

**GUIDELINES FOR USING FLEET MAINTENANCE GARAGE**

**1.0 Purpose**

- 1.1.** To establish policies and guidelines with regard to the utilization of the Fleet Maintenance Garage by City employees/retirees outside normal working hours. This special privilege is hereby established as a benefit to the employees/retirees of the City by providing an adequate location for employees/retirees to perform general maintenance and servicing to their personal vehicles.

**2.0 Scope**

- 2.1.** Policies and guidelines governing the use of the Fleet Maintenance Garage shall be overseen by the Fleet Maintenance Supervisor as a guide towards ensuring the facilities' safe and proper use. Any City employee engaging the use of the garage facility is doing so outside normal working hours on their own time and not as an employee of the City. Personal vehicle storage in the Fleet Maintenance Garage or the Fleet Maintenance Staging Area is not the intent or the purpose of this special privilege. The consumption of alcoholic beverages, the use, sale or dispensing of drugs and narcotics by employees/retirees is prohibited during duty or off-duty hours on City property.

**3.0 Policy**

**3.1. Operating Procedures:**

1. Any City employee wishing to use the garage facility during non-working hours must make arrangements with the Fleet Maintenance Supervisor at least 24 hours in advance. Such notification will ensure the accurate scheduling of facilities. Any City employee wishing to use the vehicle hoists must participate in a hoist training session, which occurs from time to time depending on the number of people interested in training.
2. Use of the facilities by a seasonal or temporary employee will only be authorized if that employee is accompanied by a regular City employee.
3. City employees/retirees are restricted to the maintenance and repairs of their personal vehicles in utilizing the garage facilities. The only exception to this is that a City Mechanic may work on the vehicle of another City employee with the prior approval of the Fleet Maintenance Supervisor.
4. Other than provided for below, in addition to the City employee, repair and servicing work shall be performed with a minimum of one responsible adult present and a maximum of two. Having more than one person on the premises will provide safeguards against accidents and ensure that assistance will be available to notify help in the case of an accident or injury. Except as noted in 3.1.2, it is not mandatory for the City employee to have another individual present if the proposed work does not involve the use of a jack or hoist.

5. The employee is restricted from using any City tools or equipment unless otherwise authorized by the Fleet Maintenance Supervisor. Any area, equipment, or facility used by the employee in the maintenance or repair work to his/her personal car must be cleaned and functioning in a manner similar to what the employee found them. The employee will be held accountable for any damage to the area, equipment or facility used during the personal maintenance operations.
6. All safety restrictions, precautions, and practices must be followed by the City employee and his/her subordinates during all maintenance and repair operations. Prior to the utilization of the garage facilities, the employee must sign a release agreement holding the City harmless from any liability or loss that may occur while performing such work on personal time.
7. Vehicles cannot be kept in the Fleet Maintenance Garage or the Fleet Maintenance Staging Area for any longer than 1 week at a time, unless prior approval is provided by the Director of Public Works.

The City Manager reserves the right to discontinue the use of the Fleet Maintenance Garage by City employees/retirees at any time it fails to serve in the best interest of the City operations.

#### **4.0 Distribution**

- 4.1. Employee Information Site, [www.cityofff.org](http://www.cityofff.org) under HR/Administrative Directives/Safety Policies.



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