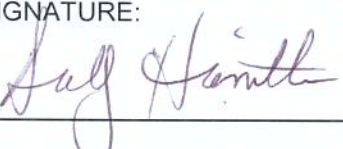


Chief Administrative Office POLICY MEMORANDUM	Date of Issue May 11, 1998 June 30, 1998 revised August 17, 1998 revised December 2, 2002 revised January 1, 2003 revised January 1, 2013 revised <u>March 14, 2016 revised</u>	Expiration Date N/A	No. 3R
TO: ALL Divisions and Departments		Subject:	
SIGNATURE: 		Policy for using, managing, maintaining, and selecting vehicles for replacement. Pre-revisions: Vehicle Use and Assignment Policy	
COMMENTS. Employees or assigned personnel must adhere to the provisions of the policy herein. Policy provisions are subject to change and it shall become the responsibility of employees to periodically review the policy for updates and/or changes.			

I. VEHICLE USE AND ASSIGNMENT OVERVIEW

- A. The Commissioner of General Services and the Director of Facilities and Fleet Management shall have the ultimate responsibility for developing, monitoring and maintaining all policies and procedures related to the assignment and use of government vehicles.
- B. Commissioners and Division Directors are responsible for the proper assignment and use of government vehicles, along with promulgating any associated policies and procedures. Commissioners and/or Division Directors shall appoint a fleet liaison and delegate the division's fleet responsibilities to the liaison. The liaison shall be responsible for maintaining a daily mileage log, pre and post trip inspections for each unit, providing assigned personnel vehicle use and mileage reports to Fleet Management, and participating in an annual physical inventory of vehicles as directed by the Division of Facilities and Fleet Management (See *Appendix on Responsibilities of Fleet Liaisons*).
- C. Pursuant to this section, the Director of Facilities and Fleet Management shall have final approval of vehicle assignments. Departments or divisions with permanently assigned vehicles shall submit an annual vehicle assignment report to the Director of Facilities and Fleet Management on or before the first of November.
- D. The Mayor, Chief Administrative Officer and/or his/her designee may make exceptions to this policy's provisions in the event of disasters,

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 2
----------------------	--------------------------------------	--------

emergencies, or for special events or extenuating circumstances with direct impact to the Urban County Government and its delivery of public services.

- E. All employees operating Urban County Government vehicles are subject to the Employee Handbook Uniform Disciplinary Code for the Urban County Government and/or disciplinary action under any applicable Collective Bargaining Agreement.
- F. Employees are encouraged to use their personal vehicle for job duties and will receive mileage reimbursement based on the current IRS mileage reimbursement rate. Mileage calculations will be based on the start location from the employee's workstation or home, whichever is the less.
- G. Employees who choose to use their personal vehicle shall submit proof of insurance every six months to their designated fleet liaison as well as proof of driver's license. It is the employee's responsibility to report to his/her supervisor if the license has been suspended or revoked as well as terminated insurance for personal vehicles prior to the six month check. The employee will need to advise their insurance company that they will be using their personal vehicle for job duties in the event an insurance rider is necessary for business use. The liaison will maintain a copy of the employee's proof of insurance and driver's license on file.

II. VEHICLE ACQUISITION/REMOVAL

A. Vehicle Acquisitions

- 1. The Division of Facilities and Fleet Management will identify replacement vehicle needs based on available funding, vehicle inventory, and information provided by each Division's Fleet Liaison. In all cases, the Director of Facilities and Fleet Management shall be the final authority in determining if a vehicle should be removed from the fleet based on the vehicle condition assessment, including repair history, safety and overall roadworthiness.
- 2. All LFUCG vehicles shall bear an equipment number, logo and official tag unless specifically exempted by the Director of Facilities and Fleet Management. These items will be applied by the Division of Facilities and Fleet Management.

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 3
----------------------	--------------------------------------	--------

3. No bumper sticker, sign or other advertising label shall be placed on any LFUCG vehicle without prior approval from the Director of Facilities and Fleet Management.

B. Vehicle Replacement Guidelines

The Division of Facilities and Fleet Management will maintain an approved list of vehicles that will be considered in vehicle replacement. Vehicle usage and operating cost will be a primary consideration in the selection of any replacement vehicle. Where appropriate, vehicle size will be reduced and a more fuel-efficient or alternative fuel option will be selected. Any vehicle request beyond the base unit available on the approved list shall be considered on a case by case basis.

C. Vehicle Acquisition and Utilization Committee

All vehicle requests shall be submitted through the Division's Fleet Liaison to the Division of Facilities and Fleet Management. The Director of Facilities and Fleet Management will submit the request to the Vehicle Acquisition and Utilization Committee for consideration and approval. Vehicle requests shall be made using the Vehicle Request Form and contain justification, use, and purpose of the vehicle (See Appendix for Vehicle Request Form).

The Vehicle Acquisition and Utilization Committee shall consist of seven members appointed by the CAO. The Director of Facilities and Fleet Management or his/her designee will lead the committee with representatives from the Office of the Chief Administrative Officer, Office of the Commissioner of General Services, Office of the Commissioner of Finance, Office of the Commissioner of Public Safety, Division of Fleet Management, and the Division of Central Purchasing. The committee will review the type of vehicle requested to perform job duties, as well as information provided by the Division's Fleet Liaison and the review and recommendation by the Division of Facilities and Fleet Management. In addition, the Committee will review vehicle use and take appropriate steps to address low mileage that may indicate underutilization within the fleet.

D. Vehicle Use Assessment and Removal.

Division Directors and Fleet Liaisons shall work with the Division of Facilities and Fleet Management to monitor and assess vehicle usage to identify underutilized fleet vehicles. Where appropriate, vehicles will be removed or rotated within the fleet by the Division of Facilities and Fleet Management to maximize LFUCG's resources and assets.

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 4
----------------------	--------------------------------------	--------

III. VEHICLE ASSIGNMENTS

1. Vehicles owned and operated by LFUCG shall be assigned in a manner to maximize use and availability of vehicles necessary to provide services. Vehicles may be assigned to a specific position or shared by a work unit.
2. **Mayor** – The Mayor of the Lexington-Fayette Urban County Government while in office shall be provided a vehicle for use both in and out of Fayette County or choose a monthly stipend in lieu of a vehicle.
3. **Appointed Officials (CAO and Commissioners)** – Appointed officials may receive a monthly stipend or reimbursement in lieu of a vehicle as negotiated by the Mayor.
4. **First Responders** – Employees who are required to respond immediately to after hour calls related to life or death, public health or safety (i.e. employees of the Coroner's Office, DEM, Community Corrections, Code Enforcement, Commanders in Fire, Non-sworn Police employees, Facilities Maintenance), may be assigned a vehicle for use in Fayette County. Division Directors will determine what is necessary and required for the position, and then obtain prior approval of the Director of Facilities and Fleet Management for vehicle use and assignment.
5. **Individual Assignments:** Vehicles may be assigned to a specific position for an employee's exclusive use during work hours when the duties of the position require the employee to spend more than 75% of work time in the field and away from the office. Division Directors shall review individual assignments and submit an annual report to the Director of Facilities and Fleet Management on or before the first of November to confirm vehicle assignments meet this criterion. If a change occurs in the individual assignment or if the position becomes vacant, the Commissioner must immediately notify the Director of Facilities and Fleet Management. Since the assignment of a vehicle is to the position and not the employee, the vehicle assignment does not follow the employee if he/she changes positions. Changes in vehicle assignments must be reported to the Division of Facilities and Fleet Management using Form FS-3, Vehicle/Driver Assignment Form (See Appendix).
6. **Take-Home Assignments:** Employees with take-home assignments shall only use their vehicles to and from work within Fayette County. This includes all vehicles with the exception of those vehicles subject to the collective

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 5
----------------------	--------------------------------------	--------

bargaining agreement or those employees who have received special permission from the Office of the CAO.

All take-home assignments shall be reviewed annually to determine whether the need for take-home status still exists. For the review, each Division Director will provide documentation to support and justify the assignment and its benefit to the Urban County Government to the Director of Facilities and Fleet Management. To receive full consideration, monthly vehicle usage logs and their timely submission from the previous year must be included in the documentation. All take-home assignments shall be made according to the following criteria:

- a. **Directors** - Directors will be allowed restricted privileges based on the need to respond to specific job responsibilities as recommended by their Department Commissioner and approved by the Director of Facilities and Fleet Management.
- b. **On Call Assignments** - Employees who are "on-call" to respond to situations arising after hours will be allowed restricted take-home privileges only when they are "on-call". An employee is considered "on call" when required to be continuously available to respond to a work-related situation in a way which restricts his/her personal time, movement or activities away from work. Employees who rotate "on-call" assignments will be allowed take-home privileges only when they are "on-call". Each division which requests take-home privileges for on-call response is expected to have developed an official "on call" policy for such response. The provision of take-home privileges to employees who are on call is meant to facilitate the work of those employees who must respond directly to a call and is not meant to simply provide transportation for employees who report directly back to their primary work site in the event of a call. The frequency of on-call response shall be monitored by the Department Commissioner to determine the validity of the take-home assignment. This includes all vehicles with the exception of those vehicles subject to the collective bargaining agreement.
- c. **Temporary Take-Home Assignments** – Temporary take-home assignments may be made to assigned personnel required to perform non-routine job activities, after hour meetings and appointments, or field duties that require the use of a vehicle. Temporary assignments will be made based on the recommendation of the Department Commissioner or his/her designee to the Director of Facilities and Fleet Management and are subject to the availability of vehicles. If an LFUCG vehicle is not available, employees are encouraged to use their own vehicles and be reimbursed for mileage at the standard IRS rate, if that is not an option, a rental vehicle may be obtained from the current

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 6
----------------------	--------------------------------------	--------

car rental/leasing company on contract with LFUCG. The employee's Division Director will monitor the usage under this temporary assignment.

- d. **Seasonal Take-Home Assignments** – Seasonal take-home assignments may be made for activities due to inclement weather. The Division Director shall monitor the employees' work and vehicle use to determine the continued validity of the assignment.

Anytime an employee who is assigned take-home privileges is scheduled to be absent from work for more than two days, other than holidays or weekends, the vehicle assigned to this employee shall be left at the work site or other designated site. Likewise, an employee on leave of absence shall turn his/her vehicle in immediately and will have no driving privileges during the length of the absence.

- e. **Underutilization of Vehicles** - Division Directors and Fleet Liaisons shall work with the Division of Facilities and Fleet Management to monitor and assess the city's vehicle usage to identify underutilized fleet vehicles. Where appropriate, vehicles will be removed or rotated within the fleet by the Division of Facilities and Fleet Management to maximize the city's resources and assets.

IV. REQUIREMENTS FOR VEHICLE USE, DRIVER CONDUCT AND RESPONSIBILITIES

1. Assigned personnel with a valid driver's license are permitted to operate government-owned vehicles with appropriate approval. Only "employees" who operate specialized equipment must be qualified and maintain appropriate certifications. Fleet Liaisons are responsible for verifying that employees and assigned personnel have a valid and proper driver's license (including where applicable CDL and CDL medical certificate). This review shall occur annually on or before the first of November. Employees must report a suspended or revoked driver's license to their supervisor and fleet liaison within twenty-four (24) hours of the occurrence. Failure to do so could result in disciplinary action under the Uniform Disciplinary Code. The policy defined in this subsection applies to the use of rentals as well as the employee's own personal vehicle if being reimbursed based on the standard IRS rate.
2. LFUCG vehicles shall only be used in the conduct of official business. The only exception may be vehicles subject to a collective bargaining agreement (*See Appendix on Vehicle Use and Assignment Subject to Collective Bargaining Agreement*).

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 7
----------------------	--------------------------------------	--------

3. When operating LFUCG vehicles, assigned personnel shall comply with all laws, policies, rules and regulations governing their use. Assigned personnel shall always drive in a safe and courteous manner. The policy defined in this subsection applies to the use of rentals as well as the assigned person's own personal vehicle if being reimbursed for mileage based on the standard IRS rate.
4. Non- LFUCG employees shall not be transported in government vehicles unless necessary in the conduct of official business or on route to/from work or home. The policy defined in this subsection applies to the use of rentals as well as the assigned person's own personal vehicle if being reimbursed for mileage based on the standard IRS rate.
5. All LFUCG employees with take-home privileges shall comply with Internal Revenue Service regulations governing company provided vehicles.
6. Employees traveling on official business for 48 hours or more beyond the Fayette County line may request a rental vehicle from the current car rental/leasing company on contract with LFUCG, or the employee may choose to drive their personal vehicle and receive mileage reimbursement based on the standard IRS rate.
7. Assigned personnel and passengers shall use seat belts and/or appropriate restraints while in any LFUCG vehicle or equipment. Strict enforcement of this policy shall be the responsibility of all supervisors. Enforcement shall be in accordance with Uniform Disciplinary Code.
8. Assigned personnel are prohibited from operating a government vehicle while under the influence of drugs (including prescription drugs or over the counter that impair ability to operate a motor vehicle) or alcohol, or while engaged in any other illegal or improper activity.
9. Smoking is expressly prohibited in all LFUCG vehicles. Assigned personnel who violate this policy may be subject to disciplinary action according to the LFUCG Uniform Disciplinary Code.
10. Carrying weapons in LFUCG vehicles is strictly prohibited. This includes visible and concealed weapons. Weapons include knives with a blade longer than 3 inches, any explosive. Violators of this policy will be subject to disciplinary action, up to and including dismissal. This policy does not apply to sworn police officers in the Division of Police, peace officers in the Division of Community Corrections or Deputy State Fire Marshals in the Division of

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 8
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Fire and Emergency Services and is not intended to conflict with KRS 65.870.

11. Cell phone use while driving an LFUCG vehicle is strictly prohibited. This includes making or receiving calls. Employees found violating this policy are subject to disciplinary action. In addition, in accordance with Kentucky law, no employee may write, send or read a text-based communication (including text messages, instant messages and emails) while driving an LFUCG vehicle. An employee found guilty of violating this state law while driving an LFUCG vehicle is subject to penalties and fines imposed by the courts, as well as disciplinary action under the Uniform Disciplinary Code. This includes all vehicles with the exception of those vehicles subject to a collective bargaining agreement.
12. Employees may lose privileges if the LFUCG vehicle is vandalized due to negligence of the employee in selecting a secure after hours parking location.
13. Employees who have been found responsible for any vehicle damages due to neglect and/or lack of proper care may be subject to disciplinary action according to the LFUCG Uniform Disciplinary Code. This includes all vehicles with the exception of those vehicles subject to a collective bargaining agreement.
14. If an assigned person with vehicle privileges is involved in a preventable motor vehicle accident resulting from his/her negligence, the privileges may be suspended or permanently revoked based on the severity of damage or a combination of points accumulated from prior motor vehicle accidents in accordance with LFUCG Uniform Disciplinary Code 10a/10b. Fleet Liaisons will monitor accident data for this express purpose. Traffic and parking violations while driving LFUCG vehicles or while using personal vehicles to conduct official LFUCG business are also the driver's responsibility. (See *Appendix on Accident Procedures*.)

V. VEHICLE MILEAGE LOG

Employees with take-home privileges shall maintain a vehicle mileage log (See Appendix for LFUCG Vehicle Mileage Log). Employees shall document all trips to/from work, whether these trips are made during regular work hours or outside normal hours, e.g. "on-call" response to emergencies. The purpose of the log is to:

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 9
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- a. Document the value of the take home vehicle to LFUCG, since take-home privileges are only extended when they result in a substantial benefit to the LFUCG (see section III above for take-home assignment criterion), and
- b. Document the value of the taxable fringe benefit. The Internal Revenue Service considers the personal use of an employer-provided vehicle to be a taxable benefit. Commuting to/from work for regular work hours and responding to after hour emergencies are all personal use per the IRS. The methods used to compute the fringe benefit are (1) \$1.50 per one-way trip and (2) the Annual Lease Value Rule. Either method may be used. In order to calculate the lowest fringe benefit, both the number of commuting trips and the miles driven for commuting must be documented per the following:

- Employees shall submit their monthly vehicle usage log to their Fleet Liaison.
- Division Directors shall submit these logs to the Division of Fleet Management semi-annually on May 1 and November 1.
- Fleet Liaisons shall submit a copy of the monthly logs with the Employee Report of Vehicle Use to the Division of Accounting by the first of November. Mileage logs are a requirement to maintain take-home privileges. Employees should also keep the logs for use when filing their personal income tax.

Employees who receive a monthly vehicle allowance in lieu of a take-home vehicle shall submit an:

- Annual Employee Report of Vehicle Use (See Appendix – Employee Report of Vehicle Use) to the Division of Accounting by November 1.
- The employee will provide the number of business miles driven for the year (November 1 through October 31) on the form.
- The difference between the vehicle allowance and the cost of the business miles driven (IRS mileage rate times the number of business miles) is considered a taxable fringe benefit.

VI. MISUSE OF GOVERNMENT VEHICLES AND RELATED PENALTIES

- A. Division Directors are responsible for ensuring compliance with established policies and procedures concerning use of LFUCG vehicles.

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 10
----------------------	--------------------------------------	---------

- B. Division Directors shall document (Form FS-4 - Fleet Services) and investigate all complaints or allegations of misuse of government vehicles. The Division Director shall notify the respective Department Commissioner, Director of Facilities and Fleet Management, and the Commissioner of General Services once and if the allegations have been validated.
- C. The Division of Facilities and Fleet Management will immediately notify the appropriate division directors and commissioners if they receive complaints, allegations, or suspect the misuse of government vehicles based on fleet exception reports. If, during the course of normal repair activity, the Division of Facilities and Fleet Management discovers evidence of vehicle abuse, neglect, or accident damage, a Form FS-4, Vehicle Abuse/Neglect & Accident Damage Report, will be sent to the Division Director and Commissioner of General Services. Division Directors shall respond **in writing** to the Commissioner of General Services within five (5) business days with the results of the investigation. If damage is found, a SP302 shall be completed and provided to the Division Insurance Coordinator for proper reporting.
- D. Employees found in violation of established policies and procedures governing use of LFUCG vehicles will be disciplined according to the LFUCG Uniform Disciplinary Code 10a/10b and/or in accordance with any applicable collective bargaining agreement.

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 11
----------------------	--------------------------------------	---------

LIST OF APPENDICES (New-Forms Have been added. CAO and Fleet Policies Combined.)

Appendix 1	Vehicle Use and Assignment Subject to Collective Bargaining Agreement
Appendix 2	Fuel Cards, Proper Fueling and Vehicle Maintenance
Appendix 3	Responsibilities of Fleet Liaisons
Appendix 4	Pre/Post Trip Inspection Sheet
Appendix 5	Employee Report of Vehicle Use
Appendix 6	LFUCG Mileage Log
Appendix 7	Accident Procedures
Appendix 8	Vehicle Request Form
Appendix 9	Fleet Replacement Classification

PROPER FUELING

LFUCG contracts with commercial vendors for fuel. Drivers should contact their supervisor or the Division of Facilities and Fleet Management for a current list of participating stations.

- a. Drivers shall always make sure the station selected for fueling is a participating station **before** fuel is dispensed. Gas purchased out of the network will not be reimbursed by Fleet Management.
- b. Drivers will need the vehicle/equipment fuel card and **Personal Identification Number (PIN)** to begin fueling.
- c. Drivers must enter the correct odometer of the unit.
- d. It is the driver's responsibility to determine if authorization has been received before fueling.
- e. Drivers shall go inside station to resolve any issues with fueling or call Fleet Management to arbitrate any disputes.
- f. Drivers shall call Fleet Management immediately if they realize they have entered an incorrect odometer.
- g. Fuel cards assigned to a unit shall **never** be used to fuel another vehicle or piece of equipment. This may result in disciplinary action or could lead to dismissal.
- h. Motor oil, windshield washer fluid and all other fluids should be obtained from Fleet Management during regular business hours by contacting the service writer or a shop supervisor.

FUEL CARDS AND PERSONAL IDENTIFICATION NUMBERS

All drivers of LFUCG vehicles are required to have a PIN before checking out a vehicle. Employees must come to Fleet Management **in person** in order to obtain a PIN. **A PIN will not be communicated over the telephone. NO EXCEPTIONS.**

- a. It is prohibited for a PIN to be shared or "loaned" to another driver.
- b. If it is necessary to obtain fuel from a commercial vendor during out-of-town trips, please contact Fleet Management for information on how to get a list of stations throughout the country within the fuel provider network. If travel will take an employee out of the network for contracted fuel, the employee and his/her division must submit a request for fuel on the travel request.

FUEL CARDS

Fuel cards are assigned to each vehicle by division. The fuel card is the property of the Urban County Government. Lost or stolen cards shall be immediately reported to Fleet Management.

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 13
----------------------	--------------------------------------	---------

Because fuel cards and PINs are assigned for use within each division, Fleet Management shall be notified when vehicles are temporarily loaned to another division. This will insure the appropriate division is able to fuel the unit and incurs the cost of all maintenance, repairs and fuel while the vehicle is in their possession.

CORRECT ODOMETER

Drivers are responsible for entering the correct odometer when fueling Urban County Government vehicles. Incorrect odometers are captured on the electronic download of fuel transactions and have to be manually corrected by Fleet Management staff. A list of incorrect odometers deemed to be entered through negligence will be sent to division directors and repeat offenders may be disciplined under the Uniform Disciplinary Code.

CHECKING FLUIDS

It is the driver's responsibility to check oil, other fluid levels, and tire pressure in vehicles and equipment belonging to the LFUCG. This should occur at pre and post trip inspections. Fleet Management personnel are available to assist in checking these fluids.

Windshield, washer, solvent, hydraulic oil and motor oil are available at the garage. If brake fluid or coolant is needed, the vehicle shall be taken to the garage for a technician's attention. Upon request, Fleet Management personnel will provide a brief demonstration on how to check fluids. Drivers could face disciplinary action under the LFUCG Uniform Disciplinary Code if found responsible for engine damage resulting from failure to check fluids and/or tire pressure. Division directors or other authorized personnel may assign the responsibility of checking fluid levels in vehicles and or equipment (i.e., maintenance or construction equipment, tractors, etc.) to a particular individual in the division.

REPORTING COMMERCIAL FUEL USE AND OUT-OF-COUNTY TRAVEL

There may be times when it is necessary for a driver to obtain fuel or oil from a commercial gas station for use in a LFUCG vehicle or equipment from a vendor not under contract with the LFUCG. Such situations may arise when traveling out of the county or state on official LFUCG business. If a driver is scheduled to be out of Fayette County they should check with Fleet Management or refer to the Fleet Management intranet site for an associated fuel vendor link to determine if there will be fueling stations in network on their travel route. This inquiry should be made far enough in advance to allow the driver to request a fuel allowance on their travel advance request. Reimbursements for fuel purchased outside of the network must be approved by the Director of Facilities and Fleet Management. If

questions arise please contact Fleet Management's administrative office at the following telephone number: 859-524-2870.

RESPONSIBILITIES OF FLEET LIAISONS (Fleet Liaisons added with defined role.)

- Serve as an agent for the Department Commissioner or Division Director in matters regarding the fleet.
- Coordinate with Fleet Management to identify vehicle and equipment replacement needs.
- Assign vehicles and equipment.
- Assure proper notification is made of all vehicle accidents.
- Notify Fleet Management by completing FS-3 Vehicle/Driver Assignment Form of new and revised driver assignments.
- Notify Fleet Management by completing FS-3 Vehicle/Driver Assignment Form of take-home assignment status.
- Respond to Fleet Management in writing within 48 hours of inquiries regarding fuel usage, vehicle abuse and neglect, and unreported accident damage, etc.
- Assure mileage logs are maintained by drivers requiring IRS reporting.
- Assure all drivers maintain current and valid driver's license (including CDL and CDL medical exams).
- Assure pre-trip and post-trip inspections are conducted on a daily basis.
- Assure all vehicles and equipment is presented on time for preventive maintenance.
- Assure vehicles are kept clean and free of debris.
- Coordinate with Fleet Management to resolve driver concerns.

PRE-TRIP INSPECTION SHEET
SHEET

POST-TRIP INSPECTION

Date: _____ Vehicle: _____

Mileage: _____

UNDERHOOD

- ☐ Oil level
- ☐ Oil added _____ quarts
- ☐ Radiator level
- ☐ Battery level
- ☐ Windshield washer fluid level
- ☐ Engine/hoses/belts
- Card

EXTERIOR

- ☐ Tires
- ☐ Turn signals
- ☐ Headlights
- ☐ Tail/brakes lights
- ☐ Windshield wipers
- ☐ Mirrors
- ☐ Cleanliness/ Fresh body damage
- ☐ License plate/Logos

SAFETY EQUIPMENT

- ☐ Fire extinguisher
- ☐ Biohazard kit
- ☐ Triangles
- ☐ First aid kit
- ☐ Back-up alarm
- ☐ Insurance Certificate/Fuel

INTERIOR

- ☐ Brakes
- ☐ Steering
- ☐ Transmission
- ☐ Mirrors
- ☐ Gauge/instruments
- ☐ Controls (equipment)
- ☐ Radio (two-way)
- ☐ Damage/cleanliness

Notes: _____

Driver signature: _____

EMPLOYEE REPORT OF VEHICLE USE

November 1, 2011 to October 31, 2012

Page _____ of _____

Division: _____

Division Number: _____

Employee: _____

Employee Number: _____

SECTION A: VEHICLE INFORMATION

* An employee/user report must be completed for **EACH** and **EVERY** vehicle made available to the employee/user during the year.

YEAR: _____ Vehicle number: _____ Date Assigned: _____

Make: _____ Model: _____ Ending Odometer Reading: _____

Two Door _____ Four Door _____

1. * Period of use: From _____ / _____ / _____ To _____ / _____ / _____

2. Total miles vehicle driven during period on line #1.....

SECTION B: COMMUTING VALUATION METHOD

** Elected officials need not complete this section. See Section C.

3. Number of one-way trips to work in UCG vehicle (include on-call trips).....

4. Number of one-way trips from work in UCG vehicle (include on-call trips).....

5. Total number of one-way trips (Add lines #3 and #4).....

SECTION C: ANNUAL LEASE VALUE METHOD

*** Except for elected officials, Section C is not required. However, completion may result in lower tax to the employee. Supporting documentation sufficient to satisfy Internal Revenue Service requirements is the responsibility of the employee.

6. Average daily round-trip commuting distance.....

7. Total commuting miles.....
(line 6 multiplied by line #3 should approximate line #7)

8. Total other personal miles.....

9. Total business miles.....

10. Total of lines #7 + #8 + #9 = (must equal line #2).....

Signed _____ Date: _____

READING

[illegible]

TOTAL PERSONAL MILES

ENDING ODOMETER READING DATE

NUMBER OF DAYS DRIVEN FOR COMMUTING

TOTAL MILES DRIVEN ON VEHICLE

INSTRUCTIONS: Enter the odometer reading as of the beginning of the period in the space at the top of this form and the odometer reading at the end of the period at the bottom of the form. Keep this form in the vehicle to simplify your recordkeeping duties.

[illegible]

TOTAL BUSINESS MILES

READING

LFUCG VEHICLE ACCIDENT PROCEDURES

WHAT TO DO IN CASE OF ACCIDENT:

- Call the LFUCG Police or the police in the jurisdiction where you were involved in any accident.
- Call your immediate supervisor and notify the supervisor of the facts of the accident. Obtain the names, address and phone number of any person involved in the accident or any witnesses to the accident.
- Contact the Risk Management Services Company adjuster at 859-685-6531, 859-619-4319 or 1-800-372-6402 for an on scene investigation only if the following criteria are met:
 1. Any accident involving a death;
 2. Any accident injury involving a serious head injury;
 3. Any accident injury involving paralysis;
 4. Any accident injury requiring overnight hospitalization;
 5. Any accident involving a pedestrian struck by a LFUCG vehicle;
 6. Any accident injury involving a broken bone;
 7. Any accident injury involving a serious spinal injury;
 8. Any accident injury involving an amputation.
- Do not admit fault, or discuss the facts of the accident with anyone except the Police, your supervisor or the LFUCG claims adjuster.
- Have the LFUCG vehicle towed to the Division of Fleet Management repair shop after all photos are taken and Police complete their investigation.
- Keep a copy of these procedures in each LFUCG Fleet vehicle.

Post Critical Incident Testing (CAO Policy #7):

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 20
----------------------	--------------------------------------	---------

- Any assigned person involved in a single vehicle accident with property damages of \$2,500.00 or more; or work related accident or incident in which there is one (1) or more fatalities; one (1) or more injuries requiring emergency treatment; or property damage of \$5,000.00 or more shall immediately notify their supervisor and will be tested for drug use and blood/breath alcohol presence.
- Such testing shall be conducted:
 1. Within two (2) hours of the incident, or
 2. Within two (2) hours of being released from law enforcement personnel while under:
 - a. Detainment
 - b. Apprehension
 - c. Questioning; or
 - d. Arrest
 3. But no later than eight (8) hours after the incident
 4. All PCI test are to be conducted at an Urgent Treatment Center or UK Medical Hospital.

PLEASE NOTE:

THE SUPERVISOR IS RESPONSIBLE FOR FOLLOWING THE ABOVE PROCEDURES AND REQUESTING THAT AN EMPLOYEE BE TESTED WITHIN THE TIME FRAME OF TWO (2) TO EIGHT (8) HOURS.

- The supervisor of the assigned person in the accident will go with the employee to Urgent Treatment Center or UK Emergency room to make

POLICY MEMORANDUM	Vehicle Use and Assignment Policy	Page 21
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sure the PCI test is given to the assigned person as soon as possible after the accident.

VEHICLE REQUEST SHEET (New Form)

Requesting Division _____ Date _____

Program No. _____ Division Director _____

Please provide concise answers to the questions below.

1. What is the desired vehicle? Please indicate the year, make, model, fuel type, alternative fuel, and GVW.

2. Is the vehicle a replacement or an addition to the fleet? If the vehicle is a replacement, indicate the vehicle that will be replaced.

3. What will be assigned status of the new/replacement vehicle?

4. Why do you need the new/additional vehicle? What is the intended purpose of the vehicle? How will the new vehicle be used if different than the one being replaced?
Be specific and describe the way the vehicle will be used i.e. to transport children participating in Parks programs, off road in code enforcement inspections, etc.

5. How much has been spent for vehicle maintenance in the last fiscal year, regardless of the number of miles on the vehicle, for the existing vehicle? *If the vehicle is an addition, enter NA. Otherwise, provide the total spent for all preventive maintenance, maintenance, and repair costs for the last fiscal year for the vehicle being replaced.*
6. How is the current vehicle used? If the vehicle is an addition, enter NA.
If the vehicle is a replacement, provide a description of how the current vehicle is used.
7. Explain the funding source for the vehicle. *If the funds are not local, provide the name of the funding source. For example, if grant funds are used, please indicate the name of the grant and funding agency.*
8. Please provide any other information that explains your need for the vehicle.

CAO Policy #3, Proposed Fleet Replacement Classification (New Guidelines)

Function	Current Classification	Current Units	Proposed Classification	Proposed Replacement Units
Dump Truck	Dump Truck	F450,	3/4 Ton Pick-Up Strd. Cab CNG	F350 CNG/Hybrid
PU	Medium Duty Truck	F450 & 550		
Utility	Aerial Bucket	F450		
PU	1 Ton Pick-up Crew Cab 2WD	F350	3/4 Ton Pick-Up Strd. Cab CNG	F250 CNG
	1 Ton Pick-up Crew Cab 4WD			
	1 Ton Regular Cab 4WD	F350, F250		
	3/4 Ton Pick-up 2WD	F250		
	3/4 Ton Ext Cab 4WD	Silverado		
	3/4 Ton Utility Bed Ext Cab 2WD	S10, F150, 1500		
	1/2 Ton Pick-up 2WD	F150	1/2 Ton Pick-Up 2WD, Strd. Cab	F150
	1/2 Ton Pick-up 4WD			
	Compact Pickup 2WD	Ranger		
	Compact Pick-up Ext 4WD			
Sedan	Compact Pickup Ext Cab 2WD			
	Mid-Size Pick Up Ext Cab 2WD	Dakota		
	Mid-Size Pick Up Ext Cab 4WD			
	Police Patrol	Crown Victoria	Midsize Sedan	Ford Interceptor (V6, AWD)
	EV	Volt	EV/Hybrid Compact Sedan	Volt, Focus
	Large Automobile	Crown Victoria		
	Midsize Automobile	Taurus	Compact Sedan/Hybrid Compact Sedan	Focus, Fusion
	Hybrid Automobile Mid-Size Sedan	Camry		
	Hybrid Automobile Compact Sedan	Civic, Prius,		
	Full Size SUV 4WD	Suburban, Tahoe, Excursion	Mid-Size SUV 2WD/Hybrid	Explorer
SUV	Compact SUV 4WD	Escape		
	Mid Size SUV 2WD	Blazer	Small SUV 2WD/Hybrid	Escape
	Mid Size SUV 4WD	Blazer, Explorer, Durango, Cherokee		
	1 Ton Cargo Van	Sprinter	1/2 Ton Cargo Van	Transit Connect XL
Van	3/4 Ton Cargo Van	Econoline		
	1/2 Ton Cargo Van			
	12 Passenger Van		12 Passenger Van	TBD
	15 Passenger Van			
	7 Passenger Van	Caravan	TBD	
Bus	16-34 Passenger Bus		TBD/Hybrid/CNG	TBD
	35-66 Passenger Bus		TBD/Hybrid/CNG	

Note:

Any additional features such as 4WD, AWD, Cab Options (Crew, Extended), Utility Bed and specialty attachments must be requested by each Division including the justification for such items and review/approved by Vehicle Acquisition Committee.