



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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*Office of the Mayor*  
*300 Sixth Street*  
*605-394-4110*  
*Fax: 605-394-6793*

## EXECUTIVE ORDER: Personal Use of City-Owned Vehicles

I. City employees are hereby prohibited from using city-owned vehicles for personal use or for commuting purposes except as specifically required and authorized by their department head or Mayor. Non-City employees are not permitted to ride in City-owned vehicles except under circumstances involving the advancement of City business, for clearly incidental use for those employees who are assigned a vehicle for commuting, or for the citizen ride-along program.

Examples of prohibited personal use include, but are not limited to:

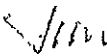
- A. Travel to any place other than directly between home and work except as specifically required and authorized for the performance of City duties. Examples of prohibited travel include travel to a bank, shopping, personal business, entertainment, restaurants (except as specifically authorized for breaks and meals while on duty in the field), etc.
- B. Transportation of any person(s) except other City employees or other persons specifically authorized for purposes of advancing City business. (Picking up children at day care or school, or picking up a spouse on the way home from work in a city owned vehicle are examples of prohibited activities.)

II. City employees assigned standby duty by their department will be permitted to use a City-owned vehicle during the scheduled standby period only for purposes of commuting directly between home and work for scheduled work hours and for responding to standby calls.

III. City employees in the following positions designated "on mandatory call" will be allowed to take the assigned vehicle wherever he/she may go during the time frame "on mandatory call," and in such circumstances, provisions of Section I above shall not apply. The positions are Mayor, Fire Chief, Airport Manager, Police Chief, Police Captain, or designee of such position in the absence of the specified employee.

City employees who fail to comply with any of these restrictions or requirements when using a City-owned vehicle may be no longer permitted to use a City-owned vehicle and/or may be subject to disciplinary action, including termination.

Dated this 18th day of November, 1998.

  
Jim Shaw, Mayor



EQUAL OPPORTUNITY EMPLOYER