


## LOS ANGELES FIRE DEPARTMENT

BRIAN L. CUMMINGS  
FIRE CHIEF

October 30, 2012

BOARD OF FIRE COMMISSIONERS  
FILE NO. 12-194

TO: Board of Fire Commissioners

FROM: Brian L. Cummings, Fire Chief 

SUBJECT: HOME-GARAGED AND DECENTRALIZED VEHICLES – POLICY  
RECOMMENDATIONS AND CITY CONTROLLER'S FUEL USE AUDIT  
UPDATE

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

**Recommendations:** That the Board:

1. Approve the findings, actions and recommendations of the Fire Department with regard to the policy, management and restriction of home-garaged vehicles.
2. Approve the Fire Department actions relative to the findings of the City Controller's "Control Over The City's Fuel Use" Audit.

**Summary:**

On January 17, 2012, the Department was asked by the Fire Commission to report on the status of the recommendations resulting from the 2009 City Controller's Audit with regard to the home-garaging of City-owned vehicles. In that report, the Department outlined the recommendations made by the City Controller and the Department's response and actions relative to meeting those recommendations. Subsequently, at the February 1, 2012 Fire Commission meeting, the Department was asked to provide answers to questions that had been prepared by the Fire Commission to respond to other areas of concern regarding the administration of the Department's Home-Garage Program. Both reports were submitted but were never discussed at any length in the public forum. In order to address this issue, both the Fire Commission and the Department agreed that the Department would prepare a report that provided recommendations on policy and procedure related to the comprehensive management of the Department's home-garage program. This report makes recommendations on how the Department intends to manage this program from this point forward and what restrictions would be implemented to maximize the efficiency of the program.

It is important to note here that the decision to home-garage vehicles is an operational decision based on the augmentation of command and control functions for large scale incidents. With the recent reductions in the number of Divisions, Battalions, and Emergency Incident Technicians there is an increased need to be able to immediately augment the command functions during a rapidly escalating incident. The recommendations provided in this report maintain a minimum staffing level of those command level positions.

Additionally, it was requested by the Fire Commission that the Department include in this report an update on the Department's actions relative to its' recommendations regarding the findings in the City Controller's Audit "Controls Over the City's Fuel Use."

**Analysis:**

In response to the 2009 City Controller's Audit, the Department began to manage the existing home-garage program by aligning the Fire Chief's expectations with home-garage deployment. The home-garaging of vehicles was determined to be an operational decision that facilitated the availability of essential staff and incident management teams responding to large scale emergencies for command and control and subject matter expertise. The analysis completed by the City Controller acknowledged the specialized functions of the Department and stated:

*The Council has designated the City Administrative Officer (CAO) to approve home garaging authority for City-owned vehicles for all Departments (except the Los Angeles Police Department, Los Angeles Fire Department and the proprietary Departments.) The Los Angeles Police Department, the Los Angeles Fire Department and the proprietary Departments operate their own home garaged program without the CAO's involvement. The City maintains and provides fuel for all home garaged vehicles.*

The Department will be making every effort to comply with the CAO's requirements as outlined in their CAO Rule No. 5 (Attachment) with the exception of authority criteria (see page 7).

In 2006, it was estimated that the Department authorized and maintained 180 home-garaged vehicles. By 2007, this number had been reduced to approximately 174 vehicles. Currently, the Department maintains 126 home garaged vehicles, a reduction of nearly 30 percent from 2006. This reduction is the result of more efficient management of the program as well more pervasive oversight during the approval process. Estimating the specific costs for home-garaged vehicles has been difficult in that the vehicles are included in the overall light vehicle budget which includes vehicles that are not authorized for home-garaging. In FY 2011/12, the approximate budget for all light vehicles was \$1.7 million.

In examining the Department's efforts, it was determined that more could be done with regard to the oversight and administration of the existing home-garage program. The tracking of home-garage assignments as well as the required approvals proved to be problematic. Members transferring in to assignments as well as transferring out demonstrated that tracking was difficult at best. Additionally, the approval process for home-garaging was single layered; members were assuming the approval designated for the member that they replaced. Moreover, CAO Rule No. 5 requires that all members maintain personal liability insurance when assigned a home-garaged vehicle and be able to provide proof of that insurance. Maintaining an accurate and up-to-date record of compliance with this policy became difficult due to members' having various policies and expiration dates.

To ensure that the Department meets all guidelines, policies, and legal covenants of the City of Los Angeles concerning home-garaged vehicles, the Department is recommending a newly developed, automated system - Form 34 (F34). The F34 System will provide controls over the approval, assignment, usage, and monitor all relevant conditions (i.e. valid insurance) in association with assigned vehicles. The F34 System in conjunction with the attached policy proposal will exceed all recommendations of the 2009 City Controller's Audit.

Due to the use of current technologies, the F34 System is accessible via any viable Internet connection, non-browser dependent, and capable of exchanging Fire Commissioners data with other internal or external data repositories. The F34 will be accessible to Department members through the Critical Incident Application (CIA) on the LAFD Web Portal.

In order to develop this application, a complete analysis of the existing home-garage program needed to occur. Objectives were to guide the Department through the process of developing the framework for this comprehensive management project. The objectives are listed below:

- Develop uniform, stringent, and clear policy for the assignment of vehicles
- Perform a vehicle by vehicle review
- Established annual review process
- Establish a valid insurance oversight requirement
- Ensure adherence of secondary mandated legal requirements

For the purpose of this analysis and subsequent recommendations, the following definitions are provided:

**City Vehicle**

A motor vehicle, purchased by and for the Department, over which the Department has direction and control.

**Regular Work Location**

The location where the Department requires the member to report at the beginning of each workday.

**Decentralized Garage**

A location within the City boundaries, other than a regular work location, where a City vehicle is garaged after business hours.

**Home-Garage**

A location, at or near the employee's principle place of residence, where the City vehicle is garaged after business hours.

**Essential Personnel**

Department employees that possess critical organizational knowledge or ability that is required for the Department to function after business hours.

**On-Call Personnel (Incident Management Teams)**

Department employees that provide command and coordination during major or complex incidents that exceed the capabilities of on-duty staff. On-call personnel fill pre-designated roles established in the Incident Command or National Incident Management Systems.

**Fleet Reduction**

After performing an inventory of all currently assigned home-garaged vehicles, the Department determined that a portion of the vehicles could be further reduced in an effort to reduce the overall inventory and realize savings. These vehicles would come from areas of the Department that would normally share Incident Management Team (IMT) responsibilities. During times in which a member is assigned to a team that is on-call, the member would retain the home-garaging authority for a period of two weeks (one week as primary and the second week as back up). Upon conclusion of the member's on-call status, the member would transfer the vehicle and the authority for home-garaging to their team counterpart. For example, the Medical Liaison Unit currently has four Captain I's assigned to the Unit and maintains the authority for four home-garaged vehicles. With this recommendation, the number of vehicles would be reduced to two with four assigned Captains sharing the vehicles based upon their on-call status. For the purposes of maintaining on-call command and control functions for escalating incidents, this reduction will primarily focus on the Captain I's that have been assigned home-garaged vehicles. The position of Captain I is typically assigned to supervise a single resource. These commanders are rarely placed in higher level command positions required for large scale incidents.

This recommended action will reduce the home-garage inventory by 16 vehicles throughout the Department, bringing the total number of vehicles to 110. This number reflects a 39 percent reduction from 2006. The Department believes that it can still maintain a robust, on-call staff that will fulfill the needs of large scale incidents despite this reduction.

The following information is the Department's recommendation on policy regarding the assignment of home-garaged and decentralized vehicles.

## **Policy Recommendations**

It is important to note here that the Department makes a distinction between decentralized vehicles and home-garaged vehicles. Vehicles can be garaged at decentralized locations within the City or at an employee's principle place of residence. Authority to regularly garage a City vehicle at a decentralized location is granted exclusively based upon the needs of the Department and approval from the authority of the facility where the vehicle will be parked. City vehicles are purchased and made available to Department personnel solely to conduct City business. For economy and efficiency, vehicles are normally garaged at work locations.

Authority to regularly home-garage a City vehicle is granted to the following types of personnel: essential personnel and personnel working in a position with on-call responsibilities (i.e. IMT). Home-garaging is the most economical and efficient way to provide timely emergency response of Department staff to emergencies affecting the City and surrounding areas. On-call members may be assigned to any discipline within the Incident Command or National Incident Management Systems. A member, who has been granted authority to home-garage their vehicle, shall garage their vehicle no further than 60 miles from the outermost City boundary closest to their place of residence.

For members not approved to home-garage their Department vehicles, they will not take their City vehicles outside of the City limits while off duty. They will park their vehicles at their place of assignment or at a remote Department facility. The member shall secure parking approval from the Station/Section/Unit Commander of the affected facility, as stated in current Department and Los Angeles City policies. Unit/Section Commanders will survey their personnel on a monthly basis to determine that all members have secured the proper approval to park their City vehicles at their place of assignment or at a remote Department facility.

Supervisors and members will be held accountable for adhering to this policy and ensuring that only those members who are approved to home-garage their Department vehicle are doing so. Supervisors shall review the City's and Department's policies concerning home-garaging of City vehicles with the concerned members, referring to CAO Rule No. 5, which outlines City policy concerning home-garaging of City vehicles. CAO Rule No. 5 states that "Under certain conditions, such as gross personal negligence and/or driving outside the scope of employment, drivers may be liable for damages arising from their acts in the operation of City vehicles. Therefore, every driver who regularly garages a City vehicle away from headquarters shall be insured by a standard automobile liability insurance policy for the employee's personally owned motor vehicle, or shall be a named insured on a non-owned automobile insurance policy if the employee does not own a vehicle. Insurance coverage must satisfy either: (1) the Financial Responsibility Laws of California Vehicles Code, or (2) Section 4.232 of the Los Angeles Administrative Code, whichever is higher."

Members who are no longer assigned to an IMT and are no longer identified as essential personnel, but need the use of a Departmental vehicle for their normal duties may retain use of their Department vehicle. These members shall garage their Department vehicles at a Department facility, while they are off duty. Members who are no longer in need of their Department vehicles will return their vehicles to their immediate supervisors. Supervisors will then inspect the vehicles to determine if the vehicles are in reasonable condition, taking into consideration, normal wear and tear.

Supervisors shall place the vehicles in the corresponding unit's pool of vehicles for use by Department personnel and notify Supply and Maintenance of the returned vehicle.

All members, when driving any Department vehicle, will be reminded that they are representing the City of Los Angeles and the Department, and shall therefore drive in a courteous and responsible manner at all times. Members will be cognizant how they drive, where they park, and the impression they portray to the public, so as not to bring discredit to the Department. All members having the responsibility of driving City vehicles shall do so in the safest manner with due regard for the welfare of the public and the Department.

Requests for and the administration of garaged City vehicles away from the member's regular work locations are generated using the F34 System housed in the Critical Incident Application (CIA). Subsequent requests for authority will be made, regardless of the time-period, upon which vehicles are exchanged.

The recommended administrative process for the approval, accountability and tracking of decentralized or home-garaged, City-owned vehicles is provided:

**Decentralized Garaging**

Member completing the F34 application must select the Municipal facility where the vehicle will be located from the dropdown menu and include a brief narrative describing the reason and names of granting authorities, at the location, needs annotation in the reason box.

**Home-Garaging**

Member completing the F34 form must meet the minimum insurance liability requirements and provide current proof of insurance as follows:

**Liability Insurance Requirement**

As directed by the City of Los Angeles, Administrative Code, Section 4.232, the Department member's insurance policy limits shall not be less than \$25,000 in the case of injury to or death of one person; and \$50,000 in the case of injury to or death of more than one person; and in the case of property damage not less than \$5,000 in any one accident. The cost of such insurance policy shall be the responsibility of the employee authorized to use the vehicle.

**Proof of Insurance**

Proof that the employee meets or exceeds the minimum insurance requirement shall be done by providing a copy of policy's declaration page bearing an original signature(s) depicting the limits of coverage. The accepted formats of copy are Microsoft Word (DOC), Adobe Portable Document Format (PDF), or the Joint Photographic Experts Group (JPEG).

The member shall re-submit proof whenever there is a change in carrier, coverage, limits of liability, or upon the request of the Department. Policies that automatically renew or remain in effect until cancelled also require resubmission. The F34 System will send a passive reminder to the member 14-days prior to expiration of their insurance policy.

**Taxable Income Reporting**

All staff assigned a vehicle are subject to the conditions and requirements in accordance with the Internal Revenue Service (IRS) Publication 15-B and will be taxed accordingly. All assigned vehicles regardless of overnight storage location (i.e. home or City facility) will clearly display the Department logo or FIRE insignia; unless, the vehicle is used for surveillance or crime related functions (apprehension or detention of people).

**Annual Renewal**

The issuance of permit to garage a City-owned vehicle from the member's work location is limited to a 12-month period. The F34 System issues two passive reminders (2-weeks and 1-week) prior to the expiration of the granted period (12-months). The member shall use the F34 System to renew permit prior to expiration. Under no circumstances shall the member continue to garage assigned City vehicle away from their regular work location without a current authorized application on file.

**Modification**

Within a 24-hour period of pertinent change (vehicle, garage location, work shift, team membership, etc.) of information initially supplied, the member will document such change(s) in the F34 System. Recorded changes outside a vehicle exchange will not execute the authorization process or extend the granted period.

Upon exchange of an assigned vehicle during the permitted period, the F34 System will initiate the authorization process and record a new permitted period for the newly acquired vehicle.

**Cancellation**

Should the permit for garaging a vehicle from the member's regular work location no longer be required, the member shall record the cancellation in the F34 System within 8-hours of notifying their immediate Supervisor.

City-owned vehicles will not be regularly or occasionally garaged (i.e. "home-garaged") at any location other than the member's regular work location on nights, weekends or holidays without first securing proper approval. This includes garaging on City-owned or leased facilities, the home of the employee, or any other privately or publicly owned property. Home-garaged vehicles shall be parked in a garage, carport, or the member's driveway and not left on a public or private street, alley, or right-of-way.

### **Home-Garaging Authority**

#### **Criteria**

Authority to regularly home-garage a City vehicle for a specific individual or for a position is based upon the needs of the Department in accordance with the City's best interest (economy and efficiency) and the approval of the Fire Chief or designee. Utilizing an automated tracking system enables the Department to authorize, evaluate, report, and maintain their fleet with the discretion of the Department's General Manager. Moreover, it allows the Department to communicate necessary data required for Fire Commission approval and to maintain public trust and transparency.

#### **Fire Commission Reporting**

In February of every year, the Department will provide the Fire Commission with a complete report on the number of authorized home-garage vehicles. This report will also include any reduction in the number of Department's home-garaged vehicles.

The Fire Chief or designee gives consideration of approval for regular home-garaging requests when such requests meet all the criteria listed below:

Department employees who are required at the scene of an emergency during such period as they are assigned on-call duty (those employees having similar assignments and who rotate on-call duty will rotate the assignment of the vehicle), or require regular and frequent use of unmarked vehicles for investigative work (Arson) after normal business hours.

Or

Department employees whose duties and qualifications involve emergency work and who are regularly subject to call outs; possess specific expertise, certifications, or qualifications and/or are required to work with specialized equipment, or are assigned specialized equipment (other than radio and siren).

1. Employee's principle place of residence is less than or equal to 60 miles from the City border closest to their place of residence.
2. Meet the minimum liability insurance requirements.



## **Decentralized Garaging Authority**

### **Criteria**

Authority for regular or occasional decentralized garaging of City vehicles at a City facility other than regular work location is available to all employees and is granted by the Fire Chief or designee. The Fire Chief or designee gives consideration of approval for regular or occasional decentralized garaging requests when such requests meet all the criteria listed below:

1. Lack of authority will disrupt essential services rendered to residents.
2. Authority provides an economic and efficient way to render services.
3. It is in the best interest of the Department to grant the authority.
4. No alternative means of transportation is available.

Personnel approved for home- or decentralized garaging shall maintain vehicles according to the procedures set forth in Volume 3, Section 7/0 of the Department's Manual of Operation and Rules and Regulations, Section 8 b.

### **Mileage Reporting**

All members approved to garage their assigned City vehicles away from their regular work locations shall be responsible for reporting all mileage traveled while using their City vehicle via the electronic mileage log (E-log) located in the F34 System.

Eventually, the fuel use monitoring system and F34 System will be integrated and will track vehicle mileage automatically.

### **Vehicle Operation and Use**

Members with an on-call assignment (primary or backup duty) shall make themselves available for rapid response by remaining 60 miles from the City border. Upon on-call activation, the member will take the most reasonable and direct route to meet the Department's directives. A recalled member will normally respond non-emergency unless otherwise directed. The red light and siren may be used to access fire lines or restricted areas.

The use of City vehicles is restricted to transportation to and from the member's principle place of residence and Department-sanctioned activities in accordance with Section 63.106 of the Municipal Code. Vehicles are only to be driven by authorized Departmental employees and passengers are limited to current City employees or person's incidental to City business.

### **City Controller's Fuel Use Audit - Update**

At the request of the Fire Commission, the Department is providing an update of its actions reflecting the City Controller's Audit entitled, "Controls Over the City's Fuel Use". At the June 13, 2012 Fire Commission meeting, the Department presented responses to the City Controller's Audit recommendations and provided a list of recommended actions. During this meeting, the Department agreed to provide regular updates to the Fire Commission to keep them informed of its progress in meeting the recommendations of the City Controller's Audit.

Fuel Log Sheets – Awaiting approval for distribution to the field.

Lock Boxes – Installed.

Tracking Usage of Fuel Cards – Tracking the use of master and assigned fuel cards will commence upon the approval of the Fuel Card Log Sheet.

Vehicle Fuel Usage – The Department is currently working with the vendor to have the ca-cievers installed on the vehicles. This device records fuel dispensing every time a vehicle fuels at a fueling station and will provide the Department with accurate fuel usage data.

Vehicle Usage – Pool car logs are currently being utilized by personnel and are located in the garage on P-2.

### **Fiscal Impact:**

The estimated cost for maintaining emergency sedans for a period of one year is approximately \$2,232. The removal of 16 home-garaged vehicles from the Department fleet is estimated to save nearly \$35 thousand per year.

### **Conclusion:**

The decision to home-garage vehicles needs to remain an operational decision, allowing the Fire Chief to maintain a ready to respond, resource footprint that is both necessary to address command and control requirements as well as provide the highest quality of service during a large scale incident. In conclusion, it will be through the incorporation of policy and technology that the Department will satisfy all external inquiries (directives and audits) and once again identify itself as a leader in compliance, accountability, and transparency.

Board report prepared by the Administrative Office.

Attachment

ORIG: HC


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JJT  
FTM  
APT

FORM GEN. 160 (REV. 6-80)

CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 6, 1994

To: Randall Bacon, General Manager  
Department of General Services

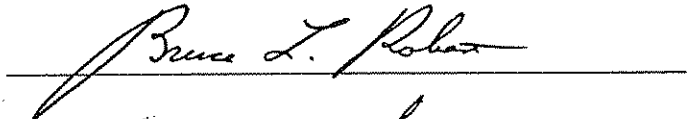
From: Faye Washington, General Manager  
Personnel Department 

Subject: REVISED CAO RULE No. 5

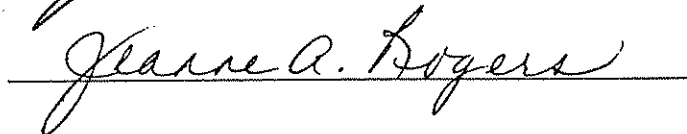
This is to inform you that, pursuant to revision of CAO Rule No. 5 (please see attached), the authorized management representatives from the Commuter Services Office mentioned in Section B.2 are Bruce L. Roberts and Jeanne A. Rogers.

Section B.2 states that an authorized management representative from the Commuter Services Office may grant occasional garaging of City vehicles at locations other than the regular garaging location. Signatures for your records are provided below.

Bruce L. Roberts



Jeanne A. Rogers



If you have any further questions about this matter, please contact Bruce L. Roberts of my staff at (213) 237-0404.

FW:BLR:dll  
Attachment

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GENERAL SERVICES


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CITY OF LOS ANGELES  
INTER-DEPARTMENTAL CORRESPONDENCE

0112-14601

Date: March 28, 1994

To: THE HEADS OF ALL DEPARTMENTS OF CITY GOVERNMENT  
(Except Airports, Harbor, and Water and Power)From: Keith Comrie, City Administrative Officer 

Subject: CITY ADMINISTRATIVE OFFICER RULE NO. 5 - REVISED MARCH 94

The Joint Labor-Management Committee on Parking and Transportation Issues (Committee) raised concern that without a guaranteed ride home program, many City employees are not leaving their cars home and ridesharing. The authority for providing a guaranteed ride home is provided in City Administrative Officer (CAO) Rule No. 5 "Assignment and Home-garaging of City-owned Automotive Equipment". The Committee recommended that CAO Rule No. 5 be revised to strengthen the existing language contained in Section B.2 "Garaging of City Vehicles Away From Regular Headquarters".

Attached is CAO Rule No. 5 revised as of March 1994. The major revision is the clarification of the guaranteed ride home provision (Sec. B.2). This provision enables ridesharing City employees to secure a City-owned vehicle when the need is considered essential, would provide for economy and efficiency, does not interrupt City business or would serve the City's best interests. This includes providing transportation to ridesharing City employees to cover emergency situations (e.g., sudden onset of illness, family crisis, unexpected mandatory overtime, e.t.c.). This procedure is only to be used when no alternative means of transportation is available and may only be granted by a department head, authorized deputy or a management representative from the Personnel Department Commuter Services Office.

CAO Rule No. 5 is also revised in order to eliminate the procedure for completing Form General 49 - Monthly Record of Usage (Sec. A.3) pertaining to home-garaged vehicles.

Under Charter Section No. 51.c the CAO is authorized, subject to approval of the Mayor to "... prescribe rules and standards governing the matters under his jurisdiction and all officers and departments of the City shall comply therewith." It is requested that you disseminate this information to your employees in order to inform them of the guaranteed ride home provision.

If you have any questions, please contact Crista Binder of my staff at extension 5-7600.

KC:CEB:ocm

Attachment

cc: Bruce L. Roberts, Commuter Services  
Personnel Department

23192d68

**SUBJECT: ASSIGNMENT AND HOME-GARAGING OF CITY-OWNED AUTOMOTIVE EQUIPMENT**

City vehicles are purchased and made available to elected officials, departments and their personnel for the conduct and operation of City business. Citizens and taxpayers quickly notice and criticize the unauthorized and improper use of City-owned automobiles. The use of these vehicles must be confined strictly to the business of the City.

The Transportation Committee, which was established by Council action (C.F. 39,133) to aid in carrying out a joint declaration of policy by the Mayor and the Council, is intended to effect economy and efficiency in automobile purchase and use. The Committee has adopted procedures and standards to ensure proper usage of City vehicles. Applications for assignment, regular home-garaging and occasional overnight use of City-owned vehicles will be in accordance with the policies and procedures listed below. Unless noted, all forms required for implementation of this rule are available from City Stores.

**A. ASSIGNMENT OF VEHICLES**

The model, size and type of passenger vehicle assigned to elected officials, departments and their personnel, and the accessories provided, will be in accordance with the schedule of standards approved by the Council (C.F. 121,973 and 74-4530, S2). Trucks and other types of vehicles will be assigned in accordance with usage and need.

**1. Permanent Assignment of Vehicles - Home-Garaging.**

Permanent assignment of vehicles to elected officials, departments and their personnel is a budgetary matter. Requests for permanent assignment will be made in connection with the annual budget request.

**2. Temporary Assignment of Vehicles.**

Requests for temporary assignment of vehicles from the Fleet Services pool will be made to the General Manager Department of General Services. The written request, in duplicate will be signed by the department head or an authorized representative. Temporary assignment of a vehicle does not include home-garaging authority.

The General Manager Department of General Services may authorize temporary assignment of vehicles up to 30 days, with renewal authority for an additional 30 days, within any 12 consecutive months when such assignment, in the opinion of the General Manager Department of General Services, would serve the City's best interest and can be made without impairing the fleet pool operation.

Requests for temporary assignments in excess of 60 days in any twelve consecutive months will be forwarded to the City Administrative Officer (CAO) for approval prior to the expiration of the 60 day period.

## **B. GARAGING OF CITY VEHICLES AWAY FROM REGULAR HEADQUARTERS**

City-owned automotive equipment will not be regularly or occasionally garaged (i.e., "home-garaged") at any location other than regular headquarters on nights, weekends or holidays, without first securing proper approval. This includes garaging on City-owned property, the home of the officer or employee, or any other privately or publicly owned property.

### **1. Regular Home-Garaging Authority.**

#### **a. Criteria.**

Authority to regularly home-garage a City vehicle for a specific individual or for a position (where personnel are rotated frequently among staff positions) will be approved by the Transportation Committee only when there is regular and frequent need for this authority. Through authorization of regular home-garaging the City pays employees for their commuting expense. Requests cannot be approved unless the authorization is based upon economy and efficiency and is in the City's best interest.

Consideration of approval for regular home-garaging requests will be given by the Transportation Committee when such requests meet any of the criteria listed below:

- (1) Elected officials, their staff members when requested by elected officials, and department heads.
- (2) Employees whose duties involve emergency work and who are regularly subject to call, who have specific expertise and/or are required to work with special equipment, or who are assigned a specially equipped vehicle (other than radio).
- (3) Employees whose duties require regular and frequent off-duty supervision where there is no regular subordinate employee designated to act in their absence.
- (4) Employees whose duties require special equipment and regular and frequent direct reporting to the field or who have a continuing daily assignment that requires regular and frequent field work during off-duty hours.
- (5) Fire Department employees who are required at the scene of an emergency during such period as they are assigned on-call duty (those employees having similar assignments and who rotate on-call duty will rotate the assignment of the vehicle), or require regular and frequent use of unmarked vehicles for investigative work after normal working hours.

#### **b. Insurance Requirements.**

Under certain conditions, such as gross personal negligence and/or driving outside the scope of employment, drivers may be liable for damages arising from their acts in the

operation of City vehicles. Therefore, every driver who regularly garages a City vehicle away from headquarters shall be insured by a standard automobile liability insurance policy for the employee's personally owned motor vehicle, or shall be a named insured on a non-owned automobile insurance policy if the employee does not own a vehicle. Insurance coverage must satisfy either: (1) the Financial Responsibility Laws of the California Vehicle Code, or (2) Section 4.232 of the Los Angeles Administrative Code, whichever is higher.

Department heads, or their authorized representatives, must verify that insurance requirements have been met by all drivers. Evidence of insurance shall be submitted on a certificate of insurance or policy declaration page, bearing an original signature, which shows the limits and coverage. This must be re-submitted whenever there is a material change in either the carrier, coverage or limits of liability. Policies which automatically renew or remain in effect until canceled need not be re-submitted unless there is a material change in the coverage or limits.

A new permit must be obtained any time a change of driver is made. The CAO will send a list of the currently approved permits to each department once a year. Department heads must verify the accuracy of the list and certify receipt of current evidence of insurance by all drivers.

**c. Procedure.**

A new form for regular home-garaging (Form CAO 34) must be submitted when filing a new application and resubmitted any time a change of driver, Civil Service classification, or driver headquarters occurs. The application for regular home-garaging will be signed by the driver, or drivers of the vehicle in the case of rotating assignments, and approved in writing by the department head. In those departments headed by a commission, the approval of both the general manager and the commission is required.

Each year in September, the CAO will transmit a list of currently approved home-garaging permits. The general manager/department head will annotate the list and return it by October 1 along with any new or changed requests, for the next calendar year.

Approved permits for regular home-garaging will be valid for such periods as may be approved by the Transportation Committee and are revocable by the CAO upon the Transportation Committee's recommendation.

**d. Department Responsibility.**

The issuance of a permit does not relieve the department management of the responsibility placed upon it by Section 63.106 of the Municipal Code and by the terms of Council File No. 39,133 for the effective and efficient operation of motor vehicles. For new applications and renewals, the general manager/department head must verify the accuracy of the application/list and certify receipt of current insurance compliance by all drivers. Should a permit no longer be required, if its scope should

be limited or modified, or additional needs develop, the general manager/department head should promptly advise the CAO of the changed circumstances.

**e. Form CAO 34**

Form CAO 34 (Permit for Regularly Garaging City-owned Vehicles Away from Assigned Headquarters) may be obtained from the City Stores and is to be used for filing a new application.

**2. Authority for Occasional Garaging of City Vehicles Away from Regular Headquarters.**

**a. Criteria.**

Authority for occasional garaging of City vehicles at locations other than the regular garaging location is available to all City employees and may be granted by a department head, authorized deputy or an authorized management representative from the Commuter Services Office when such authority is considered essential, would provide for economy and efficiency, does not interrupt City business or would serve the City's best interests. This includes providing transportation for ridesharing City employees to cover emergency situations (e.g., sudden onset of illness, family crisis, unexpected mandatory overtime, being stranded at work when ridesharing vehicle becomes unavailable, e.t.c). Occasional garaging is only to be used when no alternative means of transportation can be obtained and is subject to fleet availability. Occasional garaging is provided to meet a particular need of a temporary nature only, and is limited to 60 calendar days in any consecutive 12 month period.

**b. Procedure.**

Applications for occasional garaging (Form CAO 36) must be signed by the driver of the vehicle and approved in writing by a department head, authorized deputy or an authorized management representative from the Commuter Services Office. Each department will maintain a list of positions authorized to approve occasional home garaging no less than the equivalent of Chief Management Analyst. All effort should be given to secure proper approval from the authorized department representative before seeking approval from a management representative from the Commuter Services Office. A separate form must be submitted for each round trip requested.

- (1) Fleet Services Pool Vehicles.** The application for occasional garaging away from regular headquarters of Fleet Services pool vehicles will be filled out in duplicate, with the original filed with the department head and the duplicate submitted to the vehicle dispatcher. Departments will furnish the General Manager Department of General Services with the signature of the department head, authorized deputy or an authorized management representative from the Commuter Services Office to be kept on file by the General Manager Department of General Services. The General Manager Department of General Services or an authorized representative will verify that the



authorization has been approved in writing by the proper person prior to assigning a vehicle.

When the need for occasional garaging occurs outside of normal business hours the employee will present a valid driver's license and City identification to the Security Office located on P-1 of City Hall East. This method is only available in the Civic Center area and should only be used after 5:00 p.m. when a department head, authorized deputy or an authorized management representative from the Commuter Services Office is unavailable to authorize the request. All effort should be given to secure proper approval first. Employees are required to submit a signed overnight garaging authority signed by a department head, authorized deputy or an authorized management representative from the Commuter Services Office on the day the vehicle is returned.

- (2) **Assigned and Other Vehicles.** Applications for occasional garaging of City vehicles assigned to a department by Fleet Services or owned by the department will be approved by the department head, authorized deputy or an authorized management representative from the Commuter Services Office in writing (Form CAO 36).

c. **Responsibility of Departments.**

The authorizing department will ascertain that the driver of the vehicle, upon completion of each round trip, completes the reverse side of the original form. The authorizing department will retain the completed forms for subsequent examination by the CAO.



City Administrative Officer

APPROVED:

  
MAYOR

Revised as of 03/28/94

Previously issued as Rule No. 5,  
dated 10/31/74; Revised 8/1/83;  
Revised 9/27/1989


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**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL CORRESPONDENCE**

0112-14601

Date: March 28, 1994

To: THE HEADS OF ALL DEPARTMENTS OF CITY GOVERNMENT  
(Except Airports, Harbor, and Water and Power)

From: Keith Comrie, City Administrative Officer 

Subject: CITY ADMINISTRATIVE OFFICER RULE NO. 5 - REVISED MARCH 94

The Joint Labor-Management Committee on Parking and Transportation Issues (Committee) raised concern that without a guaranteed ride home program, many City employees are not leaving their cars home and ridesharing. The authority for providing a guaranteed ride home is provided in City Administrative Officer (CAO) Rule No. 5 "Assignment and Home-garaging of City-owned Automotive Equipment". The Committee recommended that CAO Rule No. 5 be revised to strengthen the existing language contained in Section B.2 "Garaging of City Vehicles Away From Regular Headquarters".

Attached is CAO Rule No. 5 revised as of March 1994. The major revision is the clarification of the guaranteed ride home provision (Sec. B.2). This provision enables ridesharing City employees to secure a City-owned vehicle when the need is considered essential, would provide for economy and efficiency, does not interrupt City business or would serve the City's best interests. This includes providing transportation to ridesharing City employees to cover emergency situations (e.g., sudden onset of illness, family crisis, unexpected mandatory overtime, e.t.c.). This procedure is only to be used when no alternative means of transportation is available and may only be granted by a department head, authorized deputy or a management representative from the Personnel Department Commuter Services Office.

CAO Rule No. 5 is also revised in order to eliminate the procedure for completing Form General 49 - Monthly Record of Usage (Sec. A.3) pertaining to home-garaged vehicles.

Under Charter Section No. 51.c the CAO is authorized, subject to approval of the Mayor to "... prescribe rules and standards governing the matters under his jurisdiction and all officers and departments of the City shall comply therewith." It is requested that you disseminate this information to your employees in order to inform them of the guaranteed ride home provision.

If you have any questions, please contact Crista Binder of my staff at extension 5-7600.

KC:CEB:ocm

Attachment

cc: Bruce L. Roberts, Commuter Services  
Personnel Department

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**SUBJECT: ASSIGNMENT AND HOME-GARAGING OF CITY-OWNED AUTOMOTIVE EQUIPMENT**

City vehicles are purchased and made available to elected officials, departments and their personnel for the conduct and operation of City business. Citizens and taxpayers quickly notice and criticize the unauthorized and improper use of City-owned automobiles. The use of these vehicles must be confined strictly to the business of the City.

The Transportation Committee, which was established by Council action (C.F. 39,133) to aid in carrying out a joint declaration of policy by the Mayor and the Council, is intended to effect economy and efficiency in automobile purchase and use. The Committee has adopted procedures and standards to ensure proper usage of City vehicles. Applications for assignment, regular home-garaging and occasional overnight use of City-owned vehicles will be in accordance with the policies and procedures listed below. Unless noted, all forms required for implementation of this rule are available from City Stores.

**A. ASSIGNMENT OF VEHICLES**

The model, size and type of passenger vehicle assigned to elected officials, departments and their personnel, and the accessories provided, will be in accordance with the schedule of standards approved by the Council (C.F. 121,973 and 74-4530, S2). Trucks and other types of vehicles will be assigned in accordance with usage and need.

**1. Permanent Assignment of Vehicles - Home-Garaging.**

Permanent assignment of vehicles to elected officials, departments and their personnel is a budgetary matter. Requests for permanent assignment will be made in connection with the annual budget request.

**2. Temporary Assignment of Vehicles.**

Requests for temporary assignment of vehicles from the Fleet Services pool will be made to the General Manager Department of General Services. The written request, in duplicate will be signed by the department head or an authorized representative. Temporary assignment of a vehicle does not include home-garaging authority.

The General Manager Department of General Services may authorize temporary assignment of vehicles up to 30 days, with renewal authority for an additional 30 days, within any 12 consecutive months when such assignment, in the opinion of the General Manager Department of General Services, would serve the City's best interest and can be made without impairing the fleet pool operation.

Requests for temporary assignments in excess of 60 days in any twelve consecutive months will be forwarded to the City Administrative Officer (CAO) for approval prior to the expiration of the 60 day period.

**B. GARAGING OF CITY VEHICLES AWAY FROM REGULAR HEADQUARTERS**

City-owned automotive equipment will not be regularly or occasionally garaged (i.e., "home-garaged") at any location other than regular headquarters on nights, weekends or holidays, without first securing proper approval. This includes garaging on City-owned property, the home of the officer or employee, or any other privately or publicly owned property.

**1. Regular Home-Garaging Authority.**

**a. Criteria.**

Authority to regularly home-garage a City vehicle for a specific individual or for a position (where personnel are rotated frequently among staff positions) will be approved by the Transportation Committee only when there is regular and frequent need for this authority. Through authorization of regular home-garaging the City pays employees for their commuting expense. Requests cannot be approved unless the authorization is based upon economy and efficiency and is in the City's best interest.

Consideration of approval for regular home-garaging requests will be given by the Transportation Committee when such requests meet any of the criteria listed below:

- (1) Elected officials, their staff members when requested by elected officials, and department heads.
- (2) Employees whose duties involve emergency work and who are regularly subject to call, who have specific expertise and/or are required to work with special equipment, or who are assigned a specially equipped vehicle (other than radio).
- (3) Employees whose duties require regular and frequent off-duty supervision where there is no regular subordinate employee designated to act in their absence.
- (4) Employees whose duties require special equipment and regular and frequent direct reporting to the field or who have a continuing daily assignment that requires regular and frequent field work during off-duty hours.
- (5) Fire Department employees who are required at the scene of an emergency during such period as they are assigned on-call duty (those employees having similar assignments and who rotate on-call duty will rotate the assignment of the vehicle), or require regular and frequent use of unmarked vehicles for investigative work after normal working hours.

**b. Insurance Requirements.**

Under certain conditions, such as gross personal negligence and/or driving outside the scope of employment, drivers may be liable for damages arising from their acts in the

operation of City vehicles. Therefore, every driver who regularly garages a City vehicle away from headquarters shall be insured by a standard automobile liability insurance policy for the employee's personally owned motor vehicle, or shall be a named insured on a non-owned automobile insurance policy if the employee does not own a vehicle. Insurance coverage must satisfy either: (1) the Financial Responsibility Laws of the California Vehicle Code, or (2) Section 4.232 of the Los Angeles Administrative Code, whichever is higher.

Department heads, or their authorized representatives, must verify that insurance requirements have been met by all drivers. Evidence of insurance shall be submitted on a certificate of insurance or policy declaration page, bearing an original signature, which shows the limits and coverage. This must be re-submitted whenever there is a material change in either the carrier, coverage or limits of liability. Policies which automatically renew or remain in effect until canceled need not be re-submitted unless there is a material change in the coverage or limits.

A new permit must be obtained any time a change of driver is made. The CAO will send a list of the currently approved permits to each department once a year. Department heads must verify the accuracy of the list and certify receipt of current evidence of insurance by all drivers.

**c. Procedure.**

A new form for regular home-garaging (Form CAO 34) must be submitted when filing a new application and resubmitted any time a change of driver, Civil Service classification, or driver headquarters occurs. The application for regular home-garaging will be signed by the driver, or drivers of the vehicle in the case of rotating assignments, and approved in writing by the department head. In those departments headed by a commission, the approval of both the general manager and the commission is required.

Each year in September, the CAO will transmit a list of currently approved home-garaging permits. The general manager/department head will annotate the list and return it by October 1 along with any new or changed requests, for the next calendar year.

Approved permits for regular home-garaging will be valid for such periods as may be approved by the Transportation Committee and are revocable by the CAO upon the Transportation Committee's recommendation.

**d. Department Responsibility.**

The issuance of a permit does not relieve the department management of the responsibility placed upon it by Section 63.106 of the Municipal Code and by the terms of Council File No. 39,133 for the effective and efficient operation of motor vehicles. For new applications and renewals, the general manager/department head must verify the accuracy of the application/list and certify receipt of current insurance compliance by all drivers. Should a permit no longer be required, if its scope should

be limited or modified, or additional needs develop, the general manager/department head should promptly advise the CAO of the changed circumstances.

**e. Form CAO 34**

Form CAO 34 (Permit for Regularly Garaging City-owned Vehicles Away from Assigned Headquarters) may be obtained from the City Stores and is to be used for filing a new application.

**2. Authority for Occasional Garaging of City Vehicles Away from Regular Headquarters.**

**a. Criteria.**

Authority for occasional garaging of City vehicles at locations other than the regular garaging location is available to all City employees and may be granted by a department head, authorized deputy or an authorized management representative from the Commuter Services Office when such authority is considered essential, would provide for economy and efficiency, does not interrupt City business or would serve the City's best interests. This includes providing transportation for ridesharing City employees to cover emergency situations (e.g., sudden onset of illness, family crisis, unexpected mandatory overtime, being stranded at work when ridesharing vehicle becomes unavailable, e.t.c). Occasional garaging is only to be used when no alternative means of transportation can be obtained and is subject to fleet availability. Occasional garaging is provided to meet a particular need of a temporary nature only, and is limited to 60 calendar days in any consecutive 12 month period.

**b. Procedure.**

Applications for occasional garaging (Form CAO 36) must be signed by the driver of the vehicle and approved in writing by a department head, authorized deputy or an authorized management representative from the Commuter Services Office. Each department will maintain a list of positions authorized to approve occasional home garaging no less than the equivalent of Chief Management Analyst. All effort should be given to secure proper approval from the authorized department representative before seeking approval from a management representative from the Commuter Services Office. A separate form must be submitted for each round trip requested.

- (1) **Fleet Services Pool Vehicles.** The application for occasional garaging away from regular headquarters of Fleet Services pool vehicles will be filled out in duplicate, with the original filed with the department head and the duplicate submitted to the vehicle dispatcher. Departments will furnish the General Manager Department of General Services with the signature of the department head, authorized deputy or an authorized management representative from the Commuter Services Office to be kept on file by the General Manager Department of General Services. The General Manager Department of General Services or an authorized representative will verify that the

authorization has been approved in writing by the proper person prior to assigning a vehicle.

When the need for occasional garaging occurs outside of normal business hours the employee will present a valid driver's license and City identification to the Security Office located on P-1 of City Hall East. This method is only available in the Civic Center area and should only be used after 5:00 p.m. when a department head, authorized deputy or an authorized management representative from the Commuter Services Office is unavailable to authorize the request. All effort should be given to secure proper approval first. Employees are required to submit a signed overnight garaging authority signed by a department head, authorized deputy or an authorized management representative from the Commuter Services Office on the day the vehicle is returned.

- (2) **Assigned and Other Vehicles.** Applications for occasional garaging of City vehicles assigned to a department by Fleet Services or owned by the department will be approved by the department head, authorized deputy or an authorized management representative from the Commuter Services Office in writing (Form CAO 36).

c. **Responsibility of Departments.**

The authorizing department will ascertain that the driver of the vehicle, upon completion of each round trip, completes the reverse side of the original form. The authorizing department will retain the completed forms for subsequent examination by the CAO.



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**PERMIT FOR REGULARLY GARAGING CITY-OWNED VEHICLE AWAY FROM ASSIGNED HEADQUARTERS**

Two copies of this permit must be filed with the C.A.O. by October 1, annually, for next calendar year.									
Driver's Name		Driver's Civil Service Class		Date					
				For Calendar Year					
Department		Bureau		Driver's Headquarters					
Vehicle to be Garaged at (Address)		Vehicle to be Regularly Garaged at (Check One)							
		Driver's Home		Municipal Facility					
ROUND TRIP Distance from Headquarters to Overnight Garage		Estimated Average Monthly Mileage		Special Equipment					
List the uses to be made of this vehicle, indicating the percent of total mileage to be devoted to each use. Show home mileage to and from headquarters as a separate item. (Use reverse if necessary.)									
Percent of Mileage									
Give reason, date, and hours used for each time this vehicle was garaged away from headquarters for the purposes stated above in the past 6 months, except for transportation to and from home. (Use reverse if necessary.)									
How many times in the last 6 months was this vehicle used outside of regular working hours for the purposes stated?		Vehicle Body Type		Vehicle is Equipped with					
				City Seal		Red Light		Siren	
				Yes	No	Yes	No	Yes	No
I certify that I have complied with the provisions of C.A.O. Rule 5 and that the required insurance coverage will be kept in force during the entire period for which this permit is approved.									
Driver's Signature				Driver's Working Title					
I certify that the above statements are true, that the applicant has obtained the insurance coverage required by C.A.O. Rule 5, and that the coverage will be kept in force for the entire period for which this permit is approved.				Commission Approval					
Approved: _____				Secretary					
Administrative Head of Department									
NOT VALID UNLESS APPROVED BY CITY ADMINISTRATIVE OFFICER									
Approved: _____		DATE		PERMIT EXPIRES					
City Administrative Officer									