

RESOLUTION NO. 2022- 22

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION IX: USE OF CITY VEHICLES POLICY OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY

WHEREAS, the City Council for the Town of Ashland City has adopted resolution 2020-33 as the most recent Employee Manual; and

WHEREAS, the Employee Manual shall be updated with the attached changes.

NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE, that the Employee Manual updates and changes, attached hereto, is hereby approved, and adopted and shall replace any previously adopted sections of the Employee Manual and shall become effective immediately following passage of this resolution.

We, the undersigned City Council members, meeting in Regular Session on this 14th day of June 2022, move the adoption of the above Resolution.

Councilmember Andy C. Shes moved to adopt the Resolution.

Councilmember [Signature] seconded the motion.

Voting in Favor _____

Voting Against 0

Attest:

[Signature]
Mayor Jeffrey Smith

[Signature]
City Recorder Alicia Martin, CMFO

USE OF CITY VEHICLES

A “city owned vehicle” is any vehicle to which the Town of Ashland City holds title.

Certain jobs require that employees be “on call” 24 hours a day, and for that reason, the city currently provides a “take home” vehicle for selected employees. **The only employees that will be permissible to take the city owned vehicles home will be authorized by the Mayor.** The list of employees authorized to possess a “take home” vehicle shall be maintained by the Mayor and may be revised as needed.

A city vehicle is for the employee’s official use as a representative of the Town of Ashland City, and will not be used at any time as a personal vehicle. Any and all persons riding in a city vehicle must have official business with the city.

All vehicles shall be permanently marked as property of the Town of Ashland City. The driver of each vehicle shall have a valid Tennessee Driver’s License and a copy of this license shall be on file in the Finance Department’s office.

City owned “take home” vehicles are allowed to travel outside the city limits of Town of Ashland City. If the employee lives outside the area.

While operating a moving vehicle, cell phone conversations should be kept to an absolute minimum **(must be hands free)**. No cell phone usage, even with a headset, is allowable for any off-road (maintenance/construction type) equipment. No texting while driving or operating any city vehicle on or off the road. Personal cell phones will not be used while operating a city vehicle.

City employees should wear seatbelts at all times when driving city vehicles.

No smoking in city vehicles.

ALL accidents or incidents involving a City vehicle or employee MUST be reported immediately to the Department Head and City Recorder.

Employees can and will be subject to disciplinary action and up to termination, if a city vehicle is found to not be conducting city business while in their possession.

Monthly Mileage Reimbursement Request

Employee name: _____

Month: _____

Department: _____

GL Account: _____

Date of Travel	Location Traveled From	Location Traveled To	Reason for Travel	Miles traveled	Mileage Rate	Total
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0
					\$ 0.585	0

Total miles traveled 0 **TOTAL** 0

Employee signature: _____

Date: _____

Department Head's signature: _____

Date: _____

Return all signed and completed forms to the Finance department at beginning of month for payment.