# DRIVING, VEHICLES, & EQUIPMENT STANDARD

## POLICY NUMBER: CEMS-026

**PURPOSE:**

To establish requirements for the safe operation and care of City vehicles and equipment.

**POLICY:**

Only employees who are authorized and have a valid driver's license may operate City vehicles or use a personal vehicle for City business. Employees must be properly trained before operating any City vehicle or equipment. City vehicles may only be used for official City business unless specifically authorized by the City Manager or designee. Employees using personal vehicles for City business must follow this standard and all applicable traffic laws. Any personal use of a City-owned vehicle is prohibited.

Take-home vehicles may be assigned for City operations and require approval by the Department Head and City Manager or designee. Employees must use the vehicle only for authorized purposes, follow all City driving and vehicle-use requirements, and ensure the vehicle is secured when not in use. The City may modify or revoke a take-home vehicle assignment at any time. Employees assigned a take-home vehicle must reside within a 50-mile radius from City limits, except as authorized by City Manager or designee.

Temporary authorization may also be granted for specific business purposes, such as attending an out-of-town conference. Employees must operate City vehicles safely and avoid distracted, careless, or reckless driving.

Employees operating a City vehicle must:

- Follow all traffic laws
- Avoid using handheld communication devices while driving unless specifically authorized by department procedures
- Do not smoke, vape or use tobacco products in City vehicles
- Keep vehicles reasonably clean
- Do not allow unauthorized people to operate a City vehicle
- All occupants must always wear their seatbelts.

Use of a City vehicle for commuting to and from home is taxable to most employees. Qualified tax exemptions include police and fire emergency vehicles and utility service trucks.

Departments should address traffic violations and at-fault crashes involving City vehicles through appropriate corrective or disciplinary action. Repeated violations will result in progressive discipline consistent with the City's Disciplinary policy.

**DRIVER ELIGIBILITY REQUIREMENTS:**

All applicants or employees in positions that require the use of a City vehicle or their personal vehicle for official City business must have their DMV record checked prior to the final position offer or prior to their annual evaluation. An employee is eligible to drive a City vehicle or personal vehicle upon satisfactory review of their Motor Vehicle Record (MVR) based on the eligibility requirements below.

The following are the City's accepted driver requirements. Anyone not meeting these requirements may prevent their employment, continued employment, or promotion to a position which includes driving responsibilities:

- A valid driver's license with an accrued point balance between positive five points to negative five points
- No license revocations or suspensions within the past three years related to operating a motor vehicle
- No record of convictions of a felony related to the operation of a motor vehicle within the past three years
- No more than two MVR reportable at-fault accidents involving a motor vehicle in the past three years
- No DWI/DUI conviction within the last three years
- No pattern of traffic violations, convictions, or at-fault accidents that indicates unsafe driving
- Demonstrate safe driving habits

Within 24 hours, employees must inform their supervisor and provide a copy of any issued driving infraction, citation, or any change in their driving record, up to and including:

- All license suspensions, restrictions, and revocations
- Any moving violations received while operating a vehicle
- Any legal citations, charges, or convictions received while operating a vehicle

The City will review employee driving records through the Virginia Department of Motor Vehicles (DMV) and other applicable state agencies as needed for hiring, annual review, or when there is reason to review an employee's driving record. Employees may be required to produce a copy upon request from the Human Resources Department.

If an employee needs to improve their DMV point total to meet the City's driver requirements, employees are responsible for the cost and scheduling a certified DMV defensive driving course(s).

**VEHICLE ACCIDENTS:**

A vehicle accident is any incident involving a moving City vehicle or equipment that results in injury, death, or property damage. This definition applies regardless of who is hurt, what property is damaged and to what extent, where the accident occurs, or who is responsible. In the event of an accident, the employee must:

1. Call 911 or the appropriate law enforcement agency
2. Notify their supervisor immediately
3. Follow law enforcement instructions
4. Do not admit fault
5. Do not argue with others involved
6. Do not sign documents other than a citation issued by law enforcement
7. Cooperate with City representatives during the investigation

At the scene of the accident, the supervisor must complete the Vehicle Accident Report Form and submit it to the Human Resources Department. Please make notification within 24 hours. In addition, accident reports must be made by the Police Department for all City vehicle-involved accidents.

Any employee injured in a vehicle accident must immediately notify their supervisor and follow the City's workers' compensation reporting procedures.

The Risk and Safety Committee must review all City vehicle accidents at least quarterly.

**POST-ACCIDENT DRUG/ALCOHOL TESTING:**

Employees and volunteers may be required to undergo post-accident drug and alcohol testing when required by the City's Drug and Alcohol-Free Workplace Policy or applicable law.

**TRAFFIC CITATIONS AND CAMERA VIOLATIONS:**

Traffic summonses and/or red light photo, school bus camera, or speed zone camera citations issued while operating a City vehicle must be investigated by the employee's department. Notification of verified camera citations will come to the appropriate Department Head through the Human Resources Department. Employees who receive a traffic citation while operating a City vehicle are financially responsible for all costs, fines, and penalties.

The department is responsible for documenting the incident in a memorandum which must be forwarded to the Human Resources Department through the City Manager or designee. The memorandum should include:

- Employee name
- Assignment or department
- Date, time, and location
- Copy of the citation or camera notice
- Employee statement (if provided)
- Proof that the fine was paid