



VEHICLE USE POLICY

Effective: March 2016

I. PURPOSE

The purpose of this policy is to define and describe the conditions related to the use of City vehicles by City employees. The objectives are as follows:

- a) Ensure the safety and well-being of City employees.
- b) Facilitate the efficient and effective usage of City resources.
- c) Minimize liability to the City.
- d) Establish standard requirements and procedures for all City Departments and employees who drive a vehicle in the course of City business.

II. SCOPE AND APPLICATION

The standards apply to all City employees to whom the City grants the privilege of operating a City owned, leased, or rented vehicle. Administration of these provisions is the responsibility of each Department. Each Department designates a Department Fleet Manager to implement these provisions.

III. GENERAL VEHICLE USE

The City reserves the right to deny any employee the use of a City vehicle and may choose not to indemnify any employee who fails to adhere to vehicle use policies and procedures. Any City employee that does not adhere to this policy and corresponding procedures may be subject to appropriate disciplinary action up to and including termination.

- a) In order to be authorized to operate a City vehicle, an operator must be an employee of Kaysville City and must possess a valid Utah Driver's License. This license must be the appropriate license for the vehicle to be operated.
- b) The employee must sign the Kaysville City Driver's License and Driving History Information authorization form and be deemed as insurable based on the standards outlined in the Kaysville City Motor Vehicle Record and Insurability Standards.

- c) In the event an employee's driver's license is suspended for any reason, the employee shall promptly notify the Department Head with written notice within one working day and a copy of that notice shall be forwarded to the Administration/Finance Department. The employee shall not operate any City vehicle during the term of the stipulated suspension.
- d) The driver and all occupants must wear seat belts at all times when operating any City vehicles. The driver must obey all traffic laws at all times. Drivers of City vehicles must follow all motor vehicle laws, rules of the road, and operate the vehicle in a safe and courteous manner.
- e) The use of alcohol, illegal drugs, or any drugs or substances that may affect the employee's ability to drive safely are prohibited.
- f) Smoking is prohibited in City vehicles.
- g) Vehicles shall only be operated by City employees who have been granted permission by their Department Head or Department Fleet Manager. It is the responsibility of all City employees to report all vehicular infractions issued against them while operating a City vehicle to their Department Head, who will then forward copies to the Administration/Finance Department. Failure to report an infraction in accordance with this provisions may result in immediate suspension or revocation of driving privileges. Payment of any fines or legal costs associated with vehicular infractions incurred while operating a City vehicle shall be the sole responsibility of the driver.
- h) In the event of a motor vehicle accident, it is the driver's responsibility to immediately notify police, their immediate supervisor, and ensure that an Accident Report is completed at the scene. The driver's immediate supervisor is to notify the Administration/Finance Department immediately. The employee must participate in a drug test as soon as reasonably possible following the accident for any moving violation or for damages estimated at more than \$500.00.

IV. DESIGNATED EMPLOYEE USE

- a) Fleet Use:
City vehicles are assigned by the Department for the daily use to perform work related activities. The vehicle is limited to official City business. Reasonable stops may be made while en route of City operations or during break or lunch periods. The vehicle is garaged at a City facility.
- b) On-call Emergency Use:
City vehicles may be assigned by the Department for overnight use to an employee for work related activities on an on-call basis. Incidental personal use of City Vehicles is

permissible. Vehicles may be garaged overnight at the employee's residence when the employee is officially on-call only.

c) **Assigned Vehicle (Non-Public Safety):**

City vehicles may be assigned by their Departments to employees to allow them to respond to work related activities as required and as determined by the Department, and vehicle use by Department Heads as determined by the City Manager. Non-City employees are prohibited from riding in or operating any City-owned vehicles unless authorized by the Department Head and only in limited circumstances. Incidental use while traveling to and from work is permissible. Vehicles may be garaged overnight at the employee's residence.

d) **Assigned Vehicle (Public Safety):**

City vehicles are assigned to each officer to allow him/her to respond to police related activities as required. These employees have 24-hour use of their assigned vehicles and may be used for personal use. Any non-police passengers prior to the officer responding to an emergency response situation must be discharged from the vehicle in a safe location prior to responding to a situation. Non-police passengers may ride in police vehicles when authorized by the Department. Vehicles may be garaged overnight at the employee's residence.

All City vehicles must be garaged no more than twenty-five miles from the City.

V. MAINTENANCE AND CARE OF VEHICLES

- a) Each employee using a City owned vehicle shall inspect the vehicle each day prior to usage for damage, inoperable lights, safe tires and any other condition that may be a safety hazard. Any issues discovered as a result of such inspection shall be reported to a supervisor.
- b) All City vehicles shall be locked when not in use or when unattended.
- c) Proper use, care and cleanliness of the City vehicle is the responsibility of the employee assigned to or utilizing the vehicle.
- d) Each employee assigned a City owned vehicle is responsible for scheduling or returning the vehicle for routine or scheduled maintenance or repairs.

VI. IDENTIFICATION OF CITY VEHICLES

- a) Each vehicle unless otherwise exempt (Utah Code 41-1-a-407) shall have a license plate displaying the letters "EX" on every vehicle owned, operated or leased by the City.

- b) Each vehicle shall display a visible identification logo, eleven inches or larger in diameter, as shown in Exhibit A designating the vehicle as the property of the City and placed in a conspicuous place on both sides of the vehicle.



MOTOR VEHICLE RECORD & INSURABILITY STANDARDS

Effective: April 2008

I. PURPOSE

The purpose of these standards is to set forth the requirements applicable to all drivers of City owned, leased, or rented vehicles. The City intends to provide a safe and healthy environment for its employees and citizens. The standards are intended to safeguard people, protect equipment, and reduce the frequency and severity of accidents involving city vehicles.

II. SCOPE AND APPLICATION

The standards apply to all City employees to whom the City grants the privilege of operating a City owned, leased, or rented vehicle.

III. DEFINITIONS

MVR- Motor Vehicle Record

Violation- Any motor vehicle driving violation

City Vehicle- Any vehicle owned, leased, or rented by the City for City business intended to be insured by the City's automobile insurance policy.

IV. DRIVERS REQUIREMENTS

The City may grant the right to drive a City vehicle to an employee only if the driver meets all the criteria set forth in these standards. The City may revoke a driver's right to drive a City vehicle in the event that the driver does not meet the criteria outlined in these standards or fails to follow these requirements.

A. All drivers of City vehicles must comply with the following:

- Have a valid United States driver's license for the class of City vehicle that the individual drives or seeks to drive.
- Immediately notify their supervisor or manager if their driver's license is suspended, revoked, or has any limitations or restrictions. The supervisor should notify the Finance Director in these instances.
- Meet the insurability requirements set forth by the City's insurance carrier as defined in these standards.
- Observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations.
- Report all incidents in accordance with established City procedures and cooperate in any investigation of the incident and any subsequent proceedings.
- Wear a seat belt at all times and ensure that all passengers wear their seat belts as well.
- Submit a completed MVR consent form to the Finance Department authorizing the City to check the driver's MVR.

- Maintain a MVR that satisfies the standards for an acceptable MVR as set forth herein.
- B. All drivers of City Vehicles are prohibited from engaging in the following:
- Knowingly operating an unsafe vehicle.
 - Consuming or being under the influence of alcohol or any substance that may cause impairment while operating a City vehicle.

V. PROCEDURES

- A. Before the City grants the privilege to drive a City vehicle, the City must determine that the individual meets the requirements of these standards, including having an acceptable MVR.
- B. In order to determine that the driver has an acceptable MVR, the prospective driver must submit a completed MVR Consent Form to the Finance Department authorizing the City to obtain and review the driver's MVR.
- C. The City may at any time review a driver's MVR to determine if the driver has an acceptable MVR in accordance with City criteria. The City expects to review a prospective driver's MVR upon receipt of a department's request to add a new driver, and annually thereafter for any employees who drive City vehicles.
- D. Once the MVR has been obtained, it will be evaluated using the criteria outlined below:

MVR Criteria

Key Types of Violations

- | | |
|--------|--|
| Type A | Includes (but not limited to) DWI/ DUI/OWI/OUI, Refusing Substance Test, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving While License is Suspended. |
| Type B | Includes all at fault vehicle accidents, and speeding violations of 26 miles per hour or more over the posted speed limit. |
| Type C | Includes all moving violations not classified as Type A or Type B (Speeding 25 miles per hour or less, Improper Lane Change, Failure to Yield, Running Red Lights or Stoplights, etc. |
| Type D | Includes all non-moving violations (Illegal Parking, Vehicle Defects, etc.) |

The City will use a point system to evaluate the drivers insurability based upon their violations. For any Type A violations within the preceding 60 months, 5 points will be given. For any Type B violations within the preceding 36 months, 2 points will be given. For any Type C or D violations within the preceding 36 months, 1 point will be given. Once a driver reaches 5 or more points, their MVR will be found unacceptable for the City's purposes.

- E. In the event a driver's MVR is found unacceptable, the Finance Department will contact the driver's supervisor to notify them of the revocation or suspension of driving privileges.

VII. ENFORCEMENT OF STANDARDS

Failure to meet the conditions of these standards, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.



DRIVERS LICENSE AND DRIVING HISTORY INFORMATION

(Positions Requiring Driving a City Vehicle)

1. Driver License

[] I certify that I have a valid and appropriate Utah driver license and that the information contained below is complete and accurate. I agree to notify the Finance Director's Office immediately if my license expires or is revoked. I understand that if I drive a vehicle while in the course of performing my job without a valid and appropriate license I may be subject to disciplinary action which may include termination.

Name as Appears on License:			
State:		Endorsements:	
License Number:		Commercial (CDL):	Class A ()
Expiration Date:			Class B ()
Other:		Regular Operator:	Class C ()
Birth Date:			Class D ()

(A) Have you ever been denied a license, permit or operating privilege? () Yes () No
If yes, attach a statement giving details

(B) Has any license, permit or privilege ever been suspended or revoked? () Yes () No
If yes, attach a statement giving details

2. Driving Experience

Class of Equipment	Type of Equipment (Van, Truck, Flat)	Dates		Approximate Miles
		From	To	

MOTOR VEHICLE RECORD AND INSURABILITY STANDARDS
AND
EMPLOYEE VEHICLE USE POLICY
MEMO OF UNDERSTANDING

I hereby authorized Kaysville City to obtain my Motor Vehicle Record (MVR). An acceptable MVR based upon the City's insurance requirements and standards is a condition of employment. Kaysville City may at any time request and review my MVR. I have read and understand the Motor Vehicle Record and Insurability Standards and the Employee Vehicle Use Policy and understanding that failure to maintain an acceptable MVR and abide by the Vehicle Use Policy may result in revocation of driving privileges, re-assignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

Employee Name: _____

Employee Signature: _____

Date: _____