

**RESOLUTION 02-15-05**

**CITY OF COLUMBIANA'S VEHICLE USE POLICY**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLUMBIANA, ALABAMA,  
AS FOLLOWS:

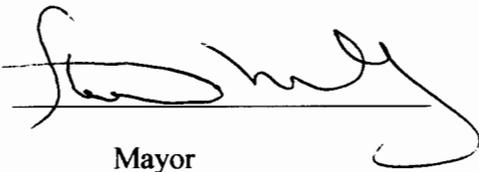
**VEHICLE USE POLICY**

The City of Columbiana is responsible for all city-owned vehicle use, operation and whereabouts at all times. It may be necessary for the City to obtain the vehicle assigned to an individual at any given time. Therefore it is required that all city-owned vehicles be left at City Hall, their designated location or the assigned individuals place of residency.

City-owned vehicles may only be assigned to employees who live within 25 miles of City Hall. Employees are permitted to drive assigned vehicles to and from work and their place of residency only; provided, however, that employees may transport non-employees to other locations when approved by the Department Head and all trips must be logged by dispatch.

This policy is effective immediately and shall be placed into the employee handbook.

Attest:

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Clerk

I, the undersigned City Clerk of Columbiana, Alabama, do hereby certify the attached and foregoing is a true copy of a Resolution lawfully passed and adopted by the City Council of the City named herein, at a regular meeting of such Council held on the 3<sup>rd</sup> day of February, 2015 and such Resolution is on file in the office of the City Clerk.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City on this 3<sup>rd</sup> day of February, 2015.



  
\_\_\_\_\_  
City Clerk