

POLICY NO. _____: VEHICLE USE POLICY

Section I: Purpose

The City of Apalachicola vehicles are highly visible throughout the community and are often subject to public observation and scrutiny. As a result, criticism is frequently received from the general public concerning improper or unethical use of the vehicles. With the adoption of a policy on vehicle use, accountability surrounding the vehicles will increase, therefore, placing city officials in a strong position to justify and defend usage of the vehicles on a uniform basis. Therefore, it shall be the policy of the City Commission of the City of Apalachicola, that:

Section II: Vehicle Usage

The use of city owned/leased vehicles shall be restricted to official City of Apalachicola business. Vehicles may be driven only by members or employees of the City of Apalachicola. Passengers must be city employees or otherwise on official city business, with the exception of passengers in Police Department vehicles that are under arrest. No hitchhikers or family members who are not themselves city employees may be passengers in any City of Apalachicola vehicle unless authorized by the City Commission.

Section III: Additional Vehicle Restrictions

- a) All vehicles (excluding units used for undercover operations) will display an official city license plate. Police Department vehicles will display the official Apalachicola Police Department seal and markings; all other vehicles will display official City of Apalachicola seal and markings appropriate for that particular department.
- b) The vehicles shall not be used outside the official limits of the City of Apalachicola unless it is used for conducting authorized city business or necessary commuting.
- c) Any city employee on annual or sick leave for one 40 hour work week or more will not be allowed to keep possession of the vehicle at home during such leave.
- d) There will be no window tint allowed on any City of Apalachicola vehicle.

Section IV: Failure to adhere to this policy will result in disciplinary action as outlined in the City of Apalachicola Personnel Policies, Rule No. 37.

End of Policy

Policy Presented By: Mayor Van. W. Johnson, Sr.
Date of Adoption: November 6, 2007