	CITY OF PALM DESERT ADMINISTRATIVE PROCEDURES	
	<i>Subject</i>	Fleet Management
	<i>Policy No.</i>	PW-002
	<i>Date Issued:</i>	June 26, 2025
	<i>Approved by</i>	Resolution 2025-
	<i>Authored by</i>	Public Works Department

SECTION I: INTRODUCTION

The City of Palm Desert maintains a fleet of vehicles to support City operations. This includes passenger vehicles, light-duty trucks, and special-use vehicles assigned to departments and available through a general-use vehicle pool. Vehicles are provided to employees based on operational need, and vehicle usage is guided by these Administrative Procedures.

City-owned vehicles are the preferred method of transportation for conducting City business, offering consistent oversight of operating costs, maintenance schedules, regulatory compliance, and insurance coverage. Authorized employees and volunteers are responsible for reviewing and complying with these procedures before operating any vehicle on behalf of the City.

Purpose

This document provides administrative requirements, responsibilities, and procedures governing the use, assignment, maintenance, and replacement of City vehicles and the authorized use of personal or rental vehicles for official City business.

Fleet Responsibility

The Public Works Department is responsible for fleet administration, with designated responsibility assigned to the Public Works Director or designee. The Public Works Director or designee oversees vehicle acquisition and replacement, assignments, compliance, maintenance and inspections, tracking systems, safety requirements, and training. The Public Works Director or designee will also ensure coordination across departments to maintain an efficient, cost-effective, and sustainable fleet operation. Finally, the Public Works Director or designee shall comply with all relevant City policies governing the management of capital and inventoriable assets, as applicable.

SECTION II: GENERAL FLEET INFORMATION

The City fleet includes both assigned vehicles and general pool vehicles. Pool vehicles are available on a reservation or first-come basis, while assigned vehicles are allocated based on operational requirements as approved by the City Manager. The Public Works Department also maintains specialized vehicles and heavy equipment for authorized staff. The City's Motor Vehicle Collision Control Policy (Municipal Code Section 2.52.560) is incorporated into a broader City Safety Program.

Assigned Vehicles

Vehicle assignments are based on demonstrated daily fieldwork needs. Department Heads must justify the operational necessity and may submit a written request to the Public Works Director or designee when seeking a new or continued vehicle assignment. The Public Works Director or designee retains the authority to rotate assigned vehicles as needed to optimize overall fleet condition and usage. Assigned vehicle users are responsible for performing daily safety checks, promptly reporting any maintenance concerns, and refraining from operating vehicles deemed unsafe until cleared for use.

Electric and Alternative Fuel Vehicles

Drivers must be trained on electric and alternative fuel vehicle operation and familiarize themselves with charging/refueling infrastructure. Fleet procurement prioritizes electric vehicles (EV) and hybrid vehicles in alignment with City sustainability goals. The Public Works Director or designee shall ensure that drivers receive appropriate training prior to operating such vehicles.

Pool Vehicles

Pool vehicles are made available to employees for conducting official City business. Vehicles may be reserved in advance or checked out on a first-come, first-served basis through the Public Works Department. Before use, drivers must complete a pre-trip inspection, including checks for visible damage, tire condition, dashboard gauges, and overall drivability. Any issues identified must be reported immediately to the Public Works Director or designee. A standardized pre-trip checklist is provided and required for all assigned drivers. During use, drivers are responsible for the safe and appropriate operation of the vehicle and remain accountable until it is properly returned and checked in. Vehicles must be returned in good condition and parked in the designated area. Loaner vehicles may be issued when assigned units are temporarily unavailable due to maintenance. The City shall ensure equitable access to pool vehicles and will accommodate ADA-accessible vehicle needs as required.

SECTION III: VEHICLE ELIGIBILITY AND OPERATION

Authorized Users

Employees must be authorized under Municipal Code Section 2.52.560. Temporary, contract, or volunteer drivers require prior approval from the Risk Manager.

Licensing and Records

All drivers must hold a valid California driver's license appropriate to the vehicle class they are operating. Employees are required to maintain an active license at all times while driving on City business. It is the responsibility of each employee to monitor the status of their license and to immediately notify their supervisor and the Risk Manager if their license is suspended, revoked, or otherwise restricted. Failure to notify the appropriate parties of a change in license status may result in disciplinary action.

All employees who operate a City vehicle – or a personal vehicle for official business – must be enrolled in the California Department of Motor Vehicles Employer Pull Notice Program. This system provides the City with automated updates on driver license status, endorsements, and

any reportable violations. Participation is mandatory and ensures the City remains informed of potential risk.

The City reserves the right to restrict or revoke driving privileges based on unsafe driving history or violation patterns. Accumulation of DMV violation points may trigger a review by the Risk Manager and may result in disciplinary action, up to and including removal of City driving privileges. Continued eligibility to drive may also require participation in defensive driver training or corrective action plans.

Drivers convicted of serious traffic offenses – including DUI, refusal of sobriety testing, or reckless driving – are subject to immediate administrative review. If driving is an essential job function, loss of a valid license or driving privileges may result in job reassignment or separation from employment, in accordance with applicable City policies and labor agreements.

Supervisors share responsibility for ensuring that employees assigned to drive City vehicles meet all licensing requirements and are authorized to operate vehicles under this policy.

Vehicle Operation Standards

- Seat belts must be worn at all times.
- No smoking in City vehicles.
- Driving under the influence of drugs or alcohol is strictly prohibited.
- Handheld cell phone use is prohibited while operating a vehicle.
- Only passengers with a business purpose may be transported.
- Vehicles must remain clean, locked when unattended, and may not be used for personal errands or travel outside of approved purposes.
- Drivers are responsible for all traffic citations and personal property loss.
- City vehicle use under the Guaranteed Ride Home Program requires City Manager approval.
- Vehicles may not be taken home unless authorized in writing by the Public Works Director or designee.

SECTION IV: TECHNOLOGY, FUELING, AND MAINTENANCE

Electronic Tracking

City vehicles may include GPS, telematics, and diagnostic tools to support maintenance, safety, and operational efficiency. These systems allow the City to monitor vehicle location, usage patterns, and mechanical performance in real time. Data may be reviewed to investigate concerns and may be used for corrective action. While not intended to monitor employee behavior, GPS data may reveal potential misuse and may be used for counseling or disciplinary purposes if warranted.

Unauthorized use of telematics or manipulation of fuel transaction data may result in disciplinary action. Tampering with, disabling, or interfering with these systems is strictly prohibited.

Fuel tracking systems are also installed to monitor fuel usage and support cost management. Fuel Key Fobs and PINs are issued to each vehicle or driver to authorize fuel transactions. Fuel reimbursements require submission of the original receipt.

Fueling

The City fleet includes gas, CNG, hybrid, and EVs. Pool vehicles are routinely fueled by Public Works. Assigned vehicle users are responsible for refueling:

- Gas: City yard or commercial stations (with receipts).
- CNG: Burrtec (Palm Desert), Sunline (Thousand Palms or Indio), or City facility.
- Electric: Designated charging stations (Level 2 or fast-charging as needed).

Maintenance

Drivers are responsible for conducting pre-use inspections using City-approved checklists. Inspections must include verification of engine oil, radiator fluid, tire condition, and general vehicle readiness. Any identified issues must be reported immediately to the Public Works Director or designee.

Assigned vehicles may receive one professional exterior wash per month at an approved facility. Full interior detailing may be authorized by the Public Works Director or designee on a case-by-case basis, based on operational need and with prior approval.

Supervisors are responsible for ensuring that vehicles assigned to employees on extended leave are appropriately maintained. The Public Works Director or designee will inform supervisors of any maintenance issues arising from driver neglect. In such cases, supervisors must ensure corrective action is taken and that vehicle use is monitored in accordance with this policy.

All City vehicles and equipment are to be kept current in Cartegraph, including assigned driver, mileage and maintenance records. Fuel logs are automated and migrate directly into Cartegraph. Preventative maintenance schedules shall be determined by vehicle type and utilized in Cartegraph.

SECTION V: INSURANCE AND VEHICLE REGISTRATION

City-owned vehicles operated by employees while performing City business are fully protected by property and liability insurance through the California Joint Powers Insurance Authority. A letter providing Evidence of Coverage and a copy of the original registration are placed in the glove box of each vehicle. The Risk Manager or designee can provide more comprehensive information about coverage, including POV and rental car insurance. City insurance does not cover damage to personal vehicles used for City business.

SECTION VI: TRAVEL AND VEHICLE USE OUTSIDE CITY LIMITS

Out-of-City Travel

Employees may use City vehicles for same-day travel outside city limits. However, due to limited range, use of CNG vehicles should be carefully planned. For multi-day trips, overnight stays, or air travel involving airport parking, personal or rental vehicles are recommended. All travel must follow the City's Travel Policy and be coordinated with department supervisors. Exceptions may be granted by the City Manager with justification.

Use of Personal Vehicles

POVs may be used with prior approval through the City's Travel Pre-Approval Itinerary Form. Mileage reimbursement follows IRS rates. Parking is reimbursed with valid receipts. To be eligible:

- Vehicle must have valid registration and meet California insurance requirements.
- Driver must carry proof of insurance and perform a pre-trip inspection.
- Employee bears responsibility for any claims or deductibles incurred during official use.

Use of POVs is recommended for long-distance or extended-duration travel. Motorcycles may not be used for City business.

Use of Rental Vehicles

Employees may use rentals when City or personal vehicles are not practical. Rental cars must be returned and re-rented for segmented travel. Rental agreements often include roadside support, which is encouraged. The City reimburses rental costs and the CDW (collision damage waiver). Additional liability coverage should not be purchased, as City liability already extends to rentals. Drivers must inspect rentals before using them, and operate them with the same standards as City vehicles. Rental vehicles are approved through the City's Travel Pre-Approval Itinerary Form.

Combined Business and Personal Travel

Employees may combine personal time with authorized City business travel. In such cases:

- A personal vehicle or rental must be used.
- City reimbursement applies only to business-related costs (e.g., vehicle rental, insurance).
- Timeframes for business versus personal travel must be documented and pre-approved.
- Reimbursement for rental and insurance (CDW) applies only to the City business portion. If separate rental contracts cover business and personal parts, documentation of time frames is not required.

Travel Outside the United States

City vehicles cannot be driven across the border into Mexico or Canada under any circumstances for any period of time. Employees should not rent and drive a vehicle out of the country for business travel unless the rental contract specifically allows it. Most rental agreements prohibit travel across a border. Alternate travel arrangements should be used for cross-border segments.

SECTION VII: ROAD INCIDENTS AND EMERGENCIES

Roadside Emergencies

The City does not provide formal roadside assistance. During business hours, Public Works may assist with breakdowns within the Coachella Valley. Outside business hours or the region, employees are responsible for arranging support. Rental vehicles typically include 24-hour roadside coverage, which should be confirmed before use. Towing of personal vehicles is prohibited.

Employees may perform basic roadside repairs (e.g., changing a flat tire) only if it can be done safely. High-visibility safety vests must be worn. Emergency repairs made out of area may be reimbursed with proper documentation and Public Works Director or designee approval.

Vehicle Accidents

A City vehicle accident must be reported immediately to the employee's Department Head and Public Works Director or designee. A City Vehicle Accident Report Form must be submitted to the Human Resources Department.

Accidents involving other vehicles or property damage must also be reported to police for a Traffic Collision Report. An accident report must be filed with the Human Resources Department upon return to City Hall. Injuries require a First Report of Injury filed with the Human Resources Department.

All accidents with a City vehicle hitting a road hazard must be reported.

An accident kit in each vehicle guides information collection. At the scene, avoid assigning fault or confronting others; wait for police and provide clear facts. Identify witnesses. If possible, photograph vehicle damage, scene, road conditions, and relevant signs or markings. Submit photos to the Human Resources Department promptly.

SECTION VIII: VEHICLE REPLACEMENT AND SUSTAINABILITY

The City maintains a structured vehicle replacement plan aligned with California Air Resources Board (CARB) regulations and internal sustainability goals. Vehicle replacement is based on age, mileage, maintenance history, and operational need.

Target Replacement Cycles:

- Sedans / Light Trucks: 8 years or 100,000 miles
- Heavy Equipment: 10-12 years
- Specialty Units: Based on duty cycle and usage

Sustainability Goals:


- Transition 75% of the light-duty fleet to electric or hybrid vehicles by 2030
- Reduce fleet greenhouse gas emissions by 25% over 10 years

Replacement planning is coordinated with the budget process and updated through the City's capital improvement strategy. Vehicle replacement planning shall be a collaborative process between the user Department and Fleet Management to ensure that replacement units are appropriately matched to operational requirements. Any changes to the established replacement strategy must receive prior approval from the City Manager.

Attachments:

- A. Travel Pre-Approval Itinerary Form
- B. Vehicle Accident Report Form

Travel Pre-Approval Itinerary Form



PALM DESERT
CALIFORNIA

Pre-Travel Request Itinerary Approval Form

Traveler Name

Supervisor Name *

Account Number

Account Number *

+ Add

Will you need I*-Card? *

☐ Yes ☐ No

Please review the [City Travel Policy](#) before completing this form.

Name of Conference/Event

Is this an Out-of-State Travel? *

☐ Yes (Approved Staff Report/Annual Budget Upload Required) ☐ No

Conference/Event Address *

Home Address *

Is the Hotel at a different address? *

☐ Yes ☐ No

Purpose of Trip

Does this require City Manager Approval? *

If you are requesting something that is outside of the travel policy, it requires additional approval from the City Manager.

☐ Yes ☐ No

Dates of Travel

Departure to Conference Date

MM/DD/YYYY

Return from Conference Date

MM/DD/YYYY

Destination (?)

Lodging Required?

☐ Yes ☐ No

Per Diem Rate (Per Day)

\$ 0.00

Number of Full Days

0

of days between travel

Travel Days (Paid at 75%)

2

of days actually traveling

Total Per Diem

\$ 0.00

Check the Rate Here:

<https://www.gsa.gov/>

Conference Registration Cost

\$ 0.00

Other Costs

\$ 0.00

Transportation

Check all that apply

☐ Personal Vehicle ☐ City Vehicle ☐ Rental Car ☐ Airline ☐ Other

Miles Driven Rate

Total

\$ 0.00

Officials and Employees should choose the lowest cost with due consideration to reasonableness and time constraints.

Total Expenses Requested

\$ 0.00

A separate [Travel Expense Form](#) will be required for Reimbursement

If any portion of the trip is personal, the dates must be listed here:

From

MM/DD/YYYY

To

MM/DD/YYYY

Conference Registration Form Upload

Drag and drop up to 10 files here to upload or

[Choose files](#)

Mileage Report Upload

Drag and drop up to 10 files here to upload or

[Choose files](#)

Notes from Traveler to Finance

Submit

Save as Draft

Attachment B
Vehicle Accident Report Form



CITY OF PALM DESERT
RISK MANAGEMENT

Email

ACCIDENT AND PROPERTY DAMAGE REPORT

This report is for : ☒ An Accident
☐ Property Damage

THIS REPORT IS TO BE COMPLETED AS SOON AS POSSIBLE AFTER THE EVENT. The vehicle operator shall notify the Risk Manager prior to leaving the scene of any accident with a city vehicle or private vehicle on city business. All vehicle accidents are to be Do not leave the scene without having a police investigation and report. Use this form for damage to city property or private property caused by city equipment or employees. Also, use this form to document reported to the Police Agency having jurisdictional responsibilities. number the loss of city equipment.

ACCIDENT REPORT

Incident Date _____ Incident Time _____ Location _____

City Vehicle Number _____ Other Vehicle Make & Model _____

Describe What Happened:

Describe the Damage:

Describe Any Injuries:

EMPLOYEES INVOLVED IN ACCIDENT

Name _____ ☐ Driver ☐ Passenger ☐ Witness Injured ☐ Yes ☐ No

Name _____ ☐ Driver ☐ Passenger ☐ Witness Injured ☐ Yes ☐ No

Name _____ ☐ Driver ☐ Passenger ☐ Witness Injured ☐ Yes ☐ No

NON-EMPLOYEES IN ACCIDENT

Name _____ Address _____ ☐ Driver
☐ Passenger

Phone Number _____ Insurance Company _____ Policy Number _____

Injured ☐ Yes ☐ No

Name _____ Address _____ ☐ Driver
☐ Passenger

Phone Number _____ Insurance Company _____ Policy Number _____

Injured ☐ Yes ☐ No

POLICE REPORT INFORMATION

Police Report Prepared by _____ Police Investigation Report No. _____