

**Applicability:** This SOP applies to all employees that have been assigned a take home city vehicle.

**Policy and Procedures:**

1. The Fire Chief will decide who is assigned a take home vehicle based on the needs of the Fire Department. Personnel assigned a take home vehicle must reside within a reasonable distance from the City of Minneapolis.
2. Take home vehicles are assigned to personnel who are expected to respond after hours to emergency events or specific fire prevention activities. The purpose of a take home vehicle is to facilitate emergency response to significant emergency events.
3. No person shall be allowed to operate or drive a city vehicle unless they are employed by the City of Minneapolis. Passengers in city vehicles are limited to the employee's immediate family, other Federal, State and Local government employees as well as out-of-town guests in Minneapolis on official business. Exceptions to this provision must be approved by the Fire Chief.
4. In the event that an employee's driving privileges are restricted, suspended or revoked, the employee must not operate any city vehicle. This change in driving privileges must be reported to the employee's supervisor or the Assistant Chief within 12 hours, along with all the pertinent facts and circumstances.
5. City take-home vehicles are to be used for city business purposes. Limited incidental personal stops along the way to and from home are authorized. Examples of these include tasks such as picking up and dropping off the employee's children from day care or stopping at a grocery store for food. Employees shall not use city vehicles for private business ventures or other personal gain.
6. The work shift begins when the employee arrives at their duty location in Minneapolis. Travel time to and from work is not considered duty time. City vehicles are not to be used as an excuse to be late to work.
7. If the employee is to be off work for an extended time (ill, vacation, etc.) the take home vehicle will be left in the City of Minneapolis at a designated site determined by the supervisor. Extended time is defined as more than 3 calendar days.
8. Employees may take city vehicles outside of the Minneapolis metropolitan area for official city business only. Exceptions to this rule must be approved in advance by the Fire Chief.
9. City vehicles must be made available to other employees of the city on short notice at the discretion of the employee's supervisor. Nothing in this policy implies that any city equipment is for the exclusive use of one particular employee.

10. Employees assigned a take home vehicle are responsible for the security and safe-keeping of the vehicle at all times while in their possession. All Federal, State and Local Laws and ordinances related to the safe operation of vehicles shall be adhered to at all times. Drivers shall insure that all passengers wear seat belts while the vehicle is in motion and young passengers are provided with appropriate and approved car seats.

11. Employees receiving a citation from a peace officer related to the operation of city vehicles are personally responsible for fines related to such offences. Employees shall not use their position as a City of Minneapolis employee to try and avoid traffic tickets.

12. All employees assigned a take home vehicle must acknowledge receipt of this policy and agree to abide by the terms above. Employees who are found to have violated this policy will be charged with insubordination and violation of work rules and will be subject to progressive discipline.

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Date

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Printed Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Printed Name

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Supervisor's Signature