

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

USE OF PRIVATELY-OWNED VEHICLES ON FIRE DEPARTMENT BUSINESS

MP102.06 11-08 – R

PURPOSE

This procedure is intended to aid the members of the department in the process for reimbursement by the City when using privately owned motor vehicles for Fire Department/City business.

REQUIREMENTS

Member must be physically capable of operating his/her vehicle safely. Those members certified by the Employee Health Center as not eligible to drive Fire Department vehicles will not be allowed to drive their own vehicles on Fire Department/City business. Additionally, members must possess the appropriate valid driver's license and a good driving record.

Members are required to furnish proof of insurance (liability) at the time of application for authorization. A certificate of insurance, payment receipt, letter from insuring agent, copy of the policy or other appropriate document will be acceptable verification. Should the status of the insurance change in any manner, notification of such changes should be made immediately to the Supervisor. The Department must notify Risk Management of the change in insurance.

ELIGIBILITY

Mileage from the employee's home to first point of duty, and from the last point of duty to his/her home, will not be considered as Fire Department/City business and will not be considered for reimbursement.

Whenever possible, Fire Department vehicles should be used for Fire Department/City business. This would include cars, vans and brush trucks (except during brush season).

STEP 1

Application for authority to use privately owned motor vehicles on Fire Department/City business is made on form 150-3D, Authorization to Use Private Automobile on City Business. The application must be recommended by the Department or Division Head and approved by the Finance Director.

Authority to use a privately owned motor vehicle on Fire Department/City business must be renewed before January 1st for each calendar year.

STEP 2

Each trip should be recorded on form 150-5D, Mileage Report of Private Automobile Used on City Business. Documentation for all trips is required for reimbursement.

The approved rate of reimbursement will appear on the lower right-hand side of the Authorization form 150-3D.

Step 3

Cash allowances will be paid through the use of the Mileage Report, form 150-5D, and the Payment Control Document, form 41-143D. After the close of the calendar month, the original copy of the Mileage Report of Private Automobile Used on City Business, together with a signed Payment Control Document should be processed through Administrative Services and then forwarded to Division of Accounts for payment.

GENERAL INFORMATION

When an employee uses his/her personal vehicle for City Business, the employee's insurance company is the primary carrier in the event of an accident. The City will continue the coverage only after the private carrier has reached the maximum payment of the policy.

When an employee reports to his/her work station, and then is directed to another location which requires the use of the employee's private vehicle, Industrial Insurance coverage is in effect on the employee, provided the employee takes the most direct, uninterrupted route to the work destination. Any deviation could negate Industrial Insurance coverage. It is the policy of the City to evaluate each case individually when deciding if Industrial Insurance coverage is applicable.

Reimbursement for mileage requires advance approval by a Division Head utilizing Form #I 50-3D.

LOCATION OF FORMS

Forms 150-3D (Authorization to use Private Automobile on City Business) and 150-5D (Mileage Report of Private Automobile Used on City Business) together with Payment Control Documents are available at Information Services.