



OPERATING POLICIES

O.P. NUMBER	TITLE	ISSUE DATE	REVISION DATE
F-04	Assignment and Use of Metropolitan Vehicles	7/23/97	11/30/05

SUMMARY

This document establishes the policies and criteria for the assignment and use of Metropolitan vehicles and defines the levels of assignment.

SUPERSESSON

This Operating Policy supersedes Operating Policy F-04, Assignment and Use of Metropolitan Vehicles, dated July 23, 1997 and updated March 25, 2002.

AUTHORITY

The Chief Executive Officer (CEO) delegates to the Chief Operating Officer (COO) the authority to expand and contract parameters for vehicles and vehicle assignments, and define, develop, and maintain policies relating to Metropolitan’s fleet of vehicles. The CEO delegates approval of long-term assignments of Metropolitan vehicles to the COO, and this authority shall not be redelegated.

DEFINITIONS

Pool Fleet Vehicles are those vehicles that are available for assignment, whatever the timeframe, from a common pool and are under the day-to-day control of the Fleet Management Team.

Intermediate Assignment is an authorization for a period between 2 days and 10 days.

Limited Assignment is an authorization for a period between 11 days and 89 days. This includes extensive field assignments such as project management, which require regular, daily absence from the employee’s normal work location.

Long-Term Assignment is the use of a District vehicle for District purposes for a period of at least 90 days but no more than 365 days. See Operating Policy F-13, Long-term Vehicle Assignment.

Work Group Vehicles are those vehicles that are used primarily by a specific work group (e.g. pipeline maintenance) and are under the day-to-day control of that specific work group. Work group vehicles are intended to be shared by multiple employees and left at the team’s work location at the end of the day; they should not be driven home or used solely by an individual employee for an extended period.



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POLICIES

1. Metropolitan vehicles are available for the use of employees in circumstances where such use benefits the efficient and effective operation of Metropolitan.
2. Only Metropolitan employees who have valid state drivers' licenses and satisfy the conditions of the Driver Safety Program may operate a Metropolitan vehicle. Other safety conditions or requirements may also be added.
3. Agency temporary employees, consultants, and contractors are expressly prohibited from driving Metropolitan vehicles without the specific authorization of the appropriate Group Manager.
4. Metropolitan vehicles are restricted from traveling in Mexico and are generally limited to traveling within the geographical boundaries of Southern California and adjunct portions of Arizona and Nevada.
5. Smoking is prohibited in all Metropolitan vehicles.
6. No signs, decals, displays, or bumper stickers are permitted to be displayed on any Metropolitan vehicle without the approval of the Chief Operating Officer or designee. Such devices are to be applied to the vehicle by the Fleet Management Team.
7. Long-term assignment and limited assignment vehicles assigned from either the fleet or work groups are authorized for a specific position, duration, or activity. Upon expiration of the authorization, vehicles are returned to either Fleet Management or the respective work group (see [Fleet Management Procedures](#)).
8. A Metropolitan vehicle may not be loaned or transferred to another driver and is to be returned by the employee who checked it out.
9. Metropolitan vehicles may not be used for personal business except for incidental use during the course of official business (e.g., stopping for lunch while on



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POLICIES (cont.)

business). Employees using Metropolitan vehicles for any unauthorized purpose are:

- Held liable for any damage to property, Metropolitan or other, as well as any personal injury resulting from accidents.
- Not entitled to worker’s compensation benefits if injured.
- Subject to disciplinary action up to and including discharge.

10. The Fleet Manager shall determine vehicle allocations by type based on the employee’s specific job requirement.
11. In the event an employee checks out a vehicle and later requires it for a time period greater than that approved, the employee is to notify Fleet Management as soon as possible and to obtain the appropriate level of management approval upon return of the vehicle.
12. Employees are to use personal vehicles whenever the use of a vehicle is primarily for the convenience of the employee, e.g., to drive between the employee’s home and an activity. Vehicles on long-term assignment are exempt from this policy statement.
13. The use of a Metropolitan vehicle expressly implies consent to an investigation of the employee’s Department of Motor Vehicles records by Metropolitan representatives. Such an examination revealing citations and violations that may put Metropolitan at risk will be grounds for denial of access and authorization to drive Metropolitan vehicles.
14. When checking out a Pool Fleet vehicle at Union Station or any field location, employees are required to complete all required fields on the transportation order form and obtain the appropriate level of approval.



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RESPONSIBILITIES

Managers are responsible for approving vehicle assignments, as follows:

- Guaranteed Ride Home – Team Manager or above or Rideshare
- Single Day Use (1-24 hours) -- Team Manager or above
- Intermediate (2 – 10 days) -- Unit Manager or above
- Limited (11 to 89 days) – Group Manager
- Long Term (90 days to 1 year) – Group Manager and COO

In the absence of the requesting employee’s team manager, an alternate team manager or above may approve single day and guaranteed ride home requests.

Fleet Management is responsible for evaluating and processing vehicle assignment requests to ensure compliance with Metropolitan policies and procedures.

Drivers of Metropolitan vehicles are responsible for complying with all traffic laws and published Metropolitan policies and procedures.

REFERENCES

- [Operating Policy E-04](#), Driver Safety Program
- [Operating Policy F-13](#), Long-term Vehicle Assignment
- [Fleet Management Procedures](#)

APPROVAL

Original signed by Debra C. Man

2/10/6

Debra C. Man
Interim CEO/General Manager

Date