

**Updated October 28, 2019**

**CITY OF JAMESTOWN  
VEHICLE POLICY**

1. All City of Jamestown vehicles shall be used for the conduct of official City of Jamestown business and may not be used by employees for personal transportation purposes. Because of the unique nature of their duties and the demands placed upon them by their particular positions, the following officers and employees shall be permitted to take City-owned/leased vehicles home with them at the close of each business day and on weekends and holidays as necessary:
  - Mayor
  - Chief of Police
  - Deputy Fire Chief
  - Director of Public Works
  - Specific employees of the above-mentioned departments as determined and directed by the Department Head in charge
2. No City of Jamestown officer or employee shall be permitted to bring a City-owned/leased vehicle home during officer/employee vacation periods.
3. All City-owned/leased vehicles shall maintain appropriate identification indicating the public nature and use of the vehicle.
4. No City-owned/leased vehicle shall be operated beyond the corporate boundaries of the City of Jamestown except on official city business.
5. City-owned/leased vehicles shall not be used during the business day as an exclusive means of transportation to secure lunches or conduct other personal business.
6. Any accident involving a City-owned/leased vehicle shall be investigated by the Police Department of the jurisdiction wherein the accident occurred. The operator of the City-owned/leased vehicle involved in an accident shall also complete an accident report form as soon as possible after the accident and shall file it with the Corporation Counsel and City Comptroller's office. Accident report forms will be placed in the glove compartment of each City-owned/leased vehicle for this purpose. A copy of the accident report form shall also be filed with the operator's department head or, in the case of a department head, a copy shall be filed with the Mayor. The City Comptroller shall be responsible for filing the accident report with the City's insurance carrier.
7. Fuel for all City-owned/leased vehicles shall be obtained in all cases from the fuelling station operated by the Board of Public Utilities, unless it is out of operation, or fuel is needed when the vehicle is in use out of town on official

business. In these instances, the operator shall purchase fuel from other sources and will be reimbursed for the actual costs of the fuel expense.

8. City-owned/leased vehicle, when available, shall be utilized for all authorized out of town travel, training, conferences, etc. In the event a City-owned/leased vehicle is not available, employees shall use their own personal vehicles and will be reimbursed for mileage at the rate currently designated by the Internal Revenue Service.