



## ADMINISTRATIVE REGULATION

### OFFICE OF THE CITY MANAGER

Number: AR 604  
Responsible Department: Public Works  
Established/Effective Date: April, 1996  
Latest Revision Date: October 1, 2023  
Next Review & Reauthorization Date: October 1, 2025

#### **SUBJECT: Use of City-Owned Vehicles and Personal Vehicles for Official City Business**

1. **Purpose:** The purpose of this regulation is to establish and implement City policies and procedures relative to the assignment, utilization and control of City-owned vehicles as transportation for employees while engaged in official City business; to establish reimbursement procedures for privately-owned, personal vehicles used for City business; and to clarify the City's responsibility for damage and/or liability for private vehicles used on official City business.
2. **Authority:** Section 401, Huntington Beach City Charter.
3. **Applicability:** This regulation covers the use of City-owned vehicles and private-owned personal vehicles for conducting official City business and shall be applicable to all City departments and employees.
4. **Definitions:** Not applicable
5. **Policy:**
  - 5.1. When necessary during the course of an employee's official duties, transportation shall be provided by the City. In the event no City vehicle is available, the employee may use his or her personal vehicle with the approval of Department Head.
  - 5.2. Employees authorized to drive either their own or a City-owned vehicle on official business must possess a valid California driver license for the class of vehicle they will be operating.
  - 5.3. Employees assigned to drive a City vehicle and/or employees receiving an Auto Allowance are required to participate in the DMV Pull Notice Program (Refer to [AR 907](#)).
  - 5.4. The transportation method authorized will be that which is in the best interests of the City.
  - 5.5. City-owned vehicles shall only be used for official City business.
  - 5.6. City-owned vehicles shall not be driven to and kept at the employee's home or location other than the regular work location or Corporate Yard, except as provided by this policy.
  - 5.7. No City-owned vehicle will be driven outside the boundaries of Los Angeles, Riverside and Orange Counties without prior approval of the Division Manager.



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5.8. All City vehicles shall be fueled and maintained at the City Yard or other facility, as applicable, except in cases of emergency. This also applies to electronic vehicles (please refer to [AR 609 EV Charging Stations](#) for more information).

5.9. The general program set forth in this regulation will be implemented by the City Manager and administered by the Department Heads in accordance with the regulations herein established. It is the responsibility of each Department Head to enforce the provisions of this regulation as it relates to the employees of his/her department.

#### 6. Responsibilities:

##### 6.1. Insurance Requirements

- 6.1.1. Private vehicles used on City business shall be insured by the individual employee by vehicles liability insurance at least equal to the minimum requirement of the California Vehicle Code.
- 6.1.2. Employees who do not meet the State minimum requirements shall not be permitted to use their personal vehicles on City business until such requirements are met.
- 6.1.3. No privately owned vehicle shall be operated on City business without insurance coverage and a valid operator's license as required by this regulation.

##### 6.2. City Liability on Use of Private Vehicle.

- 6.2.1. Should an employee be injured in an accident while driving a privately owned vehicle on official City business, he/she will be covered under the City's Worker's Compensation Policy.
- 6.2.2. There is no City coverage for damage to the privately owned vehicles.
- 6.2.3. Should an employee be on official City business in a privately-owned personal vehicle and it was involved in an accident and he/she is not at fault, related out-of-pocket expenses including deductible may be considered for reimbursement as authorized by the City Manager or designee.
- 6.2.4. In the event a City employee's personal vehicle is damaged due to accident/collision while being used for official City business and the employee is deprived the use thereof, the City shall furnish such employee with a vehicle, during such time as is reasonably required to repair said employee's vehicle.
- 6.2.5. The employee's insurance policy is considered as the primary coverage, and the City liability begins after the limitations of the employee's coverage is exhausted. In other words, an employee must first utilize their insurance policy coverage prior to being eligible for reimbursement of related expenses.

##### 6.3. Vehicle Maintenance

- 6.3.1. City-owned vehicles – either pool vehicles or assigned vehicles, shall be maintained in a clean and safe manner by the Public Works Department.
- 6.3.2. It shall be the responsibility of each employee using City vehicles to perform the required inspection and report any maintenance issues to the Public Works Department, Fleet Management team.

#### 7. Procedures:



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**7.1. Permanent Assignment (Category A):** Upon approval from the City Manager and Department Head, assigned City vehicles may be taken home by employees whose residence is within a certain distance from City Hall set by each employee MOU (i.e. 10 mile radius from HBMT, 25 miles from N/A & MEO, 35 miles radius from FMA, PMA, POA, which are subject to change) for the uses as described below:

7.1.1. Executive Use: Includes the City Manager, Assistant City Manager, and Department Heads

7.1.2. Other Designated Positions: In addition to the Executive Use positions, other employees in specific positions may be assigned City vehicles if they meet the following criteria:

7.1.2.1. They have received a permanent or probationary appointment to the management position, or are serving in an acting capacity in a management position in excess of 60 days, and

7.1.2.2. Assignment is approved by the City Manager, and

7.1.2.3. There is higher than normal need for incumbents to return to duty in the evenings and normal days off (more than 3 times per month), and

7.1.2.4. There is a need to have a vehicle available for City business purpose on a constant and regular basis, and

7.1.2.5. Such employees must meet one of the following criteria:

7.1.2.5.1. Have routine and recurring duties to perform after or outside working hours which require a return to work from home, or

7.1.2.5.2. Be subject to call out during non-duty hours for emergencies or meetings if the actual frequency of emergency calls and the importance of time to emergencies can be documented and justify the assignment of vehicle; or

7.1.2.5.3. Mileage driven on official City business exceeds an average of 500 miles per month, or

7.1.2.5.4. Regularly and frequently supervise subordinates in the field and conduct City business in the field, outside of normal working hours, or

7.1.2.5.5. Duties require the employee to be away from his or her base work station greater than 50% of his or her working time, on average.

7.1.3. Emergency Response Units:

7.1.3.1. Employees who are required to respond more than once per week on an average without delay in order to protect the public health, safety and property.

7.1.3.2. Employees who are required to carry special emergency equipment in their vehicles, which must be utilized on a regular and frequent basis. (A radio or car phone in and of itself does not constitute special emergency equipment).

7.1.4. Exhibit A is a list of authorized "Category A" assignments where the employee has an option of an auto allowance or vehicle assignment. This list is subject to change depending on the labor negotiations and MOUs with applicable employee union groups.





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- 7.2. Non-permanent Assignment (Category B):** City vehicles may be assigned to an employee by a Department Head based on meeting one of the following criteria:
- 7.2.1. Monthly mileage driven exceeds an average of 500 miles per month and the vehicle is used for the purpose of supervision or inspection in the field, or
  - 7.2.2. Duties require the employee to be away from his or her work station greater than 50% of his or her working time on an average.
- 7.3. City Pool Vehicles (Category C):** City-owned pool vehicles are available for employees who require transportation to perform official City business but do not meet the criteria for an assigned City vehicle under "Category A or B" above or Auto Allowance. Please refer to [AR 601 City-owned Pool Vehicles & Operation](#) for the City's policy and procedures.
- 7.4. Temporary Assignment.** The City Manager's approval is required for temporary assignment of a vehicle to an employee if the vehicle is to be taken home by the employee.
- 7.5. Reimbursement for Use of Personal Vehicles**
- 7.5.1. Executive Use. The City Manager and Department Heads may, at their option, review an auto allowance as established by Resolution of the City Council in lieu of the assignment of a City vehicle pursuant to Section 5.1 herein. The [AR 907 – Auto Allowance](#), provides the procedures and requirements for selection of the Auto Allowance option.
  - 7.5.2. Division Heads and employees represented by Management Employee's Organization (MEO) who are assigned a City vehicle pursuant to Section 7.1 (Category A) herein may be eligible to receive an auto allowance in lieu of such assignment. [AR 907 – Auto Allowance](#) provides the procedures and requirement for selection of the Auto Allowance option.
  - 7.5.3. Mileage Reimbursement. Employees, upon authorization of their Department Head, may use their own vehicles on official City business and shall be reimbursed at current rate determined by the IRS (e.g. 62.5 cents per mile in 2022, 65.5 cents per mile in 2023) per mile driven on official City business.
    - 7.5.3.1. Mileage reimbursement rate set by the City includes all costs of owning and maintaining an automobile.
    - 7.5.3.2. Finance Department shall be responsible for sending out an annual internal communication to all employees that include mileage reimbursement rate with appropriate forms.
  - 7.5.4. Employees shall submit monthly claims for reimbursement to the Finance Department through their Department Head on forms prescribed by Finance.
  - 7.5.5. Employees shall not be reimbursed for commuting to and from work, except that employees who are required to attend scheduled meetings outside of normal working hours may be reimbursed for mileage required for use of personal vehicles when authorized by the Department Head.
  - 7.5.6. Please refer to [AR 301 – Official Travel and Other Business Expenses Policy](#) for more information.



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Attachments:

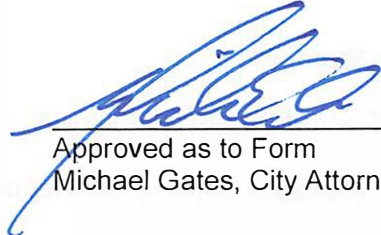
1. Exhibit A: Current List of Authorized City Vehicles OR Auto Allowance

Distribution:

All employees may access the Administrative Regulations via the [SurfNet](#) or City website: [www.huntingtonbeachca.gov/AR](http://www.huntingtonbeachca.gov/AR)

  
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Chau Vu, Public Works Director  
Initiating Department

  
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Al Zelinka  
City Manager

  
\_\_\_\_\_  
Approved as to Form  
Michael Gates, City Attorney

**Review Schedule**

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE



## **ADMINISTRATIVE REGULATION**

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#### **AR 604 Use of City-owned Vehicles and Personal Vehicles for Official City Business**

#### **EXHIBIT A: LIST OF CURRENT AUTHORIZED CITY VEHICLES OR AUTO ALLOWANCE** *(Subject to Change)*

##### **City Manager**

**All Elected Department Heads** (City Attorney, City Clerk, City Treasurer)

##### **All Appointed Department Heads**

##### **Contract Non-Department Heads**

1. Chief Assistant City Attorney
2. Deputy Director of Homeless & Behavioral Health Services
3. Deputy Director of Public Works
4. Assistant Chief Financial Officer
5. Deputy Director of Administrative Services
6. Deputy Director of Community & Library Services
7. Deputy Director of Community Development
8. Deputy Community Prosecutor

##### **Other Positions**

1. Administrative Services Manager
2. Assistant to the City Manager
3. Beach Operations Supervisor
4. Building Manager
5. City Engineer
6. Community Services Manager
7. Construction Manager
8. Deputy Fire Marshal
9. Detention Administrator
10. Economic Development Manager
11. Environmental Services Manager
12. Facilities, Development & Concessions Manager
13. Facilities Maintenance Supervisor
14. Finance Manager, Treasury\* (Deputy City Treasurer)
15. Fire Marshal
16. Fleet Operations Supervisor
17. Housing Manager
18. Human Resources Manager
19. Information Technology Manager
20. Inspection Manager



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21. Inspection Supervisor
22. Landscape Maintenance Supervisor
23. Operations Manager
24. Parking/Camping Facility Supervisor
25. Planning Manager
26. Police Administrative Division Services Manager
27. Police Administrative Services Manager
28. Police Communications Manager
29. Police Records Administrator
30. Principal Electrical Inspector
31. Principal Plumbing Mechanical Inspector
32. Public Affairs Manager
33. Risk Manager
34. Senior Information Technology Manager
35. Street Maintenance Supervisor
36. Transportation Manager
37. Tree Maintenance Supervisor
38. Utilities Manager
39. Wastewater Supervisor
40. Water Distribution Superintendent
41. Water Production Supervisor
42. Water Quality Supervisor

New or revised job classifications may become eligible to receive Auto Allowance during the term of this MOU, as approved by the City Manager.

*\*Grandfathered incumbent only.*