



## APPLICATION FOR EMPLOYMENT

Title of Position Applied for: \_\_\_\_\_

Type of Employment: Full Time ( ) Part Time ( ) Temporary ( ) Seasonal ( )

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name Middle Initial Social Security #

Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

If you have ever worked for Kaysville City, fill in the following information:

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Dates: From \_\_\_\_\_ To: \_\_\_\_\_

List relatives presently employed by Kaysville City: \_\_\_\_\_

### Education

High School Graduate or GED ( ) Yes ( ) No If no, highest grade completed \_\_\_\_\_

College or University Name	Dates		Major	Minor	Type of Degree	Month & Year of Degree
	From	To				

Vocational or Technical School Name	Dates		Subject	Number of Hours	Type of Certificate	Month & Year of Degree
	From	To				

Name: \_\_\_\_\_

Special Study or Special Training/ Skills:

License, Certificates, or Registrations: \_\_\_\_\_  
Current: ( ) Yes ( ) No                      Type                      Number                      State

**Experience** (List most recent job first)

Company Name:	Supervisor's Name/phone #:		
Company Address:			
Job Title:	Hours Worked per week:		
From: _____ Month/Day/Year	To: _____ Month/Day/Year	Starting Wage:	Ending Wage:
Duties:			
Reason for Leaving:			

Company Name:	Supervisor's Name/phone #:		
Company Address:			
Job Title:	Hours Worked per week:		
From: _____ Month/Day/Year	To: _____ Month/Day/Year	Starting Wage:	Ending Wage:
Duties:			
Reason for Leaving:			

Company Name:	Supervisor's Name/phone #:		
Company Address:			
Job Title:	Hours Worked per week:		
From: _____ Month/Day/Year	To: _____ Month/Day/Year	Starting Wage:	Ending Wage:
Duties:			
Reason for Leaving:			

Name: \_\_\_\_\_

References: (Do not list relatives or previous employers listed above)

Name	Address	Telephone	Years Known

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Have you ever been convicted of a felony? ( ) Yes ( ) No If yes, explain fully on another sheet of paper. A conviction may not bar you from employment but will be reviewed as part of your complete application for the position.

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I hereby authorize investigation of all statements contained herein and grant any previous/current employer or listed individual permission to give and release to Kaysville City and its representatives any and all information of whatever kind they may have concerning me, whether on record or not. I also release them and/or the company from any liability for any damage whatsoever of my application for the available position and during my employment if I am selected. I hereby certify all statements made in this application and all other documents are true and complete. I understand and agree any misrepresentation herein shall be sufficient cause to deny employment or to terminate my employment at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## VEHICLE USE POLICY

Effective: July 7, 2016

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 and other persons sharing the roadways with City vehicles or personal vehicles operated by City employees in the conduct of City business.
- 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 City owned or personally owned vehicle in the course of City business.

### II. SCOPE AND APPLICATION

The Vehicle Use Policy applies to all City employees to whom the City grants the privilege of operating a City owned, leased, or rented vehicle and to all employees engaged in the operation of a personally owned vehicle in the conduct of City business.

Administration and application of these provisions is the responsibility of each Department Head. Each Department Head shall designate a Department Fleet Manager to implement and apply these provisions under the direction of the Department Head. The Department Head may elect to perform the duties of Fleet Manager for that Department.

### III. GENERAL VEHICLE USE

The City reserves the right to deny any employee the use of a City vehicle or the right to use a personally owned vehicle in the conduct of City business for failure to adhere to the Vehicle Use Policy and may upon notification in writing to the employee, elect to not indemnify an employee for events arising out of an employee's operation of a City owned vehicle or a personally owned vehicle while engaged in the conduct of City business.

An employee who does not adhere to the City's Vehicle Use Policy may be subject to appropriate disciplinary action up to and including termination.

- a) In order to be authorized to operate a City vehicle or to operate a personal vehicle in the conduct of City business, an operator must be an employee of Kaysville City and must possess a valid Utah Driver's License. This license must be issued in the appropriate license classification.
- 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, limited in any manner, or revoked for any reason, the employee shall promptly notify in writing the employee's Department Head with written notice within one working day after the employee learns of the action related to his driver's license. A copy of the notice shall be forwarded by the Department Head with a record of action taken by the Department Head to the City Manager and Finance Director. The employee shall not operate any City vehicle or personal vehicle while engaged in the conduct of City business during the term of the stipulated suspension, any penalty, restriction, limitation, or other disciplinary action imposed.
- d) The driver and all occupants must wear seat belts at all times when operating any City vehicles or while operating a personal vehicle while engaged in the conduct of City business. 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 legal drugs or substances that may impair or might reasonably be expected to impair in any way the operator of a City vehicle or a personal vehicle while engaged in the conduct of City Business is ~~are~~ prohibited.
- f) Smoking is prohibited in City vehicles.
- g) It is the responsibility of a City employee to report all citations issued by any police agency to the employee related to the employee's operation of a City owned vehicle or a personal vehicle while engaged in the conduct of City business. Failure to comply with this provision of this Vehicle Use Policy provision shall subject an employee to disciplinary action up to and including termination from employment.

Upon approval to operate a City owned vehicle or to operate a personal vehicle in the conduct of City business an employee is deemed to have been given notice that the employee has read and understands he/she is responsible under the provisions of this paragraph. 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 unless deemed by the City Manager that the associated fine was due to no fault of the operator; for example, a vehicle safety infraction.

h) In the event of a motor vehicle accident involving a City owned vehicle or personal vehicle engaged in the conduct of City business, it is the driver's responsibility to immediately seek the assistance of ambulance or EMT services if there are injuries resulting from the accident, 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 City Manager and Finance Director immediately.

If a motor vehicle accident results in any one or more of the following, the driver shall submit to a drug test at the earliest possible time after the accident at a facility determined by the City Administration:

- i. Injury to any person:
- ii. Issuance of a moving violation to the driver who is employed by the City:
- iii. The driver is taking any medications; and
- iv. There is any other reason the employee's supervisor deems it advisable to have a drug test performed to secure the best interest of the City.

#### 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 ( ) Class B ( ) Class C ( )
Expiration Date:			
Other:		Regular Operator:	Class D ( )
Birth Date:			

(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: \_\_\_\_\_



## Pre- Employment Alcohol and Drug Testing Notice and Consent Form

Printed Name \_\_\_\_\_  
Last First Middle

Position applied for \_\_\_\_\_

As part of the employment process, I hereby voluntarily agree to be tested for the presence in my body of controlled substances. I've been given the opportunity to review Kaysville City's Alcohol and Drug Testing policy. I understand that I must successfully pass a drug test as a condition precedent to my employment. Further, I understand that while I am employed by Kaysville City I may be subject to drug testing under certain circumstances specified in the policy.

I hereby acknowledge and agree that my employment is conditional upon successfully passing the drug test. I agree to report for a drug test at the requested location within 24 hours of notification to report for drug testing. I understand and agree that if I do not successfully complete the drug test within 24 hours of receiving the authorization that I may lose the position that has been conditionally offered to me. I further agree to authorize the release of the results of these tests to Kaysville City. I understand that I have the right to explain the results of a confirmed Positive Test before a decision is made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date