

CHAPTER 10

Use of City Property

A. City Property

1. Any employee of the City of Avondale found responsible for damage to or loss of city property through negligence or abuse will be subject to disciplinary action and may be required to reimburse the City for such damages or loss.
2. No city equipment, materials or supplies will be removed from their locations without the approval of the department manager or City Manager.

B. Uniforms

Uniforms and protective clothing provided by the City to employees or owned clothing bearing city identification, will be worn only for official city duties and, except in the performance of official duties in no event will be worn in liquor establishments or places of public entertainment.

C. Use of City-Owned Vehicles

1. Policy Statement

The City of Avondale will provide for and maintain certain vehicles and equipment for the purpose of conducting certain city business. This business will be governed by the following vehicle use policy. The City Manager will oversee and direct where needed the powers of this policy.

2. Department Manager Vehicles

The City Manager will make all department manager vehicle assignments and such assignments will conform to the Internal Revenue code.

3. Departmental Vehicle Assignments

Each department manager will assign vehicles in their respective departments with the approval of the City Manager, in accordance with Internal Revenue codes.

4. Vehicle Use

- a.) Seat belts will be worn by all drivers and passengers at all times while in city vehicles.
- b.) No tobacco products will be used in any city vehicle or equipment.
- c.) All city vehicles and equipment will be operated by a legally licensed operator.

d.) Operators will keep vehicles or equipment clean inside and outside at all times.

e.) Operators will inspect fluid levels, tires, lights, and glass on a regular basis.

f.) All city vehicles and equipment will be operated in a safe manner and all city vehicles and equipment will be operated for official use only. The following are not considered official uses:

1.) Operating a city vehicle or equipment under the influence of alcohol or unlawful drugs.

2.) To and from establishments where discredit can be brought to the City.

3.) For the transportation of alcohol and unlawful drugs or drug paraphernalia, except for public safety vehicles.

4.) For the use of conducting business for personal profit.

5.) For the use of committing an unlawful activity.

5. All airbag equipped vehicles will have the airbags fully operational

At no time will any city vehicle equipped with airbags, be deactivated. This includes passenger airbags also. On pickup trucks equipped with a passenger airbag deactivation switch, at no time will any person place this switch in the "off" position. Any tampering of, or manipulation of the airbag operating system, that will cause it to not operate as designed, will be subject to disciplinary action as prescribed by the policies and procedures.

6. Accidents

All accidents will be reported in accordance with Risk Management regulations.

7. Compliance

Any operator found to be in violation of any part of this policy will be subject to disciplinary action as prescribed by these policies and procedures.