

Vehicle Use Policy

CITY OF MANITOWOC

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Vehicle Use Policy

I. OBJECTIVE | SCOPE

This policy was established to create a uniform standard regarding the operation of vehicles and/or equipment within the scope of employment with the City of Manitowoc (City). This policy applies to all elected officials and employees of the City that operate non-public safety vehicles. Emergency Response personnel must abide by their Department's own Emergency Response Policy for operations and safety considerations. Refer to Police Department Lexipol Policies related to vehicle use and the Fire Rescue Department SOGs related to vehicle use.

The scope of this policy is to establish and maintain a high level of professionalism and awareness of safety among its drivers and operators.

In addition to the provisions of this policy, such officials and employees are required to comply with State, Federal, and local traffic laws.

II. POLICY STATEMENT

A. Standards

1. Employees must maintain an approved and valid Wisconsin Driver's License at all times, as well as a satisfactory driving record.
2. Employees must immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. Failure to comply with this requirement shall result in disciplinary action, up to and including termination.
3. Annual driver's license audits will be done on employees who are eligible to drive City vehicles to determine validity of licenses, and to ensure no operating restrictions, other than vision restrictions.
4. In order to meet the minimum requirements for employment with the City for a position which requires the operation of a motor vehicle, the following standards will apply:
 - a. Candidates must possess a valid and appropriate Wisconsin Driver's License before an offer of employment can be made.
 - i. Out-of-state applicants: offer can be made contingent upon obtaining the appropriate Wisconsin Driver's License prior to starting employment.
 - b. Candidates for certain positions that require a Commercial Driver's License (CDL) shall possess a valid CDL before starting employment.
 - c. Candidates will be requested to provide a ten year employment history as part of the application process (per Federal DOT Standard 49 CFR), and must comply with the City Drug and Alcohol Free Workplace Policy and consent to testing as defined by the Department of Transportation (DOT).
5. New employees will have a background check completed prior to hire. Refer to the City of Manitowoc Background Check Policy for specific standards required.

6. Failure to comply with City policy, loss of driving privileges, or fraudulent reporting of vehicle use could result in disciplinary action and/or loss of the privilege to operate a vehicle on City business. Loss of driving privileges will be reviewed on a case-by-case basis.
7. The City reserves the right to review the driving record of all employees that are required to drive in the course of their employment.

B. Use of Personally Owned Vehicles on City Business

1. Use of personal vehicles requires prior approval of the employee's Department Head.
2. Employees are expected to maintain the proper personal automobile insurance. If approving use of personal vehicles, supervisors are responsible for ensuring that employees hold the proper coverage and reserve the right to request documentation.
3. In the event an employee has an accident in a personal vehicle on City time or in the course of City business, the employee's insurance is primary.
4. It is the employee's responsibility to inform their insurance carrier of the circumstances under which the vehicle is operated.
5. The right to operate a motor vehicle on City business may be withdrawn at the discretion of the City.
6. Employees required to provide their own vehicle, including an employee who is on call, or subject to call in, will be reimbursed as described in the Employee Policy Manual. All maintenance, operating, insurance, and other expenses are the responsibility of the employee. It is the employee's responsibility to maintain their vehicle in such a manner as to ensure safe operation.

C. Use of City-Owned Vehicles

All drivers are encouraged to use a City owned vehicle to conduct business whenever one is available.

1. The operation of a City-owned vehicle is a privilege which may be withdrawn at any time at the sole discretion of the City. In order to operate a City vehicle of any type, an employee must comply with the following:
 - a. Perform all required maintenance and equipment checks (fluid levels, tires, wipers, breaks, belts, etc.) prior to each day's use of the vehicle/equipment or other checks as required. In addition, fluid levels shall be checked each time the vehicle is fueled.
 - b. The windows and interior of all vehicles shall be kept clean at all times. The driver of the vehicle is responsible for ensuring that the interior of the vehicle is free of litter and other debris at the end of each day.
 - c. Supervisors shall inspect vehicles on a random basis.
 - d. Drivers shall direct their full attention to the safe operation of their vehicle and will adhere to the posted speed limit, except in authorized emergencies.
 - e. Consumption of alcoholic beverages or non-prescribed controlled substances prior to the operation of a City vehicle is prohibited. Refer to the Drug Free Workplace Policy for

employee notification requirements, in the event that an employee is prescribed any medication that contains warnings about operating a motor vehicle.

- f. Backing of vehicles which do not have a clear rear view will be done with the assistance of a guide, if available. If a second person is in the vehicle, he/she will get out and guide the vehicle back using appropriate hand and voice signals. If the driver is alone, he/she will get out of the vehicle and inspect the area before backing.
- g. Authorized employees may be permitted to drive a city vehicle home and back if it is deemed essential to their duties. In such cases, the employee is responsible for informing the Finance department so the appropriate information required can be included on their W2 form, and the employee will be charged the mileage to and from their home annually at the current IRS mileage rate. Supervisors who provide this authorization are responsible for ensuring that this information is provided to the Finance Department. The vehicle may only be taken home if the employee resides within Manitowoc County. Special permission may be given on a case by case basis for special exceptions such as conferences.
- h. An employee "on call" may take a City vehicle to their home if they reside within Manitowoc County and within the required response time as set by their Department Head and Mayor in accordance with their job description.

D. Accident Monitoring and Review Policy and Procedure

All accidents involving City vehicles or equipment shall be promptly reviewed. This policy establishes the framework and criteria for the review process.

1. Accident Reporting – An employee having an accident involving a City vehicle or equipment shall immediately report the accident to their immediate supervisor and the City Attorney's office. This report shall be via email and shall be followed within three working days by a copy of the Police Report, if any, and any supplemental information requested by City officials. An elected official having an accident with a City Vehicle shall immediately report the accident to the appropriate law enforcement agency and within 24 hours shall report the accident to the City Attorney, and the Department Head to which the vehicle is assigned. A Vehicle Accident Report form must be turned into the Department Head and City Attorney office as soon as possible.
2. Accident Review – The City Attorney along with the Department Head shall review all vehicle accidents and / or personnel under their control. This review shall be in accordance with the City's Accident Policy. A copy of the findings and recommendation shall be provided to the employee.

E. Vehicle/Equipment Operator's Orientation Checklist

1. Supervisors are responsible for training new and existing employees regarding the proper use, maintenance and operation of City vehicles and equipment, other than a standard passenger

vehicle. No employee shall be directed to operate a vehicle in which he/she has not been adequately trained to operate.

2. The following items shall be thoroughly covered during the employee orientation:
 - a. Appropriate use of the vehicle or equipment (i.e. windows, turn signals, wipers, headlights, safety equipment, controls, attachments).
 - b. Procedures for operating the vehicle or equipment on the roadway (i.e. operating characteristics, blind spots, maintenance requirements, braking, etc.).
 - c. Vehicle backing procedures.
 - d. Demonstration of vehicle/equipment operation.
 - e. Vehicle parking policies.
 - f. Approved uses of City vehicles.
 - g. Procedures to be followed when involved in a vehicle accident.
 - h. Procedures to be followed to report equipment defects.
 - i. Procedures to be followed in the event of vehicle/equipment breakdown.
 - j. Instruction as to the proper care and responsibility for vehicle and equipment maintenance.
3. Following the orientation the supervisor may conduct a road test for the purpose of verifying the employee's ability to operate the vehicle/equipment in a safe and proper manner. This test shall include a review of the employee's ability to operate the vehicle and all controls, levers, transmissions, power takeoff units, etc.

F. Vehicle and Equipment Care and Maintenance Responsibilities

1. The Department Head must ensure that all City owned vehicles assigned to the department are in proper working condition at all times. The department head is also responsible to ensure that a written orientation/training program is developed for vehicles and equipment for which he/she is responsible.
2. Supervisors are accountable for the City owned vehicles/equipment assigned, which includes instructing employees in the proper operation and preventative maintenance procedures and ensuring that routine vehicles inspections are performed on a daily basis and that inspection forms are completed and turned in.
3. Employees are responsible for the daily inspection of the vehicles and equipment they use and completing the required forms. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of equipment, it is their responsibility to request instructions on proper procedure from a supervisor.