

<b>Policy:</b>	<b>Vehicle Fines, Parking Citations, Impounds</b>		
<b>No.:</b>	<b>Budget &amp; Finance 95-21</b>	<b>Supersedes:</b>	
<b>Effective Date:</b>	<b>September 20, 1995</b>	<b>Revised/Review Date:</b>	

### 1.0 PURPOSE

To clarify that all fines and penalties associated with vehicle use are personal obligations that will not be paid by the Department. To ensure department employees who operate any vehicles for City business purposes are aware of their responsibilities to comply with all governing traffic laws and parking procedures.

### 2.0 REFERENCES

- 2.1 OMB Circular A-102, "Uniform Administrative Requirements for Administering Grants by State and Local Governments"
- 2.2 Seattle Municipal Code, Title 5: "Revenue, Finance & Taxation", Title 11: "Vehicles & Traffic"
- 2.3 Municipal Core Parking Procedures, Department of Administrative Services, December 1, 1994
- 2.4 For questions or clarifications on this procedure, please contact your Division Fleet Coordinator.

### 3.0 POLICY

- 3.1 Program Managers are responsible for ensuring their employees are aware of and comply with all governing traffic laws and parking procedures prior to operating any personal or private vehicle for City business use. Failure to comply with such laws and procedures may result in the suspension of driving privileges or other disciplinary action. If any employee is required to drive while on City business, they must have on their person a valid drivers license. Department employees should avoid incurring any vehicle related fines or penalties.
- 3.2 Program Managers are responsible for ensuring that current vehicle assignment records are established and maintained to track the vehicles and operators of vehicles in their program. Divisions are responsible for notifying their Division Fleet Coordinator immediately of any changes to these assignments. Vehicle assignment records are to be retained by divisions for a period of one (1) year.
- 3.3 The Department will not pay for any fine or penalty incurred by the improper use of any City or personal vehicle. This includes parking citations, impounds, and moving violations. Employees are required to promptly pay any vehicle related fine.
- 3.4 Overdue parking citation notices, collection notices and impound notices received from City Departments or collection agencies will be sent via the Division Fleet Coordinator to the Program Manager. The Program Manager is responsible for identifying the driver responsible for the fine and ensuring the fine is paid within five (5) working days of notification. Program Managers shall notify the Division Fleet Coordinator that the fine has been paid.

- 3.5 Program Managers are responsible for handling the release of any impounded City vehicles from tow companies. To avoid daily storage fees that will accumulate on the vehicle, the release should be handled immediately.