

SUBJECT: CARS POLICIES AND RULES

Purpose: This APM provides uniform rules, guidelines and procedures in order to ensure effective management of the City's automobile-related transportation programs, including policies and procedures relating to the use of City-owned vehicles and privately owned vehicles used for City business. All rules, guidelines and procedures are included in the attachment to this APM.

Mayor's Authority: The Mayor, after consultation with staff, may make any necessary changes to the policies and procedures of City-related vehicle use. The CARS Committee shall be informed of said changes.

CARS Committee: Promulgation of policies and procedures and general oversight of City-related vehicle use shall be vested in a Centralized Automobile Regulating System (CARS) Committee.

Composition of CARS Committee:

- Mayor (or designee)
- Parking Utility Manager (or designee)
- Fleet Service Superintendent (or designee)
- Chief of Police (or designee)
- Finance Director (or designee)
- Representative from an agency with a large number of Personally Assigned Vehicles (PAVs), as selected by the Mayor
- Representative from an agency with a large number of mileage reimbursement plan users, as selected by the Mayor

Staff to the Committee: The Finance Department shall provide staff support to the Committee.

Duties, Responsibilities and Authority of the Committee: The CARS Committee is charged with providing recommendations to the Mayor regarding City vehicle use issues. As such, the Committee will:

1. Develop policy for and regulate the assignment and use of City-owned vehicles by City employees, including pool cars and personally assigned vehicles (PAVs);
2. Develop policy for and regulate assignment to mileage reimbursement plans for the use of privately-owned vehicles on City business;
3. Regulate number of City-owned transportation vehicles;
4. Advise the Mayor regarding management contract language as it pertains to vehicle use;
5. Undertake periodic review and develop such other policies as required to ensure effective vehicle use management.



Paul R. Soglin
Mayor

APM No. 2-13
October 23, 2017

Original APM dated 1/7/97
(Revised 4/16/01, 4/2/03, 5/16/08)