



CITY VEHICLE POLICY		POLICY: <b>PW-765-2024</b>
EFFECTIVE DATE:	SUPERSEDES: PW-765-2004	PAGES: 4
MAYOR:  DocuSigned by: <i>Christine Prizzell</i> <small>77ADF363AF504F4...</small>	PUBLIC WORKS DIRECTOR:  DocuSigned by: <i>William Franz</i> <small>1499C164B0C2400...</small>	

**APPLICABLE TO:** All City Departments and Offices, all City employees, City volunteers, Elected Officials, Board and Commission members, all City contractors and/or any person or organization providing service or conducting business with the City of Lynnwood. The Lynnwood Police Department is exempt from this policy however Police Department policy is applicable.

**POLICY STATEMENT:**

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 II and III of this policy.

There are three different categories of vehicles:

1. Department assigned vehicles;
2. City pool vehicles; and
3. Personal vehicles occasionally used for City business (with department permission).

Employees hired for jobs that may involve the operation of a City vehicle are required to use safe driving skills and meet applicable legal requirements to operate a vehicle as outlined in the Driver’s Safety Program, including possession of a valid Washington State driver’s license for the class of vehicle operated and checked regularly per the HR-722-2021 CDL Drug Alcohol Policy or HR-760-2022 Hiring and Employment Driving Checks Policy.

**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 as defined by Policy HR-760-2022. Additionally, to assure that criteria is met for those driving personal vehicles for City business.

**DEFINITIONS:**

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

## **POLICIES:**

### I. Assignment and Use of City Vehicles

City vehicles will be assigned to those departments that have demonstrated a continued need for them per PW-001-2023 Fleet Management Policy.

Employees needing transportation for City business may use vehicles assigned to their department or those made available per the City Pool Car Program, as needed. Employees are expected to carpool when possible, to limit the number of City vehicles used to travel to any one function or event. At no time shall a non-City employee drive a City vehicle.

Fueling a vehicle should be done with the appropriate assigned City fuel card (when possible), to use the City fuel card, the driver must enter their employee number and the current City vehicle odometer reading at the fueling station. If the vehicle does not have a City fuel card and finds it necessary to refuel a City vehicle, the City will reimburse the employee once a receipt for the refueling is received.

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

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

Except for incidental personal business which may be accomplished along the travel route or during lunch or break periods, City vehicles are to be used only for City business. Reasonable, convenient personal use of a City vehicle must not conflict with official duties, not be harmful to the public image of the City and be exercised sparingly and with good judgment.

### III. Taking a City Vehicle Home

Employees must receive authorization from their Department Director or designee prior to taking a City vehicle home. The purpose of taking a City vehicle home may be related to standby or on-call duty, or in the event that there is a savings to the City on mileage driven or hours worked, i.e. a conference or training is closer to an employee's house than the facility, saving time or mileage in driving back and forth, or in the event of a personal or business emergency.

In the case of standby or on-call duty, the employee may utilize that City vehicle for de minimis personal use to allow the employee to fulfill the site arrival time requirement but again, it cannot interfere with official duties, is not harmful to the public image of the City and is exercised sparingly and with good judgment.

All vehicle safety guidelines and driving policies must be followed in these cases and establishments must be appropriate for all.

The Mayor or designee can authorize additional personal use of a City vehicle within reason.

#### IV. Using Personal Vehicle for City Purposes

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 City business purposes with the approval of the appropriate Department Director or designee. With authorization, the employee may be eligible for mileage reimbursement based on the miles to and from the intended business destination.

#### V. Non-City Personnel as City Vehicle Passengers

All passengers in a City vehicle who are not City of Lynnwood employees must sign waiver and release (see LynnWeb) prior to riding in a City vehicle. 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. This includes but is not limited to City vendors or contractors on city business, patrons of City programs, or personnel from other cities riding together in an effort to conserve fuel. This provision does not apply to passengers participating in Police Ride-Along programs.

#### VI. Driving Approval and Requirements

Only authorized City of Lynnwood employees are eligible to drive City vehicles. Employees may not drive any City vehicle for City business without prior approval of their supervisor. Drivers are required to possess a valid Washington State driver's license for the class of vehicle operated. Employees who drive City vehicles will have driving record checks completed by Human Resources on a regular basis as per the HR-760-2024 Hiring and Employment Driving Checks. Outside of these checks, employees operating City vehicles must maintain in their possession the appropriate driver's license at all times while driving on City business. Employees must notify their supervisor as soon as possible if they receive a traffic citation or become ineligible to legally drive a City vehicle. Failure to do so may result in disciplinary action.

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 must complete Driver Safety Program training.

#### VII. Expectations for Safety

Any person who drives any vehicle for City business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees must follow the City Driver's Safety Program and training.

It is expected that any employee driving a City vehicle will follow Washington State law that mandates the use of seatbelts while operating a vehicle and ensure that all passengers in the vehicle also comply with State Law. Failure to abide by this law may result in disciplinary action

It is also expected that any employee who is driving a City vehicle will follow Washington State law related to the use of electronics while driving. Failure to abide by this law may result in disciplinary action.

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 City 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 City 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 a City vehicle or a personal vehicle on City business.

#### VIII. 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 per HR-722-2020 CDL Drug Alcohol Policy.

New hires must complete the new hire driver safety training appropriate to their job description or as assigned by the supervisor. A driver's license background check will be conducted on a regular basis per HR-760-2024 Hiring and Employment Driving Checks.

#### IX. 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.

#### **REFERENCES:**

**HR-722-2020 CDL Drug Alcohol Policy**

**HR-723-2005 Drug and Alcohol Policy for non-represented**

**PW-765-2004 Driving City Vehicles**

**HR-760-2024 Hiring and Employment Driving Checks**

**Policy No. 140 Use of Cell phones and Pagers**

**PW-002-2024 Fleet Management Policy**

**Driver Safety Program**