

## **CITY VEHICLE AND DRIVER STANDARDS POLICY AND ACKNOWLEDGEMENT**

### **City Vehicles**

City owned vehicles, other than marked Police Department vehicles, are generally available to employees to facilitate performing job related duties and shall be used for official business whenever possible and practical. City vehicles may not be used for personal purposes unless specifically authorized by the Board of Aldermen or the City Administrator. Members of an employee's family or unauthorized personnel are not permitted to drive City owned vehicles. Police Department vehicles shall be used in accordance with policy established by the Chief. City vehicles are to be secured at all times outside of normal working hours or when off of City-owned property when not in use.

- The vehicles cannot be driven outside the greater St. Louis Metropolitan area without approval of the City Administrator.
- Only employees of the City are permitted to drive the vehicle.
- The vehicles, when available during regular business hours, shall be utilized by other City employees for official City business. All take-home vehicles are to remain on the lot and available to other employees during periods of scheduled absence in excess of 3 days or 5 days if the employee remains in town and available for call-in.
- The vehicles shall not be utilized for any private commercial endeavor.
- Personal usage shall mean any travel not related in any manner to an employee's job-related activities with the City.
- All authorized users will be responsible for State and/or Federal income taxes related to the usage of an employer-furnished vehicle.
- Accidents occurring during personal use will be reported following standard reporting policy. If negligence is determined, the employee shall be responsible for payment of the applicable deduction not covered by insurance in accordance with the provisions of this manual.
- Any maintenance costs shall be the responsibility of the City.
- The City Administrator may modify these conditions.

### **Driver Standards Policy**

City employees who operate City vehicles and equipment must comply with the provisions of City policies, including but not limited to, the Safety Manual, Personnel Manual and this policy. Those employees must maintain a valid driver's license. In certain job classifications this is a CDL license. Any employee whose job requires use of a City vehicle who loses driving privileges, receives a DUI conviction or accumulates more than six points on their driver's license must notify Ballwin of this event in writing. Such record will be retained in the employee's personnel file and considered **active** ~~until~~ active until notification of the point level drops below six, the DUI being one year old

or one year following reinstatement of a suspended license. Active driving records in an employee's personnel file will be considered during any merit evaluation.

Periodically, the City will run a check on the driving record of each employee who utilizes City vehicles. Should the record check indicate that the employee has an unacceptable driving record or suspended license that has not been reported, the City may take any disciplinary action up to and including termination of employment.

The City will not knowingly hire anyone for a position requiring a driver's license that has:

1. A DWI on their driving record within six years or
2. More than six points placed on said driving record within two years of his/her interview.

Current employees will be held at these same standards. In the event that a current employee receives more than six points placed on said driving record or a DWI, the employee may be subject to disciplinary action. The City may conduct periodic record checks to insure compliance with this policy.

Any employee whose job performance requires the possession of a valid CDL or drives a city vehicle and who loses the CDL for a violation of or as a consequence of the law shall be subject to disciplinary action up to and including termination from City service. The employee shall notify the policy administrator and the employee's immediate supervisor of the loss of CDL. Failure to notify the policy administrator of the loss of the CDL shall result in immediate termination from City service.

In the interest of the safety of our employees and other drivers, City employees are prohibited for using cellular phones or other mobile communications devices while operating a motor vehicle or equipment during work time and/or while conducting City business. The safe operation of the vehicle is the primary responsibility of all personnel. Whether operating City or personal vehicle or equipment during work time and/or while conducting City business, all employees (except those specifically required by his or her job duties to conduct communications while operating a motor vehicle) are required to safely stop the vehicle before activating the cell phone and remain stopped throughout the entirety of the communication. Any employee involved in an accident while using a cell phone or other mobile communications device, will be subject to disciplinary action up to and including termination of employment, and may be held liable for damages that result from such actions.

Any employee who operates a vehicle or equipment during work time and/or while conducting City business while reading or sending text messages or email messages, in any form or format on a mobile communications device, will be subject to disciplinary action up to and including termination of employment, and may be held liable for damages that result from such actions.

## Motor Fuel Usage

The City currently uses an outside vendor to supply motor fuel for all city vehicles and equipment. Fuel rates change daily per market rates. Each city vehicle and large piece of equipment is individually identified. Employees shall follow the usage and recordkeeping requirements for motor fuel usage set by his or her department.

## Vehicular Accidents

In the event an employee is involved in any accident resulting in damage to property or in medical treatment requiring more than four hours absence from scheduled work, the employee's Department Head or the Department Head's designee will promptly conduct an investigation and prepare a written report thereof, for submission to the City Administrator. The Department Head and City Administrator will determine the need, if any, for disciplinary action.

If the employee is determined to be at fault, the following disciplinary action may result:

1<sup>st</sup> "at-fault" accident - a written reprimand shall be placed in the employee's file for no less than six months and no more than 12 months. ~~The written reprimand will be considered during any merit evaluation when the evaluation period overlaps the period covered by the reprimand.~~ Employees who are within their qualifying period may have their qualifying period extended. At a minimum, the qualifying period shall be extended to coincide with the expiration date of the written warning.

2<sup>nd</sup> "at-fault" accident within any continuous 12 month period - a written reprimand will be placed in the employee's file for no less than 12 months and no more than 18 months. **The employee may be subject to additional discipline** ~~Up to three months' probation may be assigned and a defensive driving course must be taken. Such reprimand will be considered during any merit evaluation when the evaluation period overlaps the period covered by the reprimand.~~ Employees within their qualifying period shall have such qualifying period extended. Such extension shall be no less than the period of probation and may be longer as the situation dictates.

3<sup>rd</sup> "at-fault" accident within any continuous 12-month period - a written reprimand will be placed in the employee's file for no less than 12 months and no more than 18 months. Six months' probation may be assigned and a defensive driving course must be taken. **The employee may be subject to up to additional discipline.** ~~The written reprimand will be considered during any merit evaluation when the evaluation period overlaps the period covered by the reprimand.~~

Employees who exhibit a pattern of chronic negligence in the operation of motor vehicles may have disciplinary actions taken against them without regard to the progressive disciplinary steps stated above, **up to including suspension, demotion and/or termination.**

It shall be understood that negligence and/or violation of employment rules, **safety rules**, or laws may result in other disciplinary action without a prior record of progressive disciplinary action having been taken against an employee, **up to and including suspension, demotion and/or termination.**

If the accident is a result of absolute inattention and places the employees, other coworkers and/or the general public in extreme danger of physical harm and/or loss of life, suspension without pay may be assigned for a period of no less than three days. ~~Employees who receive suspension as a result of disciplinary action will forfeit any promotion or merit salary increase opportunity occurring during such suspension. The suspension will be considered during any merit evaluation when the evaluation period overlaps the suspension period.~~

An employee that neglects to report an accident may be subject to disciplinary action, up to and including termination of employment with or without further notice.

### **Acknowledgement Of Receipt Of City Vehicle And Driver Standards Policy**

By my signature below, I acknowledge that I have received a copy of the City Vehicle and Driver Standards Policy, and I agree to abide by those and all other requirements contained in it.

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Employee Signature

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Employee Name

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Date

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Approved by the Board of Aldermen by motion on 2/11/19.