



To All Department Heads:

This is a directive to allow the limited use of a City vehicle for take-home/24-hour on call use
This directive DOES NOT apply to emergency service personnel, who already have existing policies in place.

This policy does not supersede Administrative Policy ADMIN 620-12-26 / LGL 2005-004. This directive is a temporary addendum to the existing vehicle use policy.

Assignment of personnel to a City vehicle for take-home/24-hour on call

- Authority is delegated to department heads on a case-by-case basis for the duration of the City of Spokane Civil Emergency
- No precedents are set or implied by such assignments
- Assignments are made to increase social distancing, reduce personnel interaction, and increase employee availability
- Assignments shall only be made to employees living within 20 linear miles of City Hall; or utilize a “park & ride” facility within the 20-mile radius for the City vehicle, with the employee finishing the trip

Use of City vehicles for take-home/24-hour on call

- For official business only. No personal use except for incidental personal use that does not increase mileage significantly
- No passengers under any circumstances, except for other City employees engaged in City work
- Personnel assigned shall maintain cleanliness of the vehicle and are responsible to notify Fleet for any mechanical concerns or damage
- Vehicles shall be driven and parked following all laws, rules, and regulations
- Assigned personnel shall have a valid drivers license
- Assigned personnel shall have none of the following violations within the last three years:
 1. Driving Under the Influence
 2. Suspended license
 3. Violation of the Controlled Substances Act
 4. Reckless Driving
 5. Eluding
 6. Leaving scene of a collision
 7. Vehicular Manslaughter
 8. and/or any other violation of a similar nature to 1-7
- Employee is still subject to, and personally responsible for, all applicable laws, rules, regulations, and liabilities of operating a motor vehicle.
- Department head shall document the assignment; VIN of vehicle (or Fleet ID), home address or offsite parking location, general working site, and signed acknowledgement of this policy
- Department head shall sign document
- Violations of this policy shall be subject to discipline up to and including termination

City Department Head reserves the right to deny assignment of City vehicle