



Administrative Policies and Procedures

Policy Title: City Vehicle Fleet Safety	Policy Number: 307
Effective: 5/6/14	
Approval: <i>Steven D. Powers</i>	Page 1 of 6

1.0 Scope

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Non-Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Independent Contractors |
| <input checked="" type="checkbox"/> Salaried | <input type="checkbox"/> Volunteer |

1.1 This policy is directed to the following:

- a) City employees whose positions require driving as an essential function of the job as listed in the job description.
- b) City employees that choose to drive a non-CDL City Pool vehicle for City business. (If driving CDL vehicles refer to Department of Transportation (DOT) regulations.)
- c) City employees that choose to drive their personal vehicle on City business.
- d) City employees on city business who drive any other self-propelled city vehicle on streets/roads on city business.

2.0 Purpose

The purpose of a fleet safety policy is to assure that each employee who operates a vehicle on City of Ann Arbor business maintains acceptable standards of proficiency and safety.

3.0 Policy

- 3.1 The City of Ann Arbor desires to eliminate any conditions that adversely affect the well being of employees and threaten financial stability through accidental losses.
- 3.2 Employees shall operate all city vehicles which they use for city business safely and economically. To accomplish this, employees must comply with the following practices:
- a) All drivers will have a valid state driver's license for the city vehicles they operate.
 - b) Employees will comply with all applicable motor vehicle laws. The vehicle operator is responsible for any traffic citations.
 - c) Employees will always wear seat belts in vehicles equipped with seat belts, whether operating or riding as a passenger in the vehicle.
 - d) Employees may not, while on city business, operate city vehicles while using a cellular phone (including hands free) or any other mobile electronic devices (Police and Fire employees are exempt from this practice if they are utilizing cellular or mobile electronic devices in the course of their duties and specifically when responding alone to a call for service and additional operational information about the incident is required). This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS), and accessing the Internet. Furthermore, City of Ann Arbor employees are required to;
 - i. Turn off wireless phones or other devices or put them on silent or vibrate before starting the vehicle
 - ii. Pull over to a safe place and put the vehicle in "Park" if a call must be made or received while on the road.
 - iii. Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
 - iv. Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
 - v. Pull over to a safe place and put the city vehicle in "Park" to adjust GPS or other navigation devices.
 - e) The City of Ann Arbor prohibits unauthorized passengers or drivers to operate or ride in the city vehicle.
 - f) The City of Ann Arbor is a Drug Free Workplace - HR Policy 2.4:3.1. Employees shall not operate any city vehicle under the influence of drugs or alcohol.

- g) Employees will report and participate in the investigations of all city vehicle collisions or property damage accidents according to policy.
- h) Employees, as authorized by the city, will use city vehicles for official use only.
- i) Employees may not take home city vehicles overnight except for the following:
 - i. Employees may take a city vehicle home when their supervisors have assigned them to be "on 24-hour call" for department emergencies.
 - ii. Employees may take home a city vehicle for more than one night only if the Service Area Administrator specifically authorizes it in writing.
- j) Employees may use city vehicles for travel to lunch if they are on city business or in a location where driving to obtain their personal city vehicles would result in an extra and unnecessary expenditure of time and money.
- k) Employees will operate city vehicles only when they are in safe operating condition. Each employee driving a city vehicle while on city business shall inspect the vehicle to assure the vehicle is in sound operating condition. City vehicles shall contain appropriate warning and operating safety devices.
- l) Each driver's privilege to operate a city vehicle on official business extends only as long as the driver operates the city vehicle in a safe and efficient manner. A record of "preventable" accidents shall result in disciplinary action.
- m) Employees performing work that requires the operation of a city vehicle must immediately notify their immediate supervisors if their license is expired, is suspended, or is revoked in accordance with Human Resources Policy 6.3. Failure to report shall be cause for disciplinary action, up to and including termination.
- n) The Human Resource Services Unit shall maintain all City vehicle Operator Records for all city employees.
- o) Employees on City business using City or personal gasoline or diesel powered passenger vehicles and light trucks should turn their vehicles off if idling more than 30 seconds if the vehicle is not required to be running for the purposes of accomplishing their work duties. Larger diesel vehicles operating under heavy load should be allowed to idle for 3 minutes to cool down. Vehicles should not be left running while unattended. The operator of the vehicle/equipment should turn off the unit and remove the keys from the ignition when not utilizing the vehicle for work purposes.

Visitors to City facilities, including contractor/vendor vehicles will also be asked to comply with this policy.

4.0 City vehicle Fleet Safety Procedures

4.2 The Human Resource Services Unit shall maintain a City Vehicle Operator Record in each employee's personnel file. Supervisors are responsible for reporting city vehicle operator information to the Human Resources Services Unit.

4.3 Driver Training

The City of Ann Arbor shall periodically administer or arrange for defensive driving training.

Assignments for the course shall be made as follows:

- a) Mandatory attendance for all employees on the essential driver or pooled driver list.
- b) Mandatory attendance for employee who have not completed defensive driver training in the past three (3) years and who utilize City vehicles.
- c) Mandatory attendance for employees who have been involved in a "preventable accident."
- d) Mandatory attendance for employees whose immediate supervisors determine that they have limited driving capabilities or unacceptable driving habits.

4.4 Reporting Procedures: Vehicular Collisions

An employee involved in a collision shall obtain appropriate medical treatment, if needed, as outlined in the City of Ann Arbor health and safety policies.

The involved employee, if physically able, shall call for a police officer as provided in the reporting procedures and remain onsite until the law enforcement investigation is concluded. The employee shall also request that all parties and properties concerned remain at the scene of the accident, if possible, until a law enforcement representative has released them.

Each employee shall refrain from making statements regarding the accident to anyone other than the investigating officer, employer's officials, and employer or personal insurance city representatives. Statements shall be confined to factual observations.

If the collision involves an industrial injury, the appropriate reports will be filed as provided by policy.

The Employee shall fill out a City Vehicle Accident/Incident Report within forty-eight (48) hours and submit it to this or her supervisor. The supervisor will send copies to the Safety Manager for comment and then file the report with the Human Resources Unit for inclusion in the employee's personnel file.

5.0 Responsibility

5.1 Employee Responsibilities

Each employee shall comply with all local, state and federal laws when driving a city vehicle. In addition each employee shall comply with the established City Vehicle fleet safety rules. Failure to comply with the City Vehicle Fleet Safety Policy may result in disciplinary action up to and including termination of employment. See Progressive Discipline Policy 2.6 and Employee Standards of Conduct Policy 2.1.

City employees whose positions require driving as an essential function of the job must read and understand the City Employee Driving Record Policy and City Vehicle Fleet Safety Policy. Employees must also comply with the following;

- a) Sign the City Employee Driving Record Policy, 6.3 - Acknowledgement Form and provide a valid Driver's License number and Date of Birth.
- b) Report accidents immediately by calling the police and their immediate supervisor.
- c) Employees are to remain on the scene until their supervisor arrives and has released them.
- d) Immediately report any driving license suspensions to their Human Resources Services Partner (HRSP). Failure to report may result in severe disciplinary action up to and including termination.
- e) Notify HRSP of any further updates regarding the status of their driving license suspension.
- f) Notify HRSP immediately once driving privileges are restored per MDOS or Michigan Secretary of State.

5.2 Human Resources Services (HRS)

Human Resources Services responsibilities:

- a) Maintain an accurate database of Employee Driver's license numbers with the Michigan Department of State (MDOS), Driving Record Subscription Service program for essential drivers and pooled drivers.

- b) Notify Employees and Managers of any Driver's license suspensions reported by the MDOS, Driving Record Subscription program.
- c) Work with Employees and Managers to determine driving restrictions and disciplinary measures where appropriate.
- d) Maintain accurate job descriptions that identify positions where driving is an essential function.
- e) Ensure security of employee's personal information as dictated by the Michigan Department of State, Commercial Services Program.

5.3 Management Responsibilities

Managers and supervisors responsibilities:

- a) Reasonable for enforcement of this policy.
- b) Ensure employee(s) with a suspended license does not drive a City vehicle

6.0 Safety Unit Responsibilities

6.1 Responsibilities

- a) The City Safety Manager shall be responsible for coordinating city Fleet Safety programs in cooperation with risk management personnel and the Human Resources Unit.
- b) Supervisors and managers will select employees who will be required to drive full or part-time with care. No employee shall drive a city vehicle unless the employee's supervisor has certified him or her to do so.