

ADMINISTRATIVE POLICY NO. 20-02

VEHICLE USE FOR CITY AND BOROUGH OF SITA (CBS) BUSINESS

1. PURPOSE

The purpose of this policy is to provide guidance about the use of either CBS-owned vehicles or personal vehicles for CBS business.

2. POLICY

- A. CBS normally provides vehicles and equipment for employees use while conducting CBS business. These vehicles must be used, parked, and maintained properly.
- B. Employees may wish to use their own personal vehicle in the performance of their assigned work when a CBS vehicle is not available or otherwise would be convenient for such assignments. Before using their personal vehicle for CBS business, the employee must receive approval from their immediate supervisor. Supervisors may grant blanket approval for routine personal vehicle use.

3. GUIDELINES

A. CBS-Owned Vehicles

1) Overnight Use

With the Municipal Administrator's approval, a department head may keep a CBS-owned vehicle at home overnight. With department director approval, other employees may also keep CBS vehicles overnight. However, any overnight parking at an employee's home use will be reported to the Municipal Administrator. The justification for this is to respond to emergencies, attend evening meetings, or otherwise perform CBS business. The vehicle may not be driven for personal use.

2) Operation & Parking

All CBS employees driving CBS vehicles shall be constantly mindful that their driving and parking habits are under constant observation. Employees are expected to use any CBS vehicle in an exemplary manner and in full compliance of all applicable state and local laws. CBS employees do not have any special privileges; employee traffic and parking violators will be cited for violations in CBS vehicles. Violation of traffic, parking, or any other state or local laws dealing with vehicle usage is cause for disciplinary action.

3) Fueling CBS Vehicles

Employees must be trained by their department representative in fueling operations prior to receiving an authorization card.

4) Vehicle Maintenance, Repair, and Towing Procedure

Refer to individual department procedures.

B. Use of Personal Vehicles

1) Approval by Department Head Required

If a City vehicle is not available, use your personal vehicle if desired and approved through your Department Head.

2) IRS Mileage Reimbursement

Employees will receive the current IRS mileage rate for use of a personal vehicle. A mileage log must be kept with dates, locations, and reason for use. Upon submission of mileage log, employee will be reimbursed based on the then IRS mileage rate. This is the preferred option for most employees using their personal vehicles.

3) Fuel Stipend Option

If the employee drives over 100 miles a month, the employee may request a fuel stipend. The Employee shall make such written request to their Department Head and is subject to approval by the Municipal Administrator. The written request (email is sufficient) must provide a calculation demonstrating that the employee's use of their personal vehicle justifies a recurring \$75 stipend in lieu of the IRS mileage reimbursement.

4) No Reimbursement for Mileage To and From Work

Mileage to and from work and home does not qualify for either the IRS mileage rate or a stipend reimbursement. Mileage to and from work should not be logged on the CBS mileage log form.

5) Fuel Cards Not Available for Personal Vehicles


No fuel cards for personal vehicles.

4. GENERAL PROVISIONS

A. **Scope:** This policy applies to all departments and employees of the City and Borough of Sitka, Alaska under the general direction of the Municipal Administrator.

- B. **Authority to promulgate policy:** The Municipal Administrator of the City and Borough of Sitka, Alaska maintains the authority granted by the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation.
- C. **Effective date:** This policy will take effect as of the signing date. This policy modifies and replaces the CBS Vehicle Use police issued on May 26, 2020.

Dated at Sitka, Alaska this 14th day of July, 2020.



John Leach
Municipal Administrator