

Subject: Official Vehicle Permit Program	Number: 7-3
	Date Issued: October 30, 2003 Date Revised: July 23, 2012
Responsible Department: Development And Resource Management / Parking	Approved:

Purpose

To establish a uniform policy and procedure, and the method to be used to issue Official Vehicle Permit (OVP) parking permits to City of Fresno employees, while conducting City business.

Policy

Official Vehicle Permits may be issued to employees when assignment of a City vehicle is not feasible, they meet the established criteria, and only for conducting City business.

Procedures

Criteria for Determining Eligibility for Official Vehicle Permits

1. The Mayor and three (3) Staff Assistants.
2. All members of the City Council and two (2) Council Assistant per district.
3. All Department Directors.
4. City employees using personal vehicles for official business and compensated pursuant to Administrative Order 2-2, Categories 1, 2 and 3 (excluding 4). The following summarizes the categories under this Administrative Order:

Category 1: The City Manager receives a transportation allowance under Category 1 of the Private Vehicle Rental Program.

Category 2: Assistant City Managers, Department Directors, Assistant Department Directors, Division Managers, Section Supervisors responsible for 24-hour service functions, primary staff representatives to governmental bodies or community organizations requiring numerous off-hour meetings, and individuals responsible for work sites involving excessive mileage, frequent evening, weekend and early morning inspection travel.

Category 3: Employees whose work assignments include full-time duties requiring them to frequently travel between crews or work sites, but not requiring frequent off-hours travel, and who may be directed to use their personal vehicles in the conduct of City business.

Those employees meeting the criteria of Category 4 can be authorized an OVP only with the written approval of the City Manager, Designee, or Parking Manager. The following information summarizes Category 4:

Category 4: Employees who occasionally travel to conduct official City business, not having access to division vehicles or pool vehicles, can be directed to use their private vehicles and be reimbursed. If mileage exceeds 600 miles per month for City business, reassignment to Category 2, should be considered.

Employees qualifying for Official Vehicle Permits pursuant to the criteria in this Administrative Order will complete the Official Vehicle Permit application. The completed application must be signed by the applicant on both the front and back of the form indicating acceptance of permit use and restrictions.

Employees qualifying and approved for an Official Vehicle Permit will pay a monthly rental fee, as fixed by the Master Fee Schedule. The method of payment will be a payroll deduction from the employee's regular paycheck; a Payroll Deduction form and Official Vehicle Permit application must be completed in order for the Public Works Parking Manager to issue or reissue a valid permit. Employees from outside the downtown area who visit downtown offices may be provided a Visitor's permit in lieu of the Official Vehicle Permit.

Official Vehicle Permits are considered City property and, if an employee separates from City employment, it is required that the permit be turned in to the Parking Section of Public Works prior to or on the employee's final work day.

If an employee's eligibility changes, the Official Vehicle Permit must be turned in to the Parking Section of Public Works and the employee must complete the payroll form to cancel the parking fee deduction.

Vehicles without valid, properly displayed permits are subject to citation under Section 10-1014 of the Fresno Municipal Code, or payment of a penalty fee in the amount established in the Master Fee Schedule.

In the event a parking stall is not available in a City lot, a permit holder may park in a metered space. At no time shall Official Vehicle Permit holders be authorized to park in Media or Car Pool parking stalls.

On a semi annual basis, the Accounting and Finance Office will provide a report of all active City employees paying for a parking permit via payroll deduction.