

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 1.04 (45.0)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 01/18/05

**SUBJECT: CITY MANAGER'S OFFICE
USE OF PRIVATE VEHICLES
CITY BUSINESS – MONTHLY
VEHICLE ALLOWANCE PROGRAM**

SUPERCEDES: 01/27/93

I. PURPOSE

In order to provide an alternative to the system of assigning City vehicles for after-hours use, it has been determined that a vehicle allowance will be granted to certain individuals with the City administration. The purpose of this Administrative Regulation is to promulgate policy relative to the Vehicle Allowance Plan and establish the procedure whereby the plan will be administered.

II. POLICY

1. City personnel may be entitled to vehicle allowance based on the need for a vehicle in order to perform official duties. This determination will be made by the City Manager after review of the extent to which the following criteria are met:
 - a. Requirement to operate the vehicle 800 miles per month on official city business.
 - b. Utilization of the vehicle for emergency call-out requirements at least twice per month.
 - c. Utilization of the vehicle for a substantial proportion of the work day.
 - d. Utilization of the vehicle for the purpose of reporting at the beginning of the work day to a work site other than the employee's office, or for the purpose of departing at the end of the work day from a work site other than the employee's office on at least two occasions per week.
 - e. Official duties shall not include travel to and from work.
2. The amount of the monthly allowance will be established by the City Manager. Adjustments in the amount of the allowance will be made at the discretion of the City Manager.
3. An employee authorized to receive this car allowance shall at no time use a City vehicle in lieu of his/her personal car. Recipients may, however, be eligible for the use of a City vehicle or travel mileage reimbursement that is required outside the City. Outside the city is defined as travel distance over 100 miles.

4. Employees who are authorized to receive a vehicle allowance must satisfy the following conditions.
 - a. Possess a current and valid motor vehicle operator's license issued by the State of Virginia.
 - b. Vehicle must be currently licensed by the State of Virginia and meet State inspection standards.
 - c. Employee must be owner or lessor of the vehicle and operator for all mileage for which reimbursement is claimed.
 - d. Employee must obtain and maintain a policy of insurance that meets the minimum requirements of liability established by the State of Virginia for property damage and personal injury coverage.
 - e. Must have approvals as required by this Administrative Regulation.

III. PROCEDURE

1. When an employee recognizes the need for a vehicle allowance, a "Request for Monthly Vehicle Allowance" form must be submitted to his department head for approval. The request, in turn, will be submitted to the City Manager for final disposition. A copy of the approved request will be returned to the department and the original sent to Human Resources for inclusion in the employee's permanent record. A third copy will be sent to the Finance Department for processing. Allowances will be processed on the 15th and 30th payroll each month.
2. Request for vehicle allowance forms may be obtained from each department head.
3. Each department will maintain a current list of its employees receiving car allowances, and will notify the Finance Department of any changes at the end of each month. The Finance Department will maintain a composite list of all City personnel receiving vehicle allowances.

APPENDIX A

CITY OF CHESAPEAKE

REQUEST FOR MONTHLY VEHICLE ALLOWANCE

1. Name of Employee: _____
Position: _____
Department: _____

2. Justification for Car Allowance

Describe the responsibility requiring usage of a personal vehicle for official City business.

3. The undersigned hereby acknowledges that he has read and understands Administrative Regulation No. 1.04 – Use of Private Vehicle – City Business – Monthly Vehicle Allowance Program; and, to the best of his knowledge, is qualified to receive a car allowance as defined in that Administrative Regulation.
4. Proof of insurance must accompany this request.

Date

Employee

5. Approval

Date

Department Head

Date

City Manager

Allowance