

City of Crossville Vehicle Use Agreement by Authorized Volunteer Drivers

This Agreement is entered into on ____ day of _____, 202__. between _____ hereinafter referred to as “Vehicle User” and the **CITY OF CROSSVILLE, TENNESSEE**, a municipal corporation hereinafter referred to as “CITY”:

WHEREAS, CITY wants to improve its services to its citizens and has sought the assistance of certain volunteers, part-time employees and full-time employees to accomplish its goal; and

WHEREAS, in order to provide better services to its citizens the CITY has agreed to allow certain approved volunteers, part-time employees, and full-time employees, the use of city vehicles from time to time; and

WHEREAS, Vehicle User has agreed to abide by the policy as set about below when using a City Vehicle;

Now Therefore, the parties agree as follows:

General Definitions.

1. City: City of Crossville, a municipality.
2. City-owned vehicle/equipment: Any motor vehicle, or piece of equipment, owned by, or under the control of the City of Crossville, and provided for the use of a City employee, or their designee, in the performance of official duties.
3. Employee: Full time employee of the City of Crossville.
4. Authorized volunteer driver: For purposes of this Agreement, a volunteer is only applicable to the departments of police and fire. Authorized volunteer drivers are permitted to use a city-owned emergency vehicle when engaged in City business, provided that the Department Head, City Manager, Human Resources Department and/or City Council authorizes such use.
5. City vehicle use: Used for City business only and not permitted for personal use.

Vehicle Use Policy and Procedures

The following policy, rules and regulations are not to be construed as all-inclusive. Other conditions and terms may apply and are at the discretion of the City Manager and/or City Council.

1. The Department Head, Human Resources Director and/or City Manager is responsible for ensuring all authorized volunteer drivers who operate a City vehicle/equipment are aware of these policies and procedures.
2. The Department Head or Human Resources Director shall not authorize the use of a city-owned vehicle if:
 - a. The volunteer has a poor driving record

- b. The volunteer's drivers' license has been revoked in the past 48 months
 - c. The volunteer refuses to sign the Vehicle Use Agreement
3. City-owned vehicles shall be used for conducting City business only.
 4. City-owned vehicles are to be operated within the limits of the City. Vehicles are not to be used to conduct business outside the City limits without prior approval of the Department Head and City Manager. The appropriate requests forms used by City employees are required should the vehicle be used for traveling outside the City jurisdiction.
 5. Vehicles must be operated in a safe, responsible, courteous and prudent manner in accordance with all state and local laws.
 6. All authorized volunteer drivers of city-owned vehicles must possess a valid driver's license, and insurance for a privately owned vehicle. Proof of each must be submitted to the Human Resources Director annually.
 7. All authorized volunteer drivers shall immediately inform the Department Head in the event that their driver's license is suspended, revoked or otherwise restricted in a way that impacts ability to perform their job.
 8. The City reserves the right to review any authorized volunteer's driving record at any time. Any infractions discovered will be discussed with the Department Head and City Manager. The City will make determinations on whether driving of city-owned vehicle privileges are to continue or be revoked.
 9. Smoking, vaping and operating a city-owned motor vehicle, or equipment, while under the influence of alcohol, drugs or other intoxicants is strictly prohibited.
 10. Prior to vehicle use, all drivers must ascertain, to the best of their knowledge, that the city vehicle is safe (e.g., check horn, lights, brakes, tires) before operating. If the vehicle is not in safe operating condition, the driver must make immediate contact to the Maintenance Garage at the Public Works facility.
 11. All vehicle accidents and/or damages involving city vehicles must be reported to the Department Head and Human Resources Director.
 12. The Department Head and Human Resources Director must be notified if any citations/tickets are issued to the authorized volunteer driver while operating a city-owned motor vehicle. If any citations/tickets are issued for infractions, the corresponding fines/fees are the sole responsibility of the authorized volunteer driver to either pay or successfully contest.

13. If any citations/tickets are issued for such things as deficient equipment, proof of insurance or proof of registration violations while operating a city-owned motor vehicle, then they must be sent to the Department Head and Human Resources Director within three days of issuance.
14. No authorized volunteer driver shall permit any other individual to use any city-owned vehicle/equipment. Permissions are to be obtained from the Department Head, Human Resources Director and City Manager.
15. No authorized volunteer driver shall transport persons in a city-owned vehicle unless such person is an active employee of the City.
16. Authorized volunteer drivers shall remain attentive to driving at all times. Use of a hand held mobile device is prohibited. Eating, drinking, or other distractions should be avoided while the vehicle is moving. This section does not apply to an emergency services professional using a wireless telephone while operating an authorized emergency vehicle in the course and scope of their duties.
17. Authorized volunteer drivers are prohibited from altering or disabling GPS technology in city vehicles.
18. An authorized volunteer driver who misuses a city-owned vehicle shall be liable to the city for the approximated actual cost resulting from any misuse of such city-owned vehicle. Actual costs of misuse of a city-owned vehicle shall include, but is not limited to, the following:
 - a. Expense of operation of a city-owned motor vehicle for the distance traveled during such misuse, or where the misuse amounts to an unreasonable deviation thereof, the distance traveled in excess of the shortest practical route, computed on a mileage basis in accordance with the schedule of mileage rates established for the payment of private mileage claims of city employees;
 - b. Any and all property damage to the city-owned motor vehicle and other city property, proximately resulting from such misuse;
 - c. The amount of any judgment or claim not covered by insurance that the City pays by reason of death, injury, or damage to persons to property arising out of misuse of a city-owned motor vehicle, including interest at the legal rate accruing from the time of payment by the City.
 - d. These rules are intended to provide rules for the use of city-owned vehicles as between the city and its authorized volunteer drivers only, and shall not affect in any way rights and obligations of third parties, including insurance carried for the city-owned vehicles.
19. The City fuel site is located at the Public Works facility. This site shall only be used to obtain fuel for city-owned vehicles and equipment used on official City business.

20. All city-owned vehicles shall have affixed an appropriate emblem, tag or sign that indicates such motor vehicle is the property of the City of Crossville.

AGREED, this _____ day of _____, 20__.

CITY OF CROSSVILLE

By: _____
Greg Wood

Its: City Manager

EMPLOYEE/VOLUNTEER

(Print Name)

(Signature)