RESOLUTION NO. 17-0367

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EGGLESTOWN, WASHINGTON, APPROVING THE CITY VEHICLE USE AND DRIVING POLICY FOR THE USE OF CITY VEHICLES AND DRIVING RELATED TO CONDUCTING CITY BUSINESS.

WHEREAS, some positions of employment with the City of Edgewood require the use of vehicles and other driving equipment in order to meet required objectives as a condition of their employment with the City of Edgewood; and

WHEREAS, the City Council has deemed it appropriate that in certain circumstances, vehicles are required to complete components of Staff’s work priorities and deems it appropriate that vehicles be made available to them in the fulfillment of these duties in serving the public within the City of Edgewood; and

WHEREAS, in support of this, the Mayor and Council believe that it is appropriate to establish a vehicle use and driving policy in order to provide procedures that provide vehicles for business use, to allow employees to operate vehicles on City business, including expected maintenance/monitoring requirements, training, evaluation and to reimburse employees for business use of personal vehicles;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EGGLESTOWN, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. (Vehicle Use and Driving Policy). Guidelines and policies as it pertains to the use and appropriate operation of city-owned and personal vehicles that are utilized for city-related business by Staff in the fulfillment of their duties for the City of Edgewood. Vehicle Use and Driving Policy (Exhibit A).

Section 2. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 25TH DAY OF APRIL, 2017

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, City Clerk
Exhibit A
Vehicle Use and Driving Policy
A. **PURPOSE:** To provide procedures that provide vehicles for business use, to allow employees to operate vehicles on City business, including expected maintenance/monitoring requirements, training, evaluation and to reimburse employees for business use of personal vehicles according to the guidelines below.

B. **ORGANIZATIONS EFFECTED:** All Departments/Divisions, except Police and Fire.

C. **REFERENCES:** N/A

D. **POLICY:** It is the policy of the City of Edgewood to provide vehicles for business use, to allow employees to drive on City of Edgewood business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

The term “vehicle” as used in these guidelines includes, but is not limited to, cars, trucks, and vans.

1. Employees may not operate any vehicle for City of Edgewood business without prior approval of their supervisor. Before approving a driver, and periodically throughout employment, each supervisor should verify the existence of a valid driver's license and request from the driver a copy of a current Abstract of Driving Record (ADR).

2. Employees approved to drive on City of Edgewood business are required to inform their supervisor immediately of any changes that may affect either their legal or physical ability to drive or their continued insurability. Employees are not permitted, under any circumstances, to operate a City of Edgewood vehicle, or a personal vehicle for City of Edgewood business, if their driver’s license has been suspended or revoked or when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of injury, illness, or medication. In all cases an employee shall not operate a vehicle illegally.
3. Employees in job positions requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards. For job positions that require periodic driving for City of Edgewood business, driver approval standards should be met prior to the employee’s initial trip.

4. Employees who drive a vehicle on City of Edgewood business must, in addition to meeting approval requirements, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents.

5. Employees may use City of Edgewood vehicles for non-business purposes only with the approval of a supervisor. Such operation shall be limited to facilitating use, for the convenience of the City or employee, where a return to the base of operations is neither practical nor cost effective.

6. Non-employee, non-business passengers are prohibited from riding in City of Edgewood vehicles without prior approval. Non-employee, non-business passengers are prohibited from riding in the employee’s personal vehicle, without prior approval, when the vehicle is being used for City of Edgewood business. Such operation shall be limited to facilitating use, for the convenience of the City or employee, where an alternative is neither practical nor cost effective.

7. The City of Edgewood prefers and encourages employees to use City vehicles for all approved business use. Employees may use their own vehicles for business purposes with prior approval of a supervisor, when a City vehicle is not available or the mixed use of City business and personal business are better served by use of a personal vehicle. Auto liability coverage follows the vehicle. Therefore, the employee’s personal vehicle insurance is primary, and the City’s liability coverage is excess. Employees who operate personal vehicles for City of Edgewood business should obtain auto liability coverage for bodily injury and property damage and any other required coverage determined by the employee’s personal auto insurance agent or broker. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance.

8. Employees must report any accident, theft, or malicious damage involving a City of Edgewood vehicle to their supervisor, Fleet Manager or the Personnel Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than twenty-four (24) hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should avoid making voluntary statements regarding the accident; other than reply to questions of investigating officers.

9. Employees who are on call on a 24-hour basis and are allowed to take a City of Edgewood vehicle home are to provide written acknowledgment that they fully understand that the vehicle should only be used as part of an emergency response.

10. The City of Edgewood has a zero tolerance policy prohibiting employees from operating a City of Edgewood vehicle or any personal vehicle while on City of Edgewood business while using, consuming or under the influence of alcohol, illegal drugs, prescription
medications and over the counter medications that may affect their ability to drive. (Refer to drug and alcohol policy.)

11. Employees shall not smoke, vape or allow others to smoke and/or vape in any City of Edgewood vehicle.

12. Employees are personally responsible for all tickets, citations, or infractions issued for moving violations or parking violations while using a City of Edgewood vehicle or a personal vehicle for City of Edgewood business. Employees should advise their supervisor of any such tickets, citations, or infractions received.

13. Employees should obey all safety laws and regulations while operating a City of Edgewood vehicle or a personal vehicle on City of Edgewood business. This would include the proper use of seat belt, the prohibition on using cell phones without a proper hands free device, and obeying applicable traffic laws.

14. To protect the safety of employees, reduce accidents, extend the life of the fleet, and promote good public relations, the City of Edgewood requires regular inspections and maintenance of vehicles as an element of its Fleet Program.
   a. Management - The management of the City of Edgewood supports the inspection and maintenance program.
   b. Managers and Supervisors - Managers and supervisors are responsible for:
      i. Supporting the inspection and maintenance program.
      ii. Providing equipment, tools and adequate shop facilities
      iii. Supervising drivers for compliance with the fleet inspection and maintenance requirements. This may include but not limited to establishment of an incentive and award program to encourage employee participation and compliance.
   c. Drivers - Drivers are responsible for safe operation of their assigned vehicles. The City of Edgewood requires drivers to inspect their vehicles for defects and unsafe conditions to report them according to policy.

DRIVER SELECTION, TRAINING, PERFORMANCE EVALUATION & MONITORING

A. Driver Selection - Although driving may be incidental to the employee’s primary job responsibilities, the considerations given to driver selection are often the most important factor that will affect municipal vehicle accidents.

Therefore, the City of Edgewood expects managers and supervisors to comply with the following when hiring individuals who will drive vehicles:

1. Evaluate driver qualifications through the following:
   a. Previous Employer’s Reference. Check to verify employment and to help determine the driving qualifications and history of the applicant.
   b. Abstract Driving Records (ADR) checked through the Washington Department of Licensing, Government Subscription Service to verify validity of their Driver’s License.
c. Personnel File if current employee. Review to consider driver training received, record of preventable accidents, driving history, driving certifications, vehicle operator record, etc.

d. Demonstrated proficiency with the type of vehicle or equipment they will operate.

2. Managers and supervisors should take reasonable action to verify that all employees who operate any vehicle within the course and scope of employment meet all licensing, driving qualifications, fitness and training requirements. Employees holding jobs which require regular driving for business must, as condition of employment, be able to meet the Member’s driver approval standards at all times.

a. The following is a partial list of conditions or convictions that can include but are not limited to the following:
   - Two at fault accidents in the past three years, or
   - Two minor traffic convictions in the past three years, or
   - A combination of one at fault accident and one minor traffic conviction in the past three years, or
   - Operating under the influence of liquor or drugs, or
   - Operating with an unlawful blood alcohol content, or
   - Failure to stop or report an accident, or
   - Negligent homicide, manslaughter, assaults involving the operation of a motor vehicle, or
   - driving on a suspended or revoked license.

b. Verify that applicants possess, or are eligible to obtain, any special license endorsements the law requires for the type or types of vehicle they will operate in performing their duties. Here we speak primarily of the Commercial Driver’s License (CDL) requirements.

3. Supervisors are responsible for reporting vehicle operator information to the Human Resources Manager, which will then be placed in the employee’s personnel file.

B. Driver Training - To evaluate and assist drivers in maintaining and acceptable level of performance, the City of Edgewood shall periodically administer or arrange for attendance at a Defensive Driving Course. The City of Edgewood shall make assignments for the course as follows:

   1. Mandatory attendance for employees who have been involved in a "preventable accident."
   2. Voluntary attendance for employees who have not attended a Defensive Driving Course in the past three (3) years.

C. Performance Evaluation and Monitoring - Because careless or poor driving may lead to worker injuries and to decreased public confidence in the City of Edgewood, we require managers and supervisors to monitor and evaluate employees who operate vehicles. They must:

   1. Check all employees’ ADR’s at a minimum of one time per year.
   2. Assign a specific individual to oversee the license review and screening process. This individual should also manage the entity’s compliance with Commercial Driver’s
License, federal random drug testing and other legal requirements. The review should conform to the guidelines in your motor vehicle operations policy.
3. Take appropriate corrective action for current employees with unacceptable driving records.
Corrective actions may range from reassignment to non-driving related positions up to and including termination. Falsification of information regarding driving records by employees is cause for immediate termination.
4. Document all corrective actions taken and forward it upon completion to Human Resources.

Please read and sign the VEHICLE USE AND DRIVING POLICY ACKNOWLEDGEMENT on the next page.
I acknowledge receiving, reading, and understanding the Vehicle Use and Driving Policy and accept all the terms of and conditions stipulated in the policy. I understand that failure to comply with the stated policies may lead to disciplinary actions, including the possibility of termination of my employment.

______________________________
Print Employee Name

______________________________  __________________
Employee Signature            Date