

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	8-6
		Original Adoption	02-09-1987
		Revision #	7
		Last revision date	May 2012
Section Title	Employee Ethics and Conduct		
Subject	Use of City Vehicles		

Employees using City-owned vehicles are expected to use the same care, or better, than they would in taking care of their own vehicles. This includes following all traffic regulations and courtesies of the road.

City employees are expected to set an example of good driving practices for all other citizens.

1. Employees are prohibited from keeping a City vehicle at their private residence under normal circumstances. The City Manager has designated certain positions, which as a part of the job, must have a City-owned vehicle available at all times in case of emergency. The City Manager may, at times, approve other employees to keep City vehicles at their residence. Employees with such assigned vehicles (K-9 Police Officers excepted) will be required to report all personal mileage (commuting to and from work, personal errands, etc.) at the end of each year to the Human Resources Office. Personal mileage will be reported as income as required by the IRS.
2. Employees are to use City-owned vehicles whenever possible when working. When it is necessary to travel for business or run business errands, they should use a vehicle which is assigned to their department or a car-pool vehicle.
3. Care of City-owned vehicle: Follow the maintenance schedule of the department. Practice the rules of the road and established safety practices at all times. Any abuse of a City-owned vehicle when in the employee's possession may result in disciplinary action.
4. All City employees are required to secure seat belts while driving or riding in City-owned vehicles.
5. Using a City-owned vehicle for personal convenience is prohibited and will result in disciplinary action.
6. Employees who operate City vehicles are prohibited from using cell phones while driving, whether for personal or business use, unless a hands-free device is being utilized.
7. Employees driving a City-owned vehicle or driving a personal vehicle for City business are personally responsible for moving and parking violations. There are no circumstances under which the City will pay for such violations.
8. An employee involved in an accident while driving a motor vehicle on city business, whether city-owned or privately owned vehicle, shall report the accident immediately to the Helena Police Department and to the employee's supervisor immediately, if possible, but no later than the next working day. Supervisors are to notify Human Resources as soon as they are made aware of the accident.