



**I. Roles and Responsibilities:**

All Employees of the City of Minneapolis play important roles in ensuring compliance with the Motor Vehicle and Equipment Control Policy. City employees must comply with the responsibilities as outlined below and in accordance with the procedures contained in this document.

<b>Role</b>	<b>Responsibility</b>
Employees	<ol style="list-style-type: none"><li>1. Comply with all aspects of the City of Minneapolis' Motorized Vehicle and Equipment Control Policy and Procedures.</li><li>2. An employee who has knowledge of a vehicle accident which occurs while conducting City business or involving covered equipment is responsible for reporting it to Fleet Management within 24 hours.</li></ol>
Department Heads	<ol style="list-style-type: none"><li>1. Ensure all employees who drive for City of Minneapolis are informed of this policy.</li><li>2. Enforce the requirements of this policy.</li><li>3. Work with Public Works, regarding vehicle modifications initiated under this policy.</li></ol>
Department Leadership	<ol style="list-style-type: none"><li>1. Comply with all aspects of the City of Minneapolis Motor Vehicle and Equipment Control Policy and Procedures to decrease the financial liability.</li></ol>
Public Works Fleet Services Director	<ol style="list-style-type: none"><li>1. Develop and maintain all documentation to demonstrate appropriate proof of registration modification with the vehicle manufacturer prior to making changes to vehicles.</li></ol>
Departmental Fleet Liaisons -	<ol style="list-style-type: none"><li>1. Individuals designated by City departments to serve as the fleet coordinator.</li></ol>

**II. Definitions:**

- A. **Vehicles** - Vehicles which are owned, rented or leased by City of Minneapolis are covered by this policy.
- B. **Equipment** - Equipment is defined as licensed and unlicensed equipment that may be driven or towed on public roads to/from work sites.

**III. Expectations of Employees:**

City of Minneapolis employees are expected to comply with all federal, state and local laws. Additionally, City employees are expected to follow the City of Minneapolis Motorized Vehicle and Equipment Control Policy, which is designed to reduce the likelihood and/or severity of motor vehicle accidents.

**IV. City Vehicle Inspection and Removing Vehicles from Service:**

- A. **City Vehicle Inspection** – Vehicles and covered equipment shall be inspected for safety deficiencies as described below:

1. Vehicle specific Preventative Maintenance Schedules will determine the timing of inspections.
  2. Vehicles must be inspected/maintained by a certified Fleet Service Technician.
  3. Fleet Service Technician will document the inspection on the Preventive Maintenance Job Code History File found within Fleet Services fleet management system (M5 system).
  4. Each Driver/Operator should perform daily inspections under Federal, State and City rules before taking any vehicle.
  5. Drivers/Operators shall report any known equipment damage or safety defects to their department's Fleet Liaison immediately upon discovering a deficiency.
- B. Fleet Liaison removing Vehicles from Service** - Vehicles and equipment deemed defective shall be red tagged to indicate out-of-service status and shall not be used. When this occurs the following must be completed:
1. Notify Supervisor regarding nature of defective equipment.
  2. For DOT required vehicles - Fill out DOT slip and /or write the defect on the defect write-up board at each shop. For light vehicles, communicate with the shop coordinator as to the nature of the defect.
  3. Remove key (if applicable) and ensure key is not accessible to potential user(s).
  4. Report problem to Fleet Services and wait for instructions regarding how to proceed.

**V. Recordkeeping:**

- A. Motor Vehicle, Equipment Inventories and all approved modifications shall be maintained by Fleet Services, within the Fleet Management system (M5 System).
- B. Notification of the vehicle manufacturer and the formal requests to modify the vehicles will be maintained by Public Works Fleet Management prior to making any changes to a vehicle.

**VI. Vehicles and Equipment Self-Insurance Coverage:**

- A. **City-Owned Vehicles** – City-owned vehicles operating on public roadways are covered by the City's Self Insurance.
- B. **City-Owned Equipment** – City-owned equipment operated on and/or off public roadways is covered by the City's Self Insurance – NOT No Fault.
- C. **Privately Owned Vehicles** - Privately owned vehicles used for City business are NOT covered by the City's Self Insurance. Therefore, employees must contact their insurance agent and verify existing auto insurance is adequate and appropriate for current business usage. Neglecting to inform insurance agent of business use could nullify coverage.
- D. **Vehicle Rentals** - Vehicle rental is discouraged because the Twin Cities area offers ample transportation alternatives (cabs, buses, trains) that serve employee needs. Therefore, the departmental Fleet Liaison must authorize car rental.
  1. If car rental is approved, and City's credit card or P-card is used for payment, purchase Limited Damage Waiver (LDW) insurance – do not purchase any other coverage(s). LDW coverage will pay for any damage to the rental vehicle.
  2. If a rental is approved and a personal credit card is used for payment, the

employee should consult with their personal insurance agent regarding purchasing additional insurance coverage(s) offered by the car rental agency.

- E. **City Rented/Leased Equipment** – Departments renting/leasing various types of large, mobile, equipment should incorporate insurance within the contractual rental/lease agreements IF/WHEN the cost of insurance appears reasonable.

## **VII. Equipment Modification Process:**

### **A. Definitions:**

1. **Modification** - Any physical change(s) to the original vehicle or equipment. Modifications include:
  - a. Installation of any additional accessories (i.e. mechanical, electrical, hydraulic, pneumatic, lighting and sounding devices).
  - b. Removal or alterations of standard factory equipment.
2. **Modification Review Committee (MRC)** – The MRC will review all proposed vehicle/equipment modifications, and conduct a thorough risk assessment regarding the proposed modification. Upon completing its investigation, the committee will determine feasibility and render a decision to either approve or disapprove the modification(s) as proposed or with changes, based upon available information.
3. **Original Equipment Manufacturer (OEM)** - OEM is typically a company that uses a component made by a second company in its own product, or sells the product of the second company under its own brand.

**B. Roles and Responsibilities:** The failure of a Department to seek Fleet Service's prior approval for any vehicle modification will be the sole financial liability of that Department's operating budget and any other Department using the vehicle.

### **1. Director, Public Works Fleet Services Division**

- a. Modification requests for all City owned vehicles or equipment must be routed through Director, Public Works Fleet Service Division (or designee).
- b. No vehicle modification shall be performed, or contracted out without the written authorization from the Director, Public Works Fleet Services Division (or designee).
- c. The Director of Public Works Fleet Services Division (or designee) will communicate directly with the Departmental Fleet Liaison regarding the modification approval, cost, and safety implications, associated with the request.
- d. If the Departmental Fleet Liaison does not agree with the Director, Public Works Fleet Service decision on the modification; they can appeal it to the Modification Review Committee. The appeal must include budget approval from the Departmental Fleet Liaison for the modification.

- e. Upon receiving the appeal and budget approval from the Departmental Fleet Liaison, the Director, Public Works Fleet Services Division (or designee) will request that the Modification Review Committee perform a risk assessment.
- f. Upon receiving written authorization from the Modification Review Committee, the Director, Public Works Fleet Services Division (or designee) will notify the Departmental Fleet Liaison to schedule modification work internally, or contract work with a City approved contract vendor.

**2. Modification Review Committee (MRC):**

Membership of the MRC includes:

- a. Director, Public Works Fleet Services Division, or designee (chairperson);
- b. Manager, Public Works Safety Programs;
- c. Manager, Public Works Fleet Maintenance;
- d. Loss Control Coordinator, Risk Management and Claims;
- e. Modification-requesting Departmental Fleet Liaison

The MRC will communicate with all stakeholders regarding potential liability issues associated with specific vehicle/equipment modifications. This cross functional team will conduct thorough risk assessment considering: technical feasibility; conformance to City of Minneapolis standards; regulatory mandates; Original Equipment Manufacturer's guidelines, and specifications; plus reasonableness upon considering age of unit, cost of modification, etc.

**3. Director, Public works Fleet Service Division (or designee)** will approve/disapprove Modification requests based upon available information, and provide written notification to the vehicle manufacturer and Departmental Fleet Liaison, requesting modification and will maintain all applicable records. This includes:

- a. All requests for vehicle and/or equipment Modifications
- b. Original Equipment Manufacturers (OEM's) recommendations
- c. Regulatory directives
- d. Modification Review Committee's "authorizations"
- e. Correspondence from the equipment manufacturer

**4. Departmental Fleet Liaisons** for all City departments include but are not limited to Fire, Police, Public Works, Regulatory Services, Community Planning and Economic Development (CPED), etc., Departmental Fleet Liaisons will:

- a. Forward all requests for Vehicle/Equipment Modifications to Director, Public Works Fleet Services Division (or designee).
- b. Communicate directly with the Director, Public Works Fleet Services Division (or designee) regarding all aspects of Vehicle/Equipment Modification requests.
- c. Promote and enforce the City's Motorized Vehicle and Equipment Control Procedures throughout Department and adhere to the modification process as outlined above.