

Procedure

VEHICLE AND MACHINERY USE

All keys to City-owned vehicles and machinery will have the yellow shop tag attached and will be kept in a locked key box when not in use. These are the only keys authorized for use with this equipment.

Keys must, without exception, be signed out when using a vehicle or machine. Likewise, they must be signed back in when use is completed or at the end of the work day, whichever comes first.

Any use of vehicles or machinery outside the hours of the regular work day must be authorized, in advance, by the Director of Facilities or the Coordinator of Building and Grounds.

Violation of this policy will be considered unauthorized use of City property and be subject to disciplinary action.