

**Letter of Agreement  
By and Between  
CITY OF TACOMA  
And  
TEAMSTERS LOCAL UNION NO. 117  
Affiliated with the  
International Brotherhood of Teamsters  
(Representing General Unit)**

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**Subject: “Take-home Vehicle Pilot Project” for Street Operations Standby Assignments:**

This Letter of Agreement (Agreement), made effective upon Council approval, is entered into by and between Teamsters Local Union No. 117 (Union) and the City of Tacoma (City), referred to herein collectively as the Parties.

The purpose of this Agreement is to review and evaluate the use and efficiency of a take-home vehicle (specifically, the “trouble truck”) program for a trial period. This Agreement was reached through the spirit of cooperation and a desire to provide efficient services and responses to emergent situations within the City’s jurisdiction. The purpose of a 'take-home' vehicle assignment in Street Operations is to decrease the response time required when employees are called to work as part of a standby assignment.

The Parties agree to the following terms and conditions:

When an employee is assigned a take-home vehicle as part of their standby assignment, they shall respond to the site of the incident (or Street Operations Maintenance Building if additional equipment/supplies are required) within 45 minutes of notification, with the understanding that at times there may be a reasonable delay to circumstances beyond the employee’s immediate control.

Paid status for the employee begins when notified of a call out, and ends once the incident has been secured or responded to.

Employees shall be entitled to two hour minimum as outlined in the Tacoma Municipal Code (TMC). Compensation and Overtime shall be paid as per TMC 1.12 and the Teamsters Local 117 Collective Bargaining Agreement. Employees shall be on standby when transporting the vehicle home after their assigned shift or after responding to an incident.

Authorized personnel shall operate the take-home vehicle in a safe, courteous, and efficient manner and shall conform to all applicable state and local laws governing the operation of motor vehicles. Employees operating the take-home vehicle will be responsible for promptly paying traffic citations or infractions, towing charges, and other fines associated with their use of the vehicle; employees may be subject to progressive discipline including and up to termination for improper or unlawful uses of the vehicle.

Employees assigned take-home vehicle privileges are authorized to drive the vehicle to and from their residence. However, in accordance with IRS Publication 15B pertaining to the “Commuting Rule,” no other personal use (other than de minimis personal use) is permitted. De minimis personal use is defined herein as incidental personal use, such as a stop for a personal errand on the way between a business delivery and the employee’s home, which is not on a consistent or regular basis and which does not normally exceed 10 minutes.

Since standby is on a weekly rotation basis, each employee will only take home the vehicle when the employee is assigned to the standby shift.

