



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



DATE: March 1, 2021
TO: Personnel Committee
FROM: Jessie Lillibridge, HR Director
RE: Request approval of Vehicle Use Policy

Attached please find a new Vehicle Use Policy. This policy was developed using the CVMIC model policy recommendation and with collaboration and input from DPI, Finance, and the City Attorney. The City currently does not have a written policy overseeing the use of vehicles. The recommendation is to approve this policy so employees and managers are consistently using City vehicles while complying with legal and safety requirements.

If approved, the policy will be disseminated to all employees for acknowledgment and will be placed into our onboarding process for new employees.

Thank you.