

## Driving City Vehicles

### I. Purpose

To assure that City vehicles are used appropriately in the conduct of City business and that drivers of City vehicles are qualified to operate such vehicles.

### II. Policy

City vehicles are to be driven by City employees only and are only to be used to carry out official City business, except as otherwise provided in Section IV of this policy.

Employees hired for jobs that may involve operation of a City vehicle are required to use safe driving skills and meet applicable legal requirements to operate a vehicle, including possession of a valid Washington State driver's license for the class of vehicle operated.

### III. Definition

Vehicle: cars, trucks, backhoes, front-end loaders, graders, motorcycles, and any motorized watercraft.

### IV. Procedure

#### A. Assignment and Use of City Vehicles

City vehicles will be permanently assigned to those departments that have demonstrated a continued need for them. Employees needing transportation for City business may use vehicles assigned to their department or those made available, as needed. When no City vehicles are available, or when family members will accompany the employee to a conference or event, employees may use their own vehicles for business purposes, with the approval of the appropriate Department Director or his/her designee.

Standby or on-call personnel may be authorized to take a work vehicle home. The vehicle must be equipped for use in a work environment and the employee must be assigned to on-call status.

#### B. Use of City Vehicles For Non-Work Purposes

Authorized use of City vehicles outside of normal work hours is intended for call-backs, out-of-town business, after-hours meetings, to-and-from City business functions, and to-and-from meal breaks as appropriate.

Vehicles used for City business may be used for lunch and breaks during allowable periods, provided the employee and vehicle are at the nearest place of reasonable accommodation. Use of City vehicles is prohibited for commuting between an employee residence and workstation unless specifically authorized by the Mayor or his/her designee.

Vehicles are not to be used for personal travel where such travel entails detours out of the way of normal City business travel or where extended time on personal use is incurred. The intent is to recognize reasonable convenient personal use where such use does not conflict with official duties is not harmful to the public image of the City and is exercised sparingly and with good judgment.

#### C. Non-City Personnel as Passengers

Non-City employees may ride in City vehicles only in the official conduct of City business, such as travel to City approved meetings, training sessions or conferences where personnel from other cities ride together in efforts to conserve fuel.

Individuals not engaged in a direct City business activity such as outlined above, including relatives of employees, are not permitted to drive or ride in City vehicles without the written approval of the Mayor or his/her designee. This provision does not apply to passengers participating in Police Ride-Along programs or to Fire personnel when they are designated as on-call personnel for incident command purposes. All passengers will be required to sign a liability waiver before riding in a City vehicle.

Departments are expected to limit the number of City vehicles used to travel to any one function or event.

#### D. Driving as a Job Requirement

Employees holding jobs designated as requiring regular driving for business must, as a condition of employment, be able to meet the appropriate driver approval standards at all times, as outlined in Personnel Policy No. 760. For all other jobs, driving is considered a non-essential function of the position.

Employees may not drive any vehicle for City business without prior approval of their supervisor. Employees are responsible for being aware of, understanding, and complying with the federal, state, and local laws applying to the operation of vehicles on City business. Employees operating City vehicles must maintain in their possession the appropriate driver's license at all times while driving on City business. Employees are responsible for notifying their supervisors of any reason for ineligibility to drive a City vehicle.

#### E. Expectations for Safety

Any employee who drives a vehicle on City business must exercise due diligence to

drive safely and to maintain the security of the vehicle and its contents. State law mandates the use of seatbelts while operating vehicles so equipped.

Employees are not permitted, under any circumstances, to operate any vehicle for City business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication. Operators of vehicles are strictly prohibited from drinking alcohol or consuming illegal drugs or drugs that inhibit the ability to drive.

Employees are responsible for notifying their supervisors of any mechanical problem with a vehicle they have driven, for example, malfunctioning headlight or taillight or unusual noises. Employees are also responsible for any driving infractions or fines as a result of their driving.

**V. New Hires**

To achieve these requirements, employees hired into jobs that may include driving must meet the following conditions:

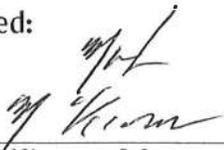
- Must be over 18 years old, and have a valid driver's license appropriate for the vehicle to be operated on the job.
- For positions requiring a Commercial Drivers License (CDL), employees will be required to maintain that license, including related testing such as drug screens.

A driver's license background check will be conducted for positions requiring regular operation of a vehicle.

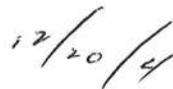
**VI. Violations of this Policy**

Operation of a City vehicle while under the influence of alcohol or illegal drugs, negligence, reckless operation, or other abuse of a City vehicle is strictly prohibited. These and other violations of this policy may be cause for disciplinary action, including termination. In addition, the employee may be required to reimburse the City for the cost of repairing damage resulting from abuse of a vehicle or other damage that occurs in conjunction with violations of this policy.

Approved:



Mike McKinnon, Mayor



Date