



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 11**

**CITY VEHICLES**

These administrative instructions clarify City policy with respect to use of City-owned vehicles.

**INSTRUCTIONS**

The City of Bowling Green provides City-owned vehicles for official use by City employees, officials, members of Boards and Commissions, and other duly authorized persons.

City-owned vehicles include all motorized equipment and vehicles owned and maintained by the municipality whether marked or unmarked. City employees, officials, members of Boards and Commissions, and those persons representing the City and duly authorized by the Municipal Administrator or his designee will be permitted to drive or operate such vehicles. Drivers must be licensed by the appropriate licensing authority.

City-owned vehicles will be used only by authorized personnel and then only for official City business. Vehicles may, however, be used by Department Heads, Division Heads, and other authorized personnel for commuting purposes when transportation is necessary for fulfilling responsibilities and duties. Personal business and the transportation of family members in such vehicles are prohibited, except in such circumstances as authorized by the Municipal Administrator.

Fuel usage will be recorded by the proper authority. It will be the responsibility of the individual City employee, official, member of a Board or Commission, or other person using such vehicles to refuel and report or document such fuel consumption to the proper authority, as required by department or division policy.

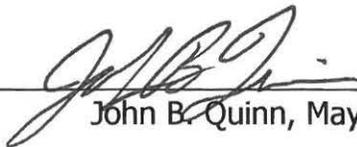
When a City-owned vehicle is not in use and is not secured within a locked structure the vehicle will be locked and secured. These instructions do

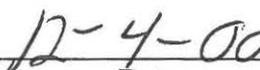
not include vehicles functioning under emergency conditions where City personnel are in attendance.

The Municipal Administrator must authorize the use of City-owned vehicles for out-of-state travel.

Comprehensive and liability insurance is provided by the City on City-owned vehicles. The policy applies only as long as a duly authorized agent of the City is driving the vehicle and the vehicle is being used on official or authorized City business. Because of the provisions contained within the policy, no persons other than those authorized to drive such vehicles are covered.

These instructions are provided for the protection of City employees as well as the municipality. Failure of employees to comply with these instructions could result in disciplinary action directed against the employee involved. Failure to comply could also result in forfeiture of future use of City-owned vehicles by those officials, members of Boards and Commissions, and other persons involved.

  
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John B. Quinn, Mayor

  
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