





equipment to his/her supervisor and assist in scheduling any maintenance/repairs and delivering the vehicle for its servicing.

5. Employees must report any accident, theft, or malicious damage involving a City vehicle to their supervisor regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than forty-eight hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.
6. Employees shall not operate any City vehicle at any time or operate any personal vehicle while eligible for mileage reimbursement and on City business while using or consuming alcohol, legal or illegal drugs, or prescription medications that may affect their ability to drive. Smoking inside any City vehicle is prohibited.

Vehicle Take-Home Trip Log Form: All employees shall complete the Vehicle Take-Home Trip Log Form for the assigned vehicle and submit a copy to his or her supervisor no later than the 5<sup>th</sup> working day after the end of each month. The trip log shall contain the following information for the prior month:

- Vehicle number, month, year, department name, division name, employee name, employee position title, phone number, regular work hours, odometer reading at the beginning of each day and odometer at end of the take-home vehicle period.
- List the total daily trip mileage in the column showing commute miles, and the column showing business miles, and fill in the column listing the trip destination and the column indicating whether or not the trip was an emergency call-out. The daily commute, business and total mileage data must be totaled on the monthly log.