



Edwin M. Lee, Mayor  
Naomi M. Kelly, City Administrator

## MEMORANDUM

**TO:** All City Staff

**FROM:** Naomi M. Kelly, City Administrator  
Edward D. Reiskin, Director of Transportation

**THROUGH:** Tom Fung, City Fleet Manager

**DATE:** February 7, 2017

**SUBJECT:** *Rules and Regulations Applicable to the Use of City Vehicles*

The SFMTA would like to remind City employees regarding the existing rules and regulations for driving City vehicles. In general, all traffic and parking restrictions and regulations apply to **all** City vehicles.

- City employees should be aware of the following specific restrictions and regulations:
  - **Transit-only areas:** With limited exceptions listed below, City employees should not drive City vehicles in transit-only areas. When the signage states that “only buses” or “only buses and taxis” are allowed to use a transit-only lane, then only transit buses, taxicabs (if indicated), emergency vehicles responding to an emergency, and Muni service vehicles are allowed to travel in that lane.
  - **Yellow curb parking zones and meters:** City vehicles are issued government exempt license plates. These are different from the commercial license plates issued to commercial vehicles. As a result, City vehicles are not permitted to park in yellow zones which are reserved for commercial vehicles only unless such vehicles are responding to an emergency.
  - **Restricted traffic lanes and vehicle turn prohibitions which exempt commercial vehicles:** City vehicles are issued government exempt license plates. These are different from the commercial license plates issued to commercial vehicles. As a result, City vehicles are not permitted to travel in restricted traffic lanes or perform prohibited vehicle turns for which commercial vehicles are exempt. SFFD and SFPD vehicles are exempt from these restrictions due to their public safety responsibilities.
- There are exceptions to the above restrictions for situations where a City vehicle needs to access a certain section of road for official purposes which is limited to: responding to an emergency, street sweeping, construction and maintenance, servicing a vehicle or street infrastructure, or parking or traffic enforcement.
- In 2013, the City Administrator issued a memo entitled “Rules and Guidelines Regarding Use of City Vehicles” which indicates that City employees are responsible for any parking citations issued to a City vehicle under their use or care. A copy of this memo is attached.

To support the City’s Vision Zero policy which aims to eliminate all traffic fatalities by 2024, the City is advancing numerous traffic engineering, enforcement, and education efforts including promoting safe driving practices for everyone and has developed a short video that all City employees are encouraged to view. Follow this link to watch the video:

<https://www.youtube.com/watch?v=jj-9cFqf1eo>

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