

**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.

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)
- Motor Equipment Superintendent (or designee)
- Chief of Police (or designee)
- Comptroller (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 Comptroller's Office 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.



David J. Cieslewicz  
Mayor

APM No. 2-13  
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**CARS Policies and Rules  
APM #2-13**

CARS Committee  
William Vandebrook, Chairperson

# CONTENTS

Chapter One: Personally Assigned Vehicles (PAV) Assignment.....	1
Overview .....	1
Criteria for the Assignment of a PAV .....	1
Taking the Vehicle Home.....	1
Waiver of Personal Mileage Payments.....	1
Periodic Review.....	2
Rules Violations .....	2
Chapter Two: CARS Pool Monitor Assignment and Fleet Size Policy.....	3
Overview .....	3
Regulation of CARS Pool Fleet Size.....	3
CARS Committee Assigns All CARS Pool Monitors.....	3
Policy for the Monitor Assignment of a Comp Group 21 Employee.....	3
Pool Vehicles for Nonstandard Work Hours.....	3
Criteria for the Monitor Assignment of a non-Comp Group 21 Employee.....	3
Periodic Review.....	4
Reassignment to Comp Group 21 Monitor .....	4
Rules Violations .....	4
Chapter Three: Exclusive Use of Pool Vehicles.....	5
Overview .....	5
Criteria for the Exclusive Use of a Pool Vehicle .....	5
Short Term Exclusive Use.....	5
Long Term Exclusive Use.....	5
Effect on CARS Pool Monitor Assignments.....	5
Periodic Review.....	5
Rules Violations .....	6
Chapter Four: Personal Vehicle Use.....	7
Overview .....	7
Role of the Hiring Authority .....	7
Determining Whether a Personal Vehicle is Required as a Condition of Employment.....	7
Termination of Plan A Mileage Assignment.....	8
Mileage Charges.....	8
Periodic Review.....	8
Rules Violations .....	8
Chapter Five: Vehicle Reimbursement Rates.....	9
Overview .....	9
Mileage Reimbursement for Use of Personal Vehicles.....	9
CARS Pool Monitor Payments.....	9
Personally Assigned Vehicle Payments .....	9
Chapter Six: Rules for Users of Personally Assigned Vehicles (PAVs).....	10
Definition.....	10
Specific Rules.....	10
Chapter Seven: Rules for All Cars Pool Users .....	12
Definition.....	12
Specific Rules.....	12

Chapter Eight: Rules for Cars Monitors (In Addition to Rules for all CARS Pool Users).....	14
Definition.....	14
Specific Rules.....	14

# Chapter One: Personally Assigned Vehicles (PAV) Assignment

## Overview

This purpose of this chapter is to set forth the criteria used for the assignment of PAVs (as defined in Chapter Six), and for the periodic review and adjustment of existing PAV assignments. It should be noted that the best available data indicates that PAV assignment is in the best economic interests of the City only when vehicle usage (for City business) exceeds 15,900 miles per year. As a general policy, therefore, the CARS Committee will recommend assignment to an alternative plan for most low mileage vehicle users.

The CARS Committee will set PAV policy for all City-owned vehicles, including those operated by protective service and enterprise agencies. The only two classes of exceptions are undercover police vehicles and vehicles operated by elected officials.

## Criteria for the Assignment of a PAV

1. The agency seeking PAV assignment must first thoroughly document current vehicle usage for the applicant in question. The CARS Committee may also require a review of the transportation needs and resources of the entire agency (e.g., how many PAVs the agency currently possesses, and the usage of each).
2. The agency seeking assignment of a PAV must next demonstrate that existing transportation plans do not work for the case in question. The burden of proof is on the agency to make the case for PAV assignment. As an alternative to the above, the agency may choose to demonstrate that current and projected use will exceed the mileage break-even point, making PAV assignment an attractive economic alternative to mileage plan assignment.
3. Without exception, PAV expenses are to be charged to the budget of the user agency. It is therefore required that the agency demonstrate that funds are available within the agency's budget to cover PAV expenses. If funds are not available in the current year's budget, the issue will be referred to the next budget process. Exceptions may be made for emergencies.

## Taking the Vehicle Home

Employees taking a vehicle home must reimburse the City for all personal mileage (see Chapter 5 for reimbursement rates policy), subject to the waiver guidelines listed in Section IV, below.

## Waiver of Personal Mileage Payments

Waivers from the payment of personal mileage must be granted in writing from the CARS Committee; waivers will be considered only for those employees meeting all three of the following requirements:

1. The employee is regularly on an "On Call" status; and
2. The employee is required to leave home and respond to emergencies at least three times per month; and

3. The employee must transport equipment or supplies which are not easily transferred to a personal vehicle; or, the employee needs two-way radio or telephone contact and portable radios are not consistently available.

#### Periodic Review

The CARS Committee will periodically review PAV assignments and mileage waivers. Those cases no longer qualifying for PAV assignment will be reassigned to another transportation plan.

#### Rules Violations

Violation of the rules contained in this policy or Chapter Six (“Rules for Users of Personally Assigned Vehicles”) may result in suspension of PAV privileges, in addition to disciplinary action.

## **Chapter Two: CARS Pool Monitor Assignment and Fleet Size Policy**

### Overview

This purpose of this chapter is to set forth the criteria used for: (1) the regulation of the size of the CARS pool, (2) the assignment of CARS pool monitors (as defined in Chapter Eight), and (3) the periodic review and adjustment of existing monitor assignments.

### Regulation of CARS Pool Fleet Size

The size of CARS pool fleet will be regulated by the CARS Committee. No vehicle may be added to or deleted from the pool fleet without the formal approval of the Committee.

### CARS Committee Assigns All CARS Pool Monitors

All monitor assignments will be made by the CARS Committee. Under no circumstances may a monitor transfer the assignment to another individual.

### Policy for the Monitor Assignment of a Comp Group 21 Employee

Each member of Comp Group 21 based in the City-County Building or the Madison Municipal Building may be assigned as a CARS pool monitor upon request. Any Comp Group 21 member preferring a personally assigned vehicle (PAV) assignment must meet all of the requirements for such an assignment (see policy on PAV assignment).

### Pool Vehicles for Nonstandard Work Hours

If any vehicles are available after the assignment of the Comp Group 21 employees, the first two vehicles will be reserved for pool use during nonstandard (early morning, late afternoon or evening) hours.

### Criteria for the Monitor Assignment of a non-Comp Group 21 Employee

Additional monitor assignments may be made to non-Comp Group 21 employees if vehicles are available after the assignments mentioned in section V. Several threshold criteria must be met to even be considered for assignment. Several additional criteria will be applied to prioritize the assignment of any applicants.

1. THRESHOLD CRITERIA. Monitor applicants must meet all three of the following conditions:
  - a. The monitor must be the driver for a pool of at least four people (including the driver) who are both residents of the City of Madison and employees of the City of Madison. The pool members must ride at least 75% of the time on an annual basis.
  - b. The monitor must provide off-street parking for the pool vehicle.
  - c. All members of the pool must travel at least two miles (one way) during the commute.

2. PRIORITIZATION CRITERIA. Prioritization of monitor applicants will then be made on the following three criteria:
  - a. The provision of covered parking at the monitor's home for the vehicle.
  - b. The availability of the vehicle for nonstandard work hours (earlier in the morning or later in the afternoon).
  - c. The combined total years of City employment seniority of the pool riders.

#### Periodic Review

The CARS Committee will periodically review monitor assignments. Those individuals no longer qualifying for monitor assignment will be dropped from the program.

#### Reassignment to Comp Group 21 Monitor

On occasion, it may become necessary to terminate the monitorship of a non-Comp Group 21 employee to accommodate a Comp Group 21 monitor. Should this become necessary, a notice of at least three months will be given to the non-Comp Group 21 monitor.

#### Rules Violations

Violation of the guidelines contained in this policy or Chapters Seven or Eight ("Rules for All CARS Pool Users" and "Rules for CARS Monitors") may result in suspension of CARS monitor privileges, in addition to disciplinary action.

## Chapter Three: Exclusive Use of Pool Vehicles

### Overview

CARS pool vehicles are intended for the use of City employees who do not have a PAV or other mileage assignment. The CARS Committee will therefore generally not approve any “exclusive use” for an agency or individual. For a few special cases, however, the Committee may consider the temporary diversion of a pool vehicle; these instances will be handled on a case by case basis. The purpose of this policy is to set forth the procedures used for the exclusive use of a CARS pool vehicle, and to set guidelines as to when pool vehicle costs should be absorbed by an agency other than Motor Equipment.

### Criteria for the Exclusive Use of a Pool Vehicle

1. The agency seeking the exclusive use of a pool vehicle must first thoroughly document projected vehicle usage for the pool vehicle.
2. The agency seeking exclusive use must next demonstrate that existing transportation plans do not work for the case in question. The burden of proof is on the agency to make the case for the exclusive use of a pool vehicle.
3. Without exception, pool vehicle expenses for periods of exclusive use longer than one month will be charged to the user agency. It is therefore required that the agency demonstrate that funds are available within its budget to cover these expenses. If funds are not available in the agency’s current year budget, the request will be denied. Exceptions may be made for emergencies.

### Short Term Exclusive Use

The CARS Committee delegates to the Motor Equipment Superintendent authority to assign a pool vehicle to the exclusive use of an agency for periods of time not to exceed one month (on an annual basis).

### Long Term Exclusive Use

The CARS Committee must formally approve all exclusive use assignments lasting more than one month.

### Effect on CARS Pool Monitor Assignments

Any assignment of pool vehicle exclusive use applies to daytime use only, and has no effect upon the vehicle monitor.

### Periodic Review

The CARS Committee will require regular updates on any exclusive use assignments. Those agencies no longer qualifying for exclusive use assignment will have the assignment revoked.

## Rules Violations

Violation of the guidelines contained in this policy or Chapters Seven or Eight (“Rules for All CARS Pool Users” and “Rules for CARS Monitors”) may result in suspension of exclusive use privileges, in addition to disciplinary action.

## Chapter Four: Personal Vehicle Use

### Overview

The purpose of this chapter is to set forth the guidelines for the use of personal vehicles by City Employees when engaged in City business. (It should be noted that these vehicle use guidelines pertain to the use of vehicles within Dane County. For use of personal vehicles beyond Dane County, see Administrative Procedure Memorandum No. 1-5, "Policy Regarding Travel at City Expense.") Generally, users of personal vehicles for City business fall into two categories: those who may have occasional need to use a personal vehicle to conduct business on behalf of the City; and, those who are required to provide a vehicle as a condition of employment. All personal vehicle use activities must first be approved by an employee's supervisor and/or Agency Manager. For those who upon occasion may require access to a vehicle to be used for City business, it is strongly encouraged that it first be determined whether a City pool vehicle is available. In instances where a pool vehicle is unavailable, employees may, with approval of his or her supervisor or Agency Manager, use a personal vehicle for City business.

For City employees who are required to provide a vehicle as a condition of employment, the following guidelines apply:

### Role of the Hiring Authority

Before filling any position for which something more than occasional use of the CARS Pool is anticipated, the hiring authority must provide information to the Human Resources Department detailing the transportation needs of the new hire. This information will then become part of the job announcement. The hiring authority is required to discuss the transportation needs of the position during the interview process, and share appropriate information on rules, policies and procedures. Finally, the successful applicant must sign a statement indicating he or she understands the transportation requirements of the position, and will comply with all related rules and provisions. Signature of this statement is required before completion of the hiring process.

The employee must maintain a driver's license valid for use in Wisconsin, and the employee shall carry at least the minimum amount of motor vehicle liability insurance as provided for in State Statute 344.33.

The employee is obligated to immediately inform the hiring authority of any unfavorable change in driver's license or insurance status. If an employee becomes unable to meet the transportation requirements of the job for any reason (e.g., loss of vehicle, license, insurance etc.), the hiring authority must determine what personnel action is appropriate. Under no circumstances shall the employee be simply switched to the use of car pool vehicles.

### Determining Whether a Personal Vehicle is Required as a Condition of Employment

Whether a vehicle is required as a condition of employment shall be held to mean that the employee needs to have a vehicle available at all times (during work hours) in order to perform all of the functions of his or her job. Conversely, the loss of the ability to provide a vehicle would render the employee unable to perform some or all of the functions of his or her employment.

### Termination of Plan A Mileage Assignment

Determination of vehicle use requirements is linked to specific job duties, and does not follow an employee throughout his or her career with the City. Agencies are responsible for notifying the Comptroller's Office and CARS Committee when an employee is no longer required to provide a vehicle as a condition of employment.

### Mileage Charges

Without exception, mileage expenses are to be charged to the budget of the user agency. It is therefore required that the agency demonstrate that funds are available within the agency's budget to cover employee mileage expenses. If funds are not available in the current year's budget, the issue will be referred to the next budget process. Exceptions may be made for emergencies.

### Periodic Review

The CARS Committee will periodically review personal vehicle use designations. This does not discharge agencies from their duties to inform the CARS Committee and Comptroller's Office when employees are no longer required to provide a vehicle as a condition of employment.

### Rules Violations

Violation of the rules contained in this policy may result in suspension of vehicle use privileges, in addition to disciplinary action.

## Chapter Five: Vehicle Reimbursement Rates

### Overview

The purpose of this chapter is to set forth the criteria used in setting mileage payment rates for users of personal vehicles for City business, CARS Pool Monitors and Personally Assigned Vehicle (PAV) users.

Mileage reimbursement is paid by the City to employees who use their personal vehicles for City business. In contrast, CARS Pool Monitor and PAV reimbursement is collected by the City from its employees for personal mileage (generally, commuting to and from home).

### Mileage Reimbursement for Use of Personal Vehicles

Mileage reimbursement rates for the use of personal vehicles are determined for represented employees in their respective labor contracts; for non-represented employees in Compensation Groups 17, 18 and 19 in their respective labor agreements established via Resolution; and for Agency Managers (Compensation Group 21) within their respective employment contracts.

### CARS Pool Monitor Payments

CARS Pool Monitor mileage rates shall be the same as the Federal Internal Revenue Service (IRS) rate, determined annually. Payments will be calculated based on 210 days per year in 1997, increasing to 240 days per year beginning in 1998. Minimum monthly payments of \$30 will be required in 1997, and will rise to \$40 in 1998.

### Personally Assigned Vehicle Payments

PAV mileage rates shall be the same as the Federal Internal Revenue Service (IRS) rate, determined annually. For calculation of the “days” portion of the formula, PAV users will be grouped into three categories, with specific provisions as follows:

1. NON-FIELD WORKER PAV’S: For PAV users who are not primarily field workers, all reimbursement provisions will be the same as those for CARS monitors.
2. FIELD WORKER PAV’S: For persons employed primarily as field workers, 180 days per year will be used for reimbursement calculation.
3. POLICE PAV’S: For police vehicles on which personal mileage is paid, payments will be calculated using 210 days in 1997, increasing to 220 days in 1998.

## **Chapter Six: Rules for Users of Personally Assigned Vehicles (PAVs)**

### Definition

A PAV User is a City employee entitled to the exclusive use of a specifically assigned City vehicle.

### Specific Rules

**STATE AND LOCAL VEHICLE LAWS:** PAV users are expected to obey all State and local vehicle laws and ordinances. Violations may result in suspension of vehicle use privileges.

**DRIVER'S LICENSE:** Employees who drive PAVs must have a driver's license valid for use in Wisconsin. The employee shall immediately inform his or her supervisor of any unfavorable change in driver's license status.

**ACCIDENTS:** Users involved in any type of accident must contact the Police and Motor Equipment agencies, and follow all provisions of the City's policy on vehicle accidents.

**PARKING AND TRAFFIC TICKETS:** City vehicle users are responsible for any parking or traffic tickets they receive while using the City vehicle.

**CITY BUSINESS:** City vehicles are to be used for City business only. Employees using a City vehicle to travel to and from work may stop to conduct personal business as long as it does not require substantial deviation from the most direct route.

**INDIVIDUALS TRANSPORTED:** City vehicles shall not be used to transport non-City employees to school, work, or any other destination, except under the following conditions:

1. Members of the public may ride in City vehicles whenever City business requires it.
2. Members of City official boards, commissions, and committees may ride as passengers to and from official meetings.
3. City vehicles used for travel to a conference may be used to carry people attending the same conference.
4. City vehicles may be used in car pools to transport other City employees to and from work, if the employee residences are located within a reasonable proximity to the direct route of the person to whom the vehicle is assigned.

**MAINTENANCE:** PAV users are responsible for the following maintenance functions:

1. Informing Motor Equipment of noticeable operating problems.
2. Fueling the vehicle.
3. Checking the oil at each fueling.
4. Keeping the interior clean.
5. Keeping the exterior clean. (Car wash coupons are available through Motor Equipment.)

**SCHEDULED MAINTENANCE:** Motor Equipment will notify the PAV user when a vehicle is due for service. The PAV user is responsible for delivering the vehicle for service and picking it up afterwards.

**OUT OF COUNTY TRIPS:** Out of County trips must be authorized by the appropriate supervisory agency.

**UNSCHEDULED ABSENCES:** PAV users who take a vehicle home have an obligation to attempt to return the vehicle the next business day. Users unable to return to work due to illness should arrange for the PAV to be returned to their work base after no more than one day of absence.

**SCHEDULED ABSENCES:** PAV users planning to take vacation time, attend a conference, or attend some other planned event should arrange with other City employees to assure that the PAV is returned to their work base daily. The PAV should not be left at the airport or the user's home address while the user is on a scheduled work absence.

**COLD WEATHER:** During cold weather (less than 15 degrees Fahrenheit) PAV users who plan to take a vehicle home should plug in the electric engine block heater, if the vehicle is equipped with such a heater.

**REIMBURSEMENT FOR PERSONAL USE:** All PAV users who take vehicles home evenings must reimburse the City for this use. Reimbursements are to be made through payroll deduction, and will be reviewed annually by the CARS Committee. PAV users must notify the Comptroller's Office of any change in address.

**TAKING VEHICLES HOME:** City policy provides that no clearly marked City-owned vehicles may be taken home to residences outside of the City of Madison. In addition, no vehicle is to be stored at any property other than the employee's personal residence.

**NO SMOKING:** Smoking is not permitted in PAV's.

**ALCOHOL AND DRUG POLICY:** PAV users must obey all alcohol and drug use regulations set forth in state and local legislation, as well as all alcohol and drug use rules issued in Administrative Procedure Memoranda and agency work rules.

**RULE VIOLATIONS:** Violation of these rules may result in suspension of PAV privileges, in addition to disciplinary action.

## Chapter Seven: Rules for All Cars Pool Users

### Definition

A CARS Pool User is any City employee (including employees of the Department of Public Health Madison & Dane County) who has reserved the use of a Pool vehicle during normal work hours. Pool vehicle reservations are to be made on a short term basis only (generally one half day, or less).

### Specific Rules

STATE AND LOCAL VEHICLE LAWS: CARS Pool Users are expected to obey all State and local vehicle laws and ordinances. Violations may result in suspension of vehicle use privileges.

DRIVER'S LICENSE: Employees who drive City CARS vehicles must have a driver's license valid for use in Wisconsin.

RESERVATIONS: CARS Pool users are required to make reservations with Motor Equipment. If actual use varies from the reserved time by fifteen minutes or more, the user is required to inform Motor Equipment of the reservation change as soon as possible.

CLEANLINESS: Users are required to keep the interior of the vehicle as clean as it was when they received it. If a CARS user finds that a vehicle is dirty, the user should report this finding to Motor Equipment. Otherwise, the user becomes responsible for the cleanup.

ACCIDENTS: CARS users involved in any type of accident must contact the Police and Motor Equipment agencies.

PARKING AND TRAFFIC TICKETS: City vehicle users are responsible for any parking or traffic tickets they receive while using the City vehicle.

CITY BUSINESS: City vehicles are to be used for City business only.

INDIVIDUALS TRANSPORTED: City vehicles shall not be used to transport non-City employees to school, work, or any other destination, except under the following conditions:

1. Members of the public may ride in City vehicles whenever City business requires it.
2. Members of City official boards, commissions, and committees may ride as passengers to and from official meetings.
3. City vehicles used for travel to a conference may be used to carry people attending the same conference.
4. City vehicles may be used in car pools to transport other City employees to and from work, if the employee residences are located within a reasonable proximity to the direct route of the person to whom the vehicle is assigned.

FUEL: CARS Users are required to fuel the vehicle at one of the City's fueling sites when the gauge indicates that less than one quarter tank of fuel remains.

VEHICLE MALFUNCTIONS: Users should notify Motor Equipment of any noticeable equipment malfunctions.

**OUT OF COUNTY TRIPS:** Out of County trips must be authorized by the appropriate supervisory agency. Permission for the use of a CARS vehicle must be obtained from the Motor Equipment Superintendent.

**VEHICLE LOGS:** Vehicle check out logs will be available at the office of the agencies from which the CARS are checked out. These logs must be fully completed.

**HOME BASE PARKING:** When a CARS vehicle trip is concluded, the CARS vehicle should be parked at its assigned home base parking area, if possible. If the vehicle is parked anywhere else, the user must report this to the agency from which the vehicle was checked out.

**NO SMOKING:** Smoking is not permitted in CARS Pool vehicles.

**ALCOHOL AND DRUG POLICY:** CARS Pool users must obey all alcohol and drug use regulations set forth in state and local legislation, as well as all alcohol and drug use rules issued in Administrative Procedure Memoranda and agency work rules.

**RULE VIOLATIONS:** Violation of these rules may result in suspension of CARS Pool use privileges, in addition to disciplinary action.

## **Chapter Eight: Rules for Cars Monitors (In Addition to Rules for all CARS Pool Users)**

### Definition

A CARS Pool Monitor is a City employee assigned to take a CARS Pool Vehicle home at the end of the work day. Monitors return Pool vehicles to designated parking areas at the beginning of each work day. Monitors have no special rights to the Pool vehicles during normal work hours.

### Specific Rules

**STATE AND LOCAL VEHICLE LAWS:** CARS Pool Monitors are expected to obey all State and local vehicle laws and ordinances. Violations may result in suspension of vehicle use privileges.

**CARS POOL POLICY:** The CARS pool exists to provide vehicles to City employees on a short term basis (usually one half day or less). During the work day, a CARS Pool Monitor has no special rights to the Pool vehicle he or she takes home at night. Pool vehicles shall not be treated as Personally Assigned Vehicles (PAVs).

**DAILY SCHEDULE:** Each CARS Monitor shall indicate the specific times that he or she comes to work in the morning and leaves work in the evening. If the Monitor's plans deviate from this prescribed schedule and involve using the CARS vehicle, the Monitor must call Motor Equipment to reserve the vehicle for the needed time. Monitors may not override a reservation. Motor Equipment will accommodate the Monitor's schedule whenever possible.

**UNSCHEDULED ABSENCES:** Monitors who take a vehicle home have an obligation to return the vehicle to their work base. Monitors unable to return to work due to illness shall arrange for the CARS vehicle to be returned to their work base after no more than one day of absence.

**SCHEDULED ABSENCES:** Monitors planning to take vacation time, attend a conference, or attend some other planned event should arrange with other City employees to ensure that the CARS vehicle is returned downtown daily. The CARS vehicle shall not be left at the airport or the Monitor's home address while the Monitor is on a scheduled work absence.

**REIMBURSEMENT FOR PERSONAL USE:** All Monitors who take vehicles home must reimburse the City for this use. Reimbursement is to be made through payroll deduction, and will be reviewed annually by the CARS Committee. The Monitor must notify the Comptroller's Office of any change in address.

**GENERAL MAINTENANCE:** Monitors are responsible for informing Motor Equipment of noticeable operating problems. Service calls for CARS vehicles, particularly at the Monitor's home address, will be assigned a very low priority. Monitors are also responsible for keeping the exterior of the vehicle clean. Car wash coupons are available through Motor Equipment or Public Works.

**SCHEDULED MAINTENANCE:** Motor Equipment will notify the Monitor when a vehicle is due for service. The Monitor is responsible for delivering the vehicle for service and picking it up afterwards.

**COLD WEATHER:** During cold weather (less than 15 degrees Fahrenheit) Monitors should plug in the electric engine block heaters on vehicles equipped with such heaters.

**PERSONAL USE:** Employees using a City vehicle to travel to and from work may stop to conduct personal business so long as it does not require substantial deviation from the most direct route.

**TAKING THE VEHICLE HOME:** City policy provides that no clearly marked City-owned vehicles may be taken home to residences outside of the City of Madison. All CARS Pool vehicles shall be clearly marked, and therefore subject to this policy. In addition, no vehicle may be stored at a property other than the monitor's principal residence.

**ADDITIONAL RULES:** In addition to the rules listed above, CARS Monitors must also obey all rules contained in the chapter entitled "Rules For All CARS Pool Users."

**RULE VIOLATIONS:** Violation of these rules may result in suspension of Monitor privileges, in addition to disciplinary action.