

**CITY OF MINNEAPOLIS
MOTORIZED VEHICLE AND EQUIPMENT CONTROL POLICY**

Applies to: All City employees under the Mayor and City Council. Not covered under this policy are elected officials, independent contractors and volunteers.

Synopsis: Establishes a policy that requires specified vehicles and covered equipment be inspected and maintained to ensure safe operation. All vehicle modifications must be documented and approved by Fleet Services Director.

Council Approval Date: Aug. 8, 2016

Effective Date: September 1, 2016

Administering Department Contact:

Director, Public Works Fleet Services
Director of Risk Management & Claims Division

612-673-5775
612-673-3994

POLICY STATEMENT:

Many City employees operate City owned, leased, rental or personal vehicles as part of their jobs. City employees are expected to maintain and operate vehicles safely and in good repair to prevent property loss. City of Minneapolis is committed to employee safety and performs Vehicle modifications needed on City vehicles.

The purpose of this policy is to increase employee safety, eliminate unnecessary risks and reduce the likelihood and/or severity of motor vehicle accidents.

Our efforts and everyone's commitment will help to reduce vehicle costs, accidents, personal injury, and property loss claims. This policy requires the departments to adhere to the responsibilities outlined in the Motorized Vehicle and Equipment Control procedures. Elements of this program include:

1. City vehicle annual inspection
2. Vehicle selection and maintenance.
3. Equipment modification process.
4. Safety regulations and compliance.
5. Accident reporting.

The Public Works Fleet Director or designee is responsible for the development, establishment and maintenance of procedures to implement and support this policy, and to ensure the policy is in compliance with applicable Federal and State laws, City ordinances, policies and rules.