



Vehicle and Equipment Use Policy

APPENDIX C

Of the City of Ammon

Personnel Policy

Appendix C Policy Adoption Date

February 2, 2012

A. PURPOSE

- This Policy outlines the use of vehicles and/or equipment for work used on behalf of the City of Ammon. For the purpose of this policy, vehicles and/or equipment shall be defined as any vehicle or equipment that requires a driver's license pursuant to Idaho State driving regulations
- Operators of City of Ammon-owned or leased motor vehicles and/or equipment shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both City of Ammon-owned property and public trust.
- Each employee driving a vehicle should take the responsibility of seeing that the vehicle is maintained in the best possible condition. Employees should report needed repairs to the Department Head and/or the Fleet Manager. Needed repairs would include, but not be limited to, lighting, servicing, licensing, etc.
- Employees are expected to operate vehicles and/or equipment safely. It is the policy of City of Ammon to provide a safe working environment that protects our employees and our citizens from injury and property loss. The City of Ammon considers the use of vehicles and/or equipment part of the working environment. The City of Ammon is committed to safe responsible employee driving behavior that reduces the risk of personal injury and property loss.
- This policy applies to all employees and City volunteers* who operate vehicles and/or equipment on City business. These drivers will be referred to as "employee drivers" and will be reviewed by managers and supervisors to ensure full implementation and compliance.

*Volunteers are those that volunteer on a regular basis, not one-time volunteers.

B. USE

- Vehicles and/or equipment owned or leased by the City of Ammon are to be used for the functions of City of Ammon. Personal use or any other type of use must be authorized by the City Council.
- Each Department Head is entrusted with the care and keeping of the vehicles and/or equipment and may assign that responsibility to an employee.
- Some employees may be assigned a vehicle that is driven home; such personal use, if allowed, may be a taxable benefit. When applicable, the taxable benefit rate shall be calculated at the current Internal Revenue Service business mileage rate.
- Employees shall be considered as on call as described in the Policy and Procedure Manual Section 4, Item B-17.

- Employees must be authorized by their supervisor to operate a City owned vehicle or equipment.
- Vehicles and/or equipment over 26,000 gross vehicle weight, buses, and vans over 15 passengers require a commercial driver's license (CDL).
- Employees who drive their personal vehicles and/or equipment on City business are subject to the requirements of this policy including:
 1. Maintaining auto liability insurance with minimum state limits.
 2. Providing proof of liability insurance to the City Clerk on an annual basis.
 3. Maintain vehicle in a safe operating condition when driven on City business.

C. ASSIGNED OR PERMISSIVE DRIVERS

- Each employee assigned to a City of Ammon vehicle or employees, who operate a City of Ammon fleet vehicle or equipment, are required to have a valid driver's license. Should an employee's driver's license expire, be revoked or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's City of Ammon vehicle-use privileges will be suspended until the employee's driver's license has been fully restored and validated. A long term suspension of an employee's driver's license may require that an employee be terminated.
- In addition to the employee assigned or permitted to drive a City of Ammon vehicle or equipment, he or she may allow others, as necessary, to operate the vehicle if they have a valid driver's license and are 25 years of age or older. Vehicles assigned to employees to be taken home shall not be operated by a driver other than the employee assigned or permitted for any use other than City Business. For vehicles assigned to an employee to be used for business travel refer to Section 4, B, 13, of the Ammon Personnel Manual.
- Each employee or designated person assigned or permitted to operate a City of Ammon vehicle or equipment shall be responsible for the following:
 1. Proper and safe operation of the vehicle;
 2. Service and maintain the vehicle in accordance with the manufacturer's recommendations;
 3. Participate in vehicle safety and defensive driving training as may be offered by the City of Ammon.

D. DRIVER EVALUATION

Employees will be evaluated and selected based upon their driving ability. To evaluate employees as drivers, management may:

- Review past driving performance and work experience through reference checks with previous employers.
- Review the employee's Driver's License Record (DLR).
- Ensure the employee has a valid driver's license.
- Ensure the employee is qualified to operate the type of vehicle he/she will drive.

E. SEATBELT USE

All drivers and passengers are required to utilize seatbelts as mandated by Idaho Code. Exception to this policy shall only be permitted pursuant to Idaho Code 49-673(2).

F. MOBILE COMMUNICATION DEVICE, CELL PHONE AND COMPUTER USE

The driver of a City of Ammon vehicle, or any other vehicle being used for City of Ammon business, is prohibited from using a mobile communication device or computer of any type while the vehicle is in motion. Drivers must be safely parked before using mobile computer equipment. A mobile communication device is defined as "a cell phone when being used as a text messaging device or a wireless, two-way communication device designed to receive and transmit text, email or pictorial communication". This does not apply to City of Ammon work-related cell phones or two-way radios when being used for audio communication. Exception: Sworn law enforcement officers may use mobile communication devices in specific tactical situations.

G. SMOKING PROHIBITED IN VEHICLES

Smoking is expressly prohibited in all City of Ammon vehicles and/or equipment.

H. IMPAIRED DRIVING

- The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.
- The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive or operate a vehicle or equipment safely.

I. PROOF OF INSURANCE

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times. Duplicate insurance cards are available in the main City office.

J. ACCIDENT REPORTING

- In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of

traffic.

- Drivers shall always have a police officer investigate any accident that involves a City of Ammon vehicle. This will help ensure that City of Ammon is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of City of Ammon.
- Drivers shall notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.
- Drivers shall cooperate fully with ICRMP Claims Department in the handling of the claim.

K. TRAFFIC VIOLATIONS

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver. These costs are not reimbursable by City of Ammon and must be paid promptly by the driver.

L. VEHICLE MAINTENANCE AND REPAIR

- If the City of Ammon vehicle is in need of repairs, the vehicle should be taken to the service center designated by the Department Head and/or fleet manager for repair.
- Prior to scheduling major repairs or major maintenance needs, the driver must advise the Department Head or the designated employee for approval and any further instructions.

EXAMPLE SIGNATURE PAGE OF RECEIPT

**CITY OF AMMON VEHICLE USE POLICY – APPENDIX C
ACKNOWLEDGEMENT OF RECEIPT
SIGNATURE SHEET**

RECEIPT:

I, _____ acknowledge that I have received a copy of the **City of Ammon Vehicle Use Policy, Appendix C** of the Ammon Personnel Policy Manual. I understand that it is my responsibility to review this policy appendix. My signature below affirms that I will read and understand the policy appendix. If I have questions regarding any aspect of the policy appendix, I will discuss these questions with my supervisor or the Designated Human Resource person as necessary until I fully understand the policies and procedures of the City of Ammon.

I understand that should this Policy be modified that I will be provided with a copy of the modification.

_____	_____
Employee Signature	Date

_____	_____
Human Resource (Witness to Employee Signature)	Date

EXAMPLE SIGNATURE PAGE OF ACCEPTANCE

**CITY OF AMMON VEHICLE USE POLICY – APPENDIX C
ACCEPTANCE AND UNDERSTANDING
SIGNATURE SHEET**

ACCEPTANCE:

My signature below affirms that I have read and understand the terms of the **City of Ammon Vehicle Use Policy** and that I have addressed any concerns or questions regarding this policy with my Department Head or the designated Human Resource person. I further understand that I am governed by the contents of this policy and it is my responsibility to remain familiar with all of the information contained. Any violation of this policy may be cause for termination.

Additionally, the undersigned hereby acknowledges he/she may be given authorization to operate an agency-owned or agency insured vehicle. I understand that this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the owner’s manual or the instructions issued by the Fleet Safety Coordinator, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver’s license. Further, I herewith grant the City of Ammon the right to investigate my driver’s license record at any time. My current driver’s license is issued from the State of _____, License Number _____, Expiration Date_____.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisors immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of the Vehicle Use Policy.

DEPARTMENT HEAD: When assigning an employee a specific vehicle, list the description below:

_____	_____
Employee Signature	Date
_____	_____
Department Head (Witness to Employee Signature)	Date