

### 2.2.1. Individually Assigned

- 2.2.1.1. Elected Officials are typically provided new, well-equipped, full-sized sedans or advanced technology vehicles. These vehicles may include luxury packages and options at the discretion of the elected official.
- 2.2.1.2. Appointed Officials who require a vehicle to complete their duties are typically provided a mid-sized sedan or sport utility vehicle dependent upon job requirements. These vehicles are typically equipped with power windows and locks, tilt steering wheels and air conditioning. Luxury packages and options such as leather seats, automatic climate control systems, navigation systems and upgraded sound systems are prohibited even as part of an emergency purchase.
- 2.2.1.3. Civil Service employees are typically provided sedans, pickup trucks, vans or sport utility vehicles appropriate to the nature of their duties. New vehicles may be equipped with air conditioning, power windows and locks and tilt steering wheel for improved health and safety when necessary.

2.2.2. Crew vehicles are specially equipped to meet the unique duties of each crew. These vehicles are typically equipped with air conditioning for health and safety.

2.2.3. Vehicles under 15,000 pounds gross vehicle weight shall be painted white. Heavier vehicles shall be painted Omaha Orange or the equivalent available. Emergency vehicles are exempt and may be painted traditional colors so long as offered by the manufacturer. Emergency vehicles shall be painted a high visibility color in keeping with the tradition for that application. Special application vehicles which have been exempted from City markings may likewise be painted other colors.

## 2.3. Inter-departmental, General Fund Vehicle Transfers

2.3.1. Vehicles that become surplus because they are replaced or no longer needed are surrendered to the Commissioner of Equipment Services or the Comptroller Asset Manager/Supply Commissioner for disposal or reassignment. When such vehicles are of better quality than other vehicles in the fleet, they will be reassigned and the inferior vehicle disposed of instead.

#### 2.4. Inter-fund Vehicle Transfers

- 2.4.1. Vehicles that become surplus because they are replaced or no longer needed by the Water Division or St. Louis Lambert International Airport may be offered to the General Fund fleet at appraised wholesale prices.
- 2.4.2. The Equipment Services Division shall inspect vehicles offered for transfer.

#### 2.5. Leased/Rented Vehicles

- 2.5.1. Operating divisions in temporary need of additional or specialized vehicles of a non-emergency nature and having sufficient funds may rent or lease them. The Commissioner of Equipment Services must be notified by the acquiring department/division in writing each time a vehicle is rented/leased. The notification must include a copy of the rental/lease agreement or invoice if no agreement document exists. The Director of Airports will retain all Airport records. The Water Commissioner will retain all Water Division records.
- 2.5.2. Rental/lease periods longer than six months must be replacement units for vehicles removed from service.
- 2.5.3. Organizations managing fuel may assign temporary unit numbers for rental/lease vehicles and provide fuel. All maintenance and repair shall be performed at commercial facilities designated by the vehicle owner at the expense of the operating division.

#### 2.6. Donated Vehicles

- 2.6.1. Donated units must be replacement units. The Equipment Services Division shall inspect vehicles offered for donation. Those accepted will be added to the fleet to replace inferior units. No commitment shall be made to accept donated vehicles by any City employee until cleared by the Commissioner of Equipment Services. Final acceptance must also be approved by the Board of Estimate & Apportionment before units are placed into service.
- 2.6.2. Donated vehicles accepted must come with clear title and be transferred to the City.

#### 2.7. Vehicle In-processing

- 2.7.1. Delivery and Acceptance Inspection



- 2.7.1.1. All vehicles shall be delivered by the dealer or final-stage manufacturer to the repair facility where they will be maintained. The delivery address should be included on the bid requisition.
- 2.7.1.2. The delivered unit shall be compared with the bid specifications to ensure compliance. The acceptance inspection will also check for fit and finish. Vehicles will not be marked, altered or placed in service until accepted.
- 2.7.1.3. After acceptance, the invoice shall be processed for payment and the vehicle in-processed in accordance with standard operating procedures. Vehicles will not be released for service until the unit being replaced, if any, is surrendered and taken out-of-service.

2.7.2. License

Governing Revised Code Provisions: 4.13.010 Personal licensing or use – Prohibited and 4.13.020 Personal licensing or use - Exemptions

- 2.7.2.1. Application for Missouri State license plates shall be made only by the Comptroller. The only vehicles authorized to have State plates are the vehicles assigned to the Mayor, the Comptroller and the President of the Board of Aldermen. All other exceptions require the approval of the Board of Estimate and Apportionment and the Board of Aldermen.

2.7.3. Marking

Governing Revised Code Provisions: 4.13.030 Identification of city automobiles – Required and 4.13.040 Identification of city automobiles – Exemptions and 3.54.010 Markings and 3.54.020 Duty of officers as to marking

- 2.7.3.1. The Traffic Division shall furnish City plates bearing “City of St. Louis” and the vehicle number in black characters on white background as well as adhesive characters for both sides of the vehicle comprising “City of St. Louis” and the vehicle number. Side markings shall be in a contrasting color and no less than 2.5-inches high. The markings shall be placed directly on the vehicle.
- 2.7.3.2. No other license plates including those furnished by the State shall be used on City vehicles except as provided by 4.13.020 of the Revised Code.
- 2.7.3.3. Operating divisions may request an organizational name also be added to the side markings.

- 2.7.3.4. Operating divisions may substitute distinctive side markings that meet ordinance requirements at their own expense. Special markings must be approved in writing by the Chief of Staff or designee and provided to the Commissioner of Equipment Services prior to installation.
- 2.7.3.5. No vehicle shall be placed into service without proper markings as described above unless exempted by ordinance.
- 2.7.3.6. Once installed, vehicle markings shall not be removed except by the supporting maintenance garage.
- 2.7.3.7. No bumper stickers, decals, signs or any other markings shall be displayed on or in vehicles without written approval of the applicable appointing authority. The appointing authority shall provide the written authorization to the Commissioner of Equipment Services, Director of Airports or Water Commissioner for inclusion in the vehicles records. Unauthorized displays shall be removed by the supporting maintenance garage and the incident reported to the appointing authority as operator abuse.

2.7.4. Title

- 2.7.4.1. Application for title along with Certificate of Origin or existing Title shall be provided to the Comptroller in accordance with standard operating procedures for any vehicle being placed into service.

2.7.5. Maintenance Database

- 2.7.5.1. All vehicles added to the fleet shall have records created in the database of the servicing maintenance organization.

2.7.6. Capital Asset Inventory

- 2.7.6.1. Complete vehicle information including a copy of the invoice shall be provided to the Comptroller in accordance with standard operating procedures for any vehicle being placed into service.

**3. Vehicle Assignment and Use**

Vehicle assignments are made by appointing authorities and monitored by the Commissioner of Equipment Services.

3.1. Annual Vehicle Assignment Survey

- 3.1.1. Each year in July, all on-road vehicles under 15,000-pounds gross vehicle weight will be accounted for in a survey detailing its assignment and annual cost. The Commissioner of Equipment Services shall provide a vehicle assignment report to the Board of Estimate and Apportionment by October 1<sup>st</sup>. The report shall include complete vehicle identification, assignment information, commuting justification and verification of valid operators' licenses. Said report will be published on the City's Internet Web site.
  
- 3.1.2. Each year in August, every elected official and appointing authority with vehicles maintained and refueled by the Equipment Services Division shall provide the Commissioner of Equipment Services with updated information about vehicle assignments. This information shall include:
  - Verification of vehicle information provided
  - Position title of employee or crew supervisor to whom the vehicle is assigned
  - Job classification number of employee or crew supervisor to whom the vehicle is assigned
  - Name of employee or crew to whom the vehicle is assigned
  - Reason for assignment
  - Night parking location
  - Commuting authorization
  - Commuting distance
  - Personal use authorization
  - Routine outside-City use authorization
  - Operator license verification
  
- 3.1.3. Each year in August, the Director of Airports, Water Commissioner and any other entity performing its own maintenance and/or refueling shall provide the Commissioner of Equipment Services with the following information in electronic spreadsheet format as follows:
  - Vehicle information
    - Unit number
    - Year
    - Make
    - Model
    - Net acquisition cost
    - In-service date
    - Planned holding years
    - Total miles driven/hours operated in previous year
  - Position title of employee or crew supervisor to whom the vehicle is assigned

- Job classification number of employee or crew supervisor to whom the vehicle is assigned
- Name of employee or crew to whom the vehicle is assigned
- Reason for assignment
- Night parking location
- Commuting authorization
- Commuting distance
- Personal use authorization
- Routine outside-City use authorization
- Operator license verification

### 3.2. Vehicle Assignment Criteria

- 3.2.1. Vehicle assignments shall be made by appointing authorities in accordance with these guidelines. With the exception of those vehicles specifically authorized by the Board of Aldermen through ordinance or resolution, no perquisite vehicle assignments shall be made.
- 3.2.2. Employment contracts where vehicles are provided to appointed officials as part of negotiated reimbursement shall have that portion of the contract filed with the Commissioner of Equipment Services. Such contracts may not supersede this policy with regard to authorized vehicle options or uses.
- 3.2.3. If available and after receiving approval from the appointing authority, a City vehicle will only be assigned to an employee if any of the following apply:
  - 3.2.3.1. authorized by ordinance or resolution of the Board of Aldermen;
  - 3.2.3.2. provided as negotiated reimbursement under an employment contract (non-Civil Service);
  - 3.2.3.3. official duties, frequently performed require special vehicle features/characteristics such as carrying significant tools or materials, high ground clearance, installed equipment or emergency vehicles;
  - 3.2.3.4. official duties, frequently performed, require vehicles to be operated where there is a demonstrative above-average risk of damage to vehicle components including tires;
  - 3.2.3.5. or official duties require driving sufficient miles annually that the cost of providing a flat-rate automobile allowance or per-mile reimbursement exceeds that of the average fixed and operating cost of a City vehicle. Commuting allowances for Airport and Water

Division employees may be included when making this determination. The Comptroller shall calculate and publish this mileage threshold annually by April. Employees who are no longer assigned a vehicle because of a mileage threshold change shall surrender their vehicles to the Commissioner of Equipment Services for reassignment as soon as practicable but not more than 60-days.

### 3.3. Vehicle Allowance Criteria

- 3.3.1. Employees required to drive daily on official business but who are not assigned a City vehicle because one is not available shall keep a mileage log. Employees must also file a mileage reimbursement form on a monthly basis thru the accounts payable section in their Department.
- 3.3.2. In conjunction with the Budget Division the automobile allowance shall be established by the Comptroller annually in January for the next fiscal year. It shall be based on the IRS regulation, but not necessarily set at that rate.
- 3.3.3. Employees receiving the automobile allowance must sign a declaration annually that they possess a valid driver's license, their vehicle is maintained in safe operating condition at all times and that they have the following minimum insurance coverage: \$25,000 coverage bodily injury per person, \$50,000 coverage bodily injury per occurrence and \$10,000 coverage property damage or at the minimum levels required by State statute, whichever is greater.
- 3.3.4. Employees paid the automobile allowance may not use a City vehicle unless approved as part of a formal trip authorization.
- 3.3.5. Each year prior to October 1, the Comptroller will supply a report to the Board of Estimate and Apportionment and the Board of Alderman detailing payments made listing the employee's name and payment history for the previous fiscal year.

### 3.4. Mileage Reimbursement Criteria

- 3.4.1. Employees required to drive occasionally on official business that are not assigned a City vehicle or whose assigned vehicle is non-operational and who do not have access to a pool or crew vehicle shall be paid a per-mile reimbursement to offset the expenses of operating their personal vehicle.
- 3.4.2. Reimbursement is made at the rate set by the Internal Revenue Service in effect at the start of each fiscal year. Mid-year adjustments made to the rate by the IRS will become effective upon recommendation of the Comptroller to the Board of Estimate and Apportionment. This does not

include any reimbursement to and from home to the employee's base work site.

- 3.4.3. The then current Automobile Mileage Report form (see Appendix E) shall be filed along with an approved disbursement voucher for employee reimbursement. This form requires the employee to log the destination, purpose of the trips and the vehicle odometer reading for each occasion the employee wishes to be reimbursed. Standard trip mileage may be utilized where the Comptroller has approved such distances between frequently traveled work locations.
- 3.4.4. Parking fees are allowed, but any charges above parking meter rates require a receipt. The Comptroller's Office reserves the right to review and to disallow any questionable or incorrectly completed reimbursement form.
- 3.4.5. The form requesting reimbursement must include a signed declaration that they possess a valid driver's license, their vehicle is maintained in safe operating condition at all times and that they have purchased and carry proof of automobile insurance in at least the minimum amounts set forth in § 303.020 RSMo. or amendments thereto.
- 3.4.6. Each year prior to October 1, the Comptroller will supply a report to the Board of Estimate and Apportionment and the Board of Alderman detailing payments made listing the employee's name and payment history for the previous fiscal year.

### 3.5. Municipal Garage Pool Use

- 3.5.1. A separate vehicle pool fleet is available for use on a first-come, first-serve basis through the Office of the Comptroller, Municipal Garage, 1122 Clark Street, 622-3520
- 3.5.2. The Comptroller's pool vehicle fleet is available to City-wide elected officials and City employees. All rules and regulations of the City's vehicle policy apply to pool car usage.
- 3.5.3. Those City employees in close proximity to pool vehicles must check availability and use a pool vehicle when it is available. Employees may only request mileage reimbursement when a pool vehicle is not available or the employees point of departure is not in close proximity to the pool.

### 3.6. Personal Use

Governing Ordinances: 4.13.010 Personal licensing or use – Prohibited and 4.13.020 Personal licensing or use - Exemptions

Except as authorized by ordinance, no employee is permitted to use a City vehicle for personal use other than specified below.

### 3.6.1. Commuting Authorization

3.6.1.1. Appointing authorities may approve commuting in City vehicles in the following instances:

3.6.1.1.1. When a vehicle is assigned to a supervisor with emergency response, command and control roles as specified in the City or Airport emergency operation plan for which the dispersal of vehicles is advisable or for which any delay in response would be detrimental and a personal vehicle with portable radio would be insufficient.

3.6.1.1.2. When a vehicle is assigned to technician or trades employee who is officially on-call and who regularly responds to requests for emergency services during non-duty hours to other than their normal work locations. This justification is only applicable for the employee for days when on-call in a rotating duty schedule.

3.6.1.1.3. When other non-management employees who begin or end the workday at a different work location daily if the value of labor saved over returning the vehicle to a central location exceeds the cost of commuting.

3.6.1.1.4. Reasonably secure parking can't be provided for the City vehicle for less than the cost of commuting and more secure parking is available at the employee's residence.

3.6.1.2. An imputed value of \$3.00 per day or such amount required by law shall be assessed to all employees taking home non-exempt, City vehicles for days actually worked. It shall be the responsibility of all appointing authorities to notify the Comptroller of the names of employees to be assessed (see Appendix D - IRS regulations).

### 3.6.2. Other Personal Use During Working Hours

3.6.2.1. Employees assigned City vehicles may drive them for the express purpose during normal working hours to acquire food in the work vicinity for consumption during the work day where permitted by departmental work rules.

## 3.7. Parking and Operating Tickets

- 3.7.1. City vehicles may only be parked in legal spaces unless otherwise authorized by ordinance.
  - 3.7.2. Tickets must be paid by the vehicle operator who illegally parked or operated the vehicle. In addition, the employee may be subject to disciplinary action as a result of such illegal parking or operation of the vehicle.
  - 3.7.3. In instances when a parking ticket is not paid by the operator, appointing authorities shall determine who was operating the vehicle and direct payment of the ticket by said individual. In cases where the operator can not be determined, the appointing authority shall notify the City Counselor.
- 3.8. Other Use Restrictions
- Governing Ordinances: 3.54.060 Rules for use of vehicles, 4.13.010 Personal licensing or use – Prohibited and 4.13.020 Personal licensing or use – Exemptions
- 3.8.1. Unless specifically exempted elsewhere in this policy, City vehicles shall not be used for personal use, other than commuting to and from work from a City residence when authorized. In performing regular duties and for official City business, all City vehicles shall be restricted to operation within the St. Louis Metropolitan Area. The St. Louis Metropolitan Area for purposes of this policy is defined as the Missouri Counties of the City of St. Louis, St. Louis County, St. Charles County, Jefferson County and Franklin County and the Illinois Counties of Monroe County, St. Clair County and Madison County. Exceptions shall be in writing to the employee from the appointing authority.
  - 3.8.2. All City vehicles are to be operated only during normal business hours as directed by the appointing authority except for official on-call/emergency responses.
  - 3.8.3. Authority to operate a City vehicle or reimbursement for operating a personal vehicle on official business is restricted to City employees having a valid driver's license or commercial driver's license as required by State law for the vehicle being driven. Any employee assigned to operate a City or personal vehicle on City business shall, prior to operation, notify his/her supervisor in writing immediately if his/her driver's license has been suspended or revoked or has had restrictions imposed upon it.
  - 3.8.4. Any employee assigned to operate a vehicle on City business shall, prior to operation, notify his/her supervisor in writing immediately if he/she is



taking medication and/or has a medical condition that may cause drowsiness or impair the ability of any employee to safely operate vehicles or machinery.

- 3.8.5. Passengers riding in City vehicles are restricted to City employees and/or persons participating in official city business unless otherwise authorized in § 3.8.6 below. Carpooling with other city employees using a City vehicle to a single work location is permitted.
- 3.8.6. Employees may transport family members in the City vehicle assigned to them in if (1) the appointing authority of the employee has authorized, in writing, the transportation of family members in the City vehicle assigned to said employee; and (2) the employee has purchased and provided proof of automobile insurance on the city vehicle in the minimum amounts set forth in § 303.020 RSMo. or amendments thereto to cover bodily injury to or death of any said family member transported in said vehicle. The written approval of the appointing authority and the proof of insurance must be provided to the City Counselor's office **prior** to the transportation of any family member in said vehicle. Said family members may not drive said vehicle.
- 3.8.7. The possession or transportation of alcohol, illegal drugs or controlled substances in City vehicles is prohibited. Likewise, no weapons of any kind are permitted in City vehicles except where approved by law for official purposes or if required by the appointing authority as essential for the performance of the employee's duties.
- 3.8.8. All City vehicles must be operated in such a manner that is consistent with all federal, state and local ordinances that regulate traffic control. **Use of a seat belt is mandatory for all individuals in a City vehicle.**
- 3.8.9. City vehicles may be equipped with telematics monitoring devices which are enabled to use the global positioning system (GPS). The purpose of these devices is to help City managers establish efficient vehicle routes and to monitor driver compliance with work rules, safety regulations and traffic laws. The telematics devices monitor idling, speed, rapid acceleration, rapid deceleration, location and status of vehicle systems and ancillary equipment. Data gathered by these devices may be used as the basis for disciplinary action up to and including dismissal. Tampering with the devices in any way shall result in disciplinary action up to and including dismissal, subject to the provisions of Department of Personnel Administrative Regulation No. 117.
- 3.8.10. Employees operating a City vehicle or any vehicle being used for City business are banned from participating in any activity while driving which will create a visual distraction (taking eyes off the road), cognitive

distraction (taking mind off the road) or manual distraction (taking hands off driving controls). **This specifically precludes the use of cell phones or other devices to answer or make phone calls, reading, initiating or responding to emails and text messages, adjusting global positioning system and/or accessing the Internet while operating a City vehicle.**

3.8.11. No smoking is permitted by anyone at anytime within a City vehicle.

#### 4. Vehicle Maintenance

The primary responsibility for vehicle maintenance is with operators. Because of their daily contact with the vehicle, they must faithfully inspect and evaluate fluid levels, tire inflation and general performance and notify the appropriate vehicle maintenance garage of any problems immediately.

##### 4.1. Preventive Maintenance

- 4.1.1. Operators of light-duty vehicles (e.g., sedans, small pickups, sport utility vehicles) shall inspect their vehicles thoroughly before each trip for safety defects. Fluid levels and tire inflation shall be checked at least weekly or as otherwise required by department work rules.
- 4.1.2. Off-road vehicles and those vehicles requiring a commercial driver's license to operate shall be thoroughly inspected using a walk-around safety inspection before and after operation on every shift in accordance with U.S. Department of Transportation guidelines. This includes checking all lights for proper operation, tires for proper inflation and tread depth, windshield wipers and fluid, engine oil level, hydraulic oil level, leaks, visual inspection of front and rear suspension, play in steering, broken glass or mirrors, door latch function, horn, air brake leaks (if so equipped), and bucket mounting points (if so equipped). Any defects should be reported to the immediate supervisor and supporting maintenance garage via written safety inspection sheets and the vehicle only operated as directed when deemed safe to do so by the maintenance authority.
- 4.1.3. Maintenance garages shall establish schedules for preventive maintenance (PM) services to change fluids, filters and conduct safety inspections. Time and/or meter (odometer or operating hours) triggers shall be posted on each vehicle. In addition, garages will notify each division point of contact of upcoming PM in advance.
- 4.1.4. Operators shall bring their vehicles to the assigned maintenance garage within five workdays of the date on the vehicle/notification to the division or date when the meter trigger hits, whichever occurs first. The

maintenance garage shall notify department director if an operator fails to comply.

#### 4.2. Predictive Maintenance/Seasonal Make-Ready

- 4.2.1. Operating divisions shall inform their supporting maintenance garage well in advance of dates planned for beginning and ending the use of seasonal equipment (e.g., milling and paving, landscaping, leaf pickup, snow removal). Operators shall make a thorough assessment of vehicle conditions at the end of the season and convey it to the maintenance garage.
- 4.2.2. Maintenance garages shall inspect and service the equipment during the off-season including replacement of components that typically fail during the course of the season.

#### 4.3. Shop Repairs

- 4.3.1. All repairs to City vehicles shall be performed by Equipment Services, Police, Water or Airport maintenance garages unless otherwise approved in writing by the Chief of Staff or designee or elected official.
- 4.3.2. Operating divisions reimbursing the General Fund for work performed may establish a dollar threshold above which they must approve repairs. The decision to perform work for all others shall rest with the Commissioner of Equipment Services or Police Fleet Services Manager. Typically, repairs that exceed the residual value of the vehicle will not be made unless the vehicle can reasonably be expected to remain in service for another two years without additional major work. A decision not to repair a vehicle may be appealed to the Chief of Staff or designee.
- 4.3.3. All repair costs shall be entered into a fleet management database to accumulate operating expenses.

#### 4.4. Commercial Repairs

- 4.4.1. All repairs performed by outside garages shall be initiated and authorized only by City maintenance garage supervisors. Invoices and warranty documents shall be sent by the commercial garage to the approving maintenance garage supervisor for payment and filing.
- 4.4.2. The Water Commissioner may authorize repairs to specialized Water Division equipment by outside garages on an emergency basis.
- 4.4.3. Operators shall provide transportation of their vehicles to and from the commercial garage. Upon completion of the work, operators shall bring

the vehicle directly to the supporting City garage for inspection of the work performed. No vehicle shall be placed into service until it has been inspected and cleared.

- 4.4.4. All repair costs shall be entered into a fleet management database to accumulate operating expenses.

#### 4.5. Vehicle Damage

- 4.5.1. Vehicles that are damaged by suspected operator abuse or neglect shall have their repairs coded as such in the fleet management database. This includes body damage not reported on an incident or accident report at the time it occurs, operating the vehicle on an under-inflated tire, operating the vehicle with low fluid levels (e.g., oil, coolant), and undercarriage damage from jumping curbs.
- 4.5.2. A report of the suspected abuse or neglect will be forwarded to the appointing authority for investigation and possible disciplinary action.

#### 4.6. Accidents/Incidents

- 4.6.1. All department directors and appointing authorities are required to have an accident/damage review committee. Individual department policies shall be reviewed by the Department of Personnel to provide baseline consistency.
- 4.6.2. Accident and incident reports concerning damage to City vehicles must be processed through the Appointing Authority who will forward them to the City Counselor's Office. Forms will not be provided outside this direct processing channel. (Forms appear at Appendix H.)
- 4.6.3. The City of St. Louis is self-insured. The City Counselor's Office will provide a defense and the City may pay reasonable claims and/or judgments against officials and employees incurred as a result of their use of a pool or assigned vehicle if said individual was acting within the course and scope of their office or employment. In the event the City Counselor's Office determines that the official or employee driving the vehicle was not acting within the course and scope of his/her office or employment, a defense and payment may be denied. Officials and employees who regularly drive City vehicles are encouraged to maintain a "rider policy" on their own automobile insurance in order to protect the official or employee from any claim or judgment the City declines to pay.
- 4.6.4. The Airport Authority has insurance on its vehicles.

- 4.6.5. If an employee driving his/her personal vehicle on City business is involved in an accident, the City Counselor's Office will make the determination as to whether an employee will be reimbursed the amount of their insurance deductible.
  - 4.6.6. Repairs to vehicles damaged in an incident will not commence until the appropriate appointing authority confirms in writing that a vehicle accident or incident report has been filed with the City Counselor's Office and that photographs have been taken reflecting the damage to the vehicle.
- 4.7. Road-side Repairs and Towing
- 4.7.1. Vehicles that have a flat tire on the road shall stop immediately out of the flow of traffic and contact the appropriate maintenance garage for service during normal operating hours or the tow lot dispatcher at other times. If forced to drive the vehicle to a safe stopping location, it should be operated at less than 5 miles-per-hour. Under no circumstances should a vehicle be driven other than as described above with a flat front tire, a single back tire or one or more flat tires on a truck with dual rear wheels if the truck is loaded.
  - 4.7.2. Drivers of lightly loaded trucks with only one flat tire of dual rear wheels may be instructed by a fleet maintenance supervisor to drive the vehicle to the shop. If doing so, the vehicle shall not be driven over 25 miles-per-hour.
  - 4.7.3. Vehicles with mechanical problems that prohibit safe operation (e.g., steering problems, brake failure) or that may damage the vehicle (e.g., coolant leak, low oil, engine warning lights) shall be stopped immediately out of the flow of traffic and the driver shall contact the appropriate maintenance garage for service during normal operating hours or the tow lot dispatcher at other times.
  - 4.7.4. Airport vehicle operators should call 551-5320 from 10:30 PM Sunday thru 11:00 PM Friday, 24 hours per day. During closed hours, 11:00 PM Friday to 10:30 PM Sunday, contact Airport Operations at 429-8040. Operations will notify Automotive personnel for response.
  - 4.7.5. Fire Department vehicle operators should contact the Equipment Services Fire Garage via radio or phone at 622-3221. The Fire Garage is always open. The garage supervisor will either dispatch a technician in a service truck or a recovery vehicle to bring the vehicle to the garage.
  - 4.7.6. Operators of other City vehicles should call the Equipment Services Hampton Garage at 768-2895, Monday – Friday, 6:30 AM – 6:00 PM.

The garage supervisor will either dispatch a technician in a service truck or a recovery vehicle to bring the vehicle to the garage. At other times, contact the Tow Lot dispatcher via radio or phone at 383-7546.

- 4.7.7. Operators shall provide complete information as to the location and condition of the vehicle and remain with the vehicle until released by a responding technician or recovery vehicle operator. Operators may accompany their vehicle to the repair facility if it cannot be repaired on the road and must be recovered. However, they must arrange for their own transportation from the supporting maintenance shop.

#### 4.8. Vehicle Cleanliness

- 4.8.1. Operators shall keep the interior and exterior of their vehicles clean and free of trash. Vehicles should be washed monthly or more often as needed by hand or at a commercial vehicle wash at the operating division's expense.
- 4.8.2. Debris and other loose items in the cab are particularly dangerous because they can shift while the vehicle is being operated and interfere with use of brake and accelerator pedal.

### 5. Refueling

#### 5.1. Card/Key and Personal Identification Number Acquisition

- 5.1.1. The Airport and Water Division operate their own refueling infrastructure. All other City vehicles utilize contracts or infrastructure managed by the Equipment Services Division (ESD). Each of these entities shall issue control devices (e.g., electronic keys, credit cards) and/or implement control procedures to ensure that only authorized vehicles are refueled and that a full accounting can be made by vehicle.
- 5.1.2. Personal identification numbers (PIN) are assigned to individual employees and shall not be shared. Any valid PIN can be used in conjunction with any valid gasoline credit card.
  - 5.1.2.1. ESD will issue a PIN for new employees upon written request from the appointing authority. A PIN is required for use of gasoline credit cards. No PIN is needed for ESD diesel tank access.
  - 5.1.2.2. An employee will be held accountable for transactions made using their PIN.
- 5.1.3. Operators using fuel dispensing units without electronic controllers (e.g., park tanks and tankers) must record vehicle number, gallons and meter

reading for each transaction. Transaction records must be submitted to ESD weekly.

- 5.1.4. Park tanks shall only be used for off-road vehicles that can not reasonably be filled at an electronic controlled dispenser. Fuel delivered to these tanks is more expensive and transactions must be entered into the fleet database manually.
- 5.1.5. Tankers shall only be used to fill large fire department apparatus and off-road equipment that cannot reasonably be filled at an electronic controlled dispenser. Fuel delivered in these tankers is more expensive and transactions must be entered into the fleet database manually.
- 5.1.6. All engines must be turned off while refueling regardless of weather conditions. The pump must be shut off after every refueling to prevent a second vehicle or fuel can from being refilled on the same transaction. Fuel nozzle must be observed at all times while refueling. Any spills must be reported to the immediate supervisor and supporting maintenance garage immediately so spill containment steps can be taken. No smoking or cell phone use is permitted at or near the fuel island.

## 5.2. Card/Key Storage

- 5.2.1. Fuel credit cards are assigned to a single vehicle and must remain in that vehicle for use by all authorized operators.
- 5.2.2. Electronic fuel keys are assigned to a single vehicle and must remain on the ignition key ring for that vehicle for use by all authorized operators.
- 5.2.3. Under no circumstances should a fuel card or key be taken home by any employee unless the vehicle is exclusively assigned and commuting is authorized.

## 5.3. Card/Key Replacement

- 5.3.1. Fuel cards and keys will be replaced upon written request by a supervisor. A fee equal to the cost of the device and labor to cancel the old card/key and activate the replacement may be charged.
- 5.3.2. Any card/key subsequently found shall be turned into the issuing agency immediately.
- 5.3.3. Fuel card/key for vehicles being replaced or renumbered shall be turned in with the vehicle and reissued by the maintenance shop.

## 5.4. Personal Identification Number Replacement/Cancellation

- 5.4.1. Appointing authorities shall notify ESD when an employee with an assigned PIN for use with a gasoline credit card no longer operates a City vehicle. ESD will cancel the number with the vendor.
- 5.4.2. Any supervisor may request, in writing, the replacement of a PIN that has been compromised.

#### 5.5. Fuel Type Use

- 5.5.1. Operators shall use the lowest grade gasoline approved by the vehicle manufacturer. Regular unleaded (87-octane) is almost always suitable. Operators should consult the operators' manual or the supervisor of their maintenance shop before using higher grade fuel.
- 5.5.2. Vehicles that run on an alternative fuel (e.g., compressed natural gas or 85% ethanol) as well as gasoline/diesel shall use the alternative fuel whenever practicable.

#### 5.6. Fuel Conservation

- 5.6.1. All City employees are responsible for the conservation of fuel and minimizing vehicles emissions which contribute to air pollution and global warming. Measures which include the reduction of vehicle use through route optimization and meeting reduction, proper maintenance and tire inflation, driver training with emphasis on smooth speed changes and slowing down, and elimination of unnecessary idling will help achieve these goals.

#### 5.6.2. Idling

- 5.6.2.1. City vehicles may never be left running unattended regardless of weather.
- 5.6.2.2. Vehicles are only permitted to idle when they are actually performing work requiring the power take off, air compressor, or other engine-powered device unless a weather safety advisory for extreme hot or extreme cold is issued and relayed via City two-way radio by a dispatcher or supervisor or directly communicated by a supervisor. In case of a City management issued weather safety advisory, City vehicles may idle in order to provide cooling or heating while the vehicle is occupied only during the period of time covered specifically by that advisory.

### **6. Vehicle Disposal**



Most vehicles will be auctioned when removed from the fleet in order to simplify and speed procurement actions and maximize resale price from greater competition.

#### 6.1. Auction

- 6.1.1. The Supply Commissioner shall select an auction agent through competitive bidding and supervise the sale of vehicles and transfer of documents.
- 6.1.2. Maintenance shop supervisors shall coordinate the transportation of vehicles to the auction site. A report of net sale prices shall be provided to the Supply Commissioner and maintenance entities.
- 6.1.3. Maintenance entities shall record net sale prices to determine effective depreciation for reporting lifecycle cost purposes.
- 6.1.4. All costs including transportation of vehicles to the auction site shall be deducted from sale proceeds whenever practicable.
- 6.1.5. Net proceeds from the sale of vehicles will be deposited into accounts immediately accessible for purchasing replacement vehicles. Proceeds from Airport, Water and General Funds shall be deposited into separate capital accounts. General Fund proceeds shall be executed by the Commissioner of Equipment Services to replace vehicles totaled in crashes or procure new vehicles from the existing replacement priority list.

#### 6.2. Trade-In

- 6.2.1. Specialty vehicles not typically in demand at the auction may be wholesaled to new vehicle dealers as part of the competitive bid process.
- 6.2.2. When offering a vehicle for trade, specifications should state that trades may be withdrawn at the time new vehicles are delivered at the City's sole option. This practice will prevent being forced to make ill-advised repairs to restore vehicles to the condition when bid upon.