

Administrative Policy: Use of City Property – Equipment and Vehicles

PURPOSE AND BACKGROUND

The purpose of this document is to establish expectations regarding the use of City owned equipment and vehicles. The City of Takoma Park provides equipment and vehicles to its employees where necessary and useful for their jobs. Equipment and vehicles are often expensive and may be difficult to replace.

This policy applies to all staff, contractors and volunteers who use City equipment and vehicles.

USE OF CITY EQUIPMENT AND VEHICLES

When using City owned property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must promptly notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Employees must also promptly notify their supervisor if any equipment is lost, not returned to the place it is normally stored or parked, or otherwise goes missing.

Employees are strictly prohibited from using City equipment any personal, private, or political purposes.

Personal use of City vehicles, or use of such vehicles for any other reason than performance of duties or transport to and from work assignments, is prohibited unless specifically authorized by the Department Head. Acceptable use of a City vehicle for a personal purpose may include taking a vehicle to lunch when returning to a City facility from a work site/meeting or when use of a personal vehicle is not an option because the employee took public transportation or carpoled to work.

Note: This policy guidance is not meant to supersede existing policies related to the use of City email, mobile devices, or Police Department General Orders.

*Effective Immediately
Version: October 2, 2019
Approved by: Suzanne R. Ludlow, City Manager*