

SECTION 11 EMPLOYEE USE OF CITY OWNED VEHICLES

The purpose of this policy is to ensure the security, protection and well-being of personnel and property of the City of Logan. This policy applies to all city-owned vehicles except those used by the Police and Fire Departments which are regulated by specific policies of those Departments.

11-01 Employee Use of City Owned Vehicles

- 11-01 (1) Only City employees may drive city-owned vehicles. All drivers shall comply with the following:
- a. Drivers shall possess a valid Driver's License for the appropriate class of the vehicle being operated.
 - b. City vehicles may only be used for conducting City business and may not be used for personal or private use.
 - c. Employees shall comply with all driving laws and regulations relating to the operation of motor vehicles.
 - d. Employees are prohibited from operating City-owned vehicles or conducting City business while under the influence of alcohol or drugs. See Section 15 "Substance Abuse and Drug Testing" for additional policies on substance use.
 - e. Employees shall also notify their supervisor and Department Head if they are taking any prescription or other medication that may impair their ability to safely and properly drive or operate vehicles or equipment.
 - f. Employees must pay, without reimbursement, all fines or fees for parking citations or traffic violations that are incurred while operating a city-owned vehicle.
 - g. Employees shall immediately report any unsatisfactory vehicle conditions, including repairs that may be needed, to their Department Head.

- h. Employees may permit persons that are not City employees to be passengers in City vehicles only if it is necessary to conduct City business.
 - i. Employees operating of city-owned vehicles have a responsibility to maintain assigned vehicles. This includes, but is not limited to, checking of fluid levels and cleaning and maintaining the vehicle's interior and exterior when needed.
 - j. Employees shall do a thorough walk-around inspection before backing any City-owned vehicle, and shall secure the help of a "Spotter" if another City employee is present.
 - k. Employees shall not place unauthorized bumper stickers or unauthorized equipment in or on city-owned vehicles.
 - l. Department Heads shall supervise the actions of all authorized drivers and shall institute proper disciplinary actions for violations of this policy.
- 11-01 (2) The City of Logan provides liability coverage for all city-owned vehicles.
- a. An employee is responsible for any damage to any real or personal property owned by the employee while using a city-owned vehicle.
- 11-01 (3) All City employees shall wear properly fastened safety belts when operating city-owned vehicles. Drivers of city-owned vehicles shall require all passengers to use seat belts.
- 11-01 (4) All accidents or damage incurred or caused while operating a city-owned vehicle must be immediately reported to the local law enforcement authority, to the employee's Department Head and to the Safety Officer. Employees must also do the following:
- a. Complete the City of Logan accident form provided for such purposes.

- b. Employees shall not make any statements or admissions concerning fault or responsibility for the accident.
- c. Employees shall not agree to make payments for the accident or suggest that the City of Logan will do so.

11-01 (5) When operating a City vehicle, employees shall give their full attention to the safe operation of the vehicle.

- a. Any action which distracts the employee from the safe operation of the vehicle is forbidden. This includes, but is not limited to, making or answering a cell phone call, text messaging, looking at documents or other technical instruments such as computers, etc.
- b. If employees want to receive or make a call, or perform any actions described above, they must pull to the side of the road and stop where it is safe to do so or have a passenger make and receive the call in a manner that does not distract the driver.

11-01 (6) Any City employee who operates a city-owned vehicle must notify the Department Head of any change in the employee's physical condition, such as a heart problem, diabetes or a significant deterioration of hearing or eye sight which may be a factor in operating a vehicle safely. Employees shall also notify their supervisor and Department Head if they are taking any prescription or other medication that may impair their ability to safely and properly drive or operate vehicles or equipment.

- a. With the exception of employees in positions that do not require a valid Utah Operator's License, all City employees must immediately notify their Department Head any time their license is denied, suspended or revoked, or any other administrative proceeding with the division or agency that regulates driving records.
- b. The City may conduct driving records checks for employees who drive City-owned vehicles or where the position requires a valid Operator's License.

- c. Driving privileges of City vehicles shall be suspended for any City employee whose driving record reflects a denied, suspended, invalid or revoked driver's license.
- d. Department Heads may impose disciplinary actions for work-related driving accidents or violations and for off-duty driving violations and records.
- e. Department Heads, while considering the nature of both on and off the job violations and individual circumstances surrounding an employee's driving record, accidents, violations of this policy, etc., may impose disciplinary action, up to and including requiring the employee to attend defensive driving (or similar) classes, revocation of City driving privileges, reassignment or transfer to another position, reprimand and suspension, termination of employment, or any other action deemed appropriate and necessary.

11-01 (7) Departments may have internal policies that are more specific than the guidelines outlined in this general City policy. Operators of vehicles assigned to these departments are also required to comply with all regulations and guidelines established within their Department.