## CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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4. FINANCIAL

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**CHAPTER:** Employee Benefits

SUBJECT: Use of City-owned Vehicles

POLICY NUMBER: 3.580

PAGES: 2

APPROVAL DATE: April 11, 1978

REVISION DATE: January 1, 2012

PERMANENT DELETION DATE:

APPROVED BY:

DEPARTMENT OF PRIMARY RESPONSIBILITY: Finance and Public Works

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

There shall be a policy governing the personal usage of City-owned vehicles by City personnel:

## A) Usage

- City owned vehicles shall not be used to commute to and from work. The commute is defined as the initial trip from home in the morning and the final trip home in the evening. This section of the policy does not apply to police and fire protective service members.
- 2. All City-owned vehicles shall be stored at the applicable department/division base.
- 3. Employees may take city owned vehicles to lunch as long as it is within the corporate boundaries of the City. This section of the policy does not apply to police and fire protective service members.
- 4. Employees approved for out of town travel with a city owned vehicle may take the vehicle home to accommodate early morning or late evening travel plans.

## B) Personal Usage of City-owned Vehicles

- Personal usage of City-owned vehicles is prohibited. This section of the policy does
  not apply to police and fire protective service members. Detailed reporting of personal
  usage is required to be submitted to the Finance Director at the end of each month to
  report the taxable benefit implications to the employee (including police and fire
  protective service members).
- C) Transportation of Passengers in City-owned Vehicles
  - 1. Passengers may be transported for City of Marshfield business.
  - 2. City-owned vehicles may not be used for transporting family members or for any non-City of Marshfield business.