

**ADMINISTRATIVE PERSONNEL
POLICIES & PROCEDURES
Policy No. 605:
MOTOR VEHICLE OPERATION,
USAGE AND ASSIGNMENTS**

A. General Provisions

1. Employees who operate motor vehicles are required to possess a proper and valid Motor Vehicle Operator's License, or where applicable, Commercial Driver's License. It shall be the responsibility of the Department Director to see that the employees are properly licensed.
 - a. An annual audit of all license holders may be conducted by the Human Resources Director or his/her designee, to confirm validity, status, and endorsements.
2. It is the responsibility of the employee to immediately notify their Supervisor of any changes in the status of their Motor Vehicle Operator's license.
3. All City employees are required to adhere to safe and courteous driving practices while on City business. City personnel must obey all traffic laws as well as departmental rules for public safety at all times.
4. All City vehicles/equipment shall be operated without abuse, and all damage reported to the Vehicle Maintenance Center (VMC) for repair to assure the safe mechanical operation and full life expectancy of the vehicle/equipment.
5. In accordance with State law, and for personal safety and City liability reasons, employees shall wear seat belts at all times.
6. City vehicles shall be used in a manner that minimizes fuel consumption.
7. Use of personal vehicles on City business is permissible only when authorized by the Department Director. Mileage reimbursement will be made in accordance with Finance Department policies.
8. Policies applicable to "City-owned" vehicles shall likewise apply to "City-leased" vehicles.

B. Operation and Usage

1. City-owned vehicles shall only be operated by City employees, except upon the specific approval of the Department Director responsible for such vehicles.
 - a. Prior to such approval, the Department Director shall request and file the individual's driving record to confirm they possess a proper and valid Motor Vehicle Operator's license.
2. Persons other than City employees may be passengers in City-owned vehicles in the following circumstances, and with the knowledge of the Department Director responsible for such vehicles.
 - a. When such persons are official guests of the City or guests of the employee responsible

- for the vehicle, and the vehicle is being used for purposes relating to City business;
 - b. When required for the conduct of official City business;
 - c. When specific approval is granted in advance by the employee's Department Director.
 - d. Transportation of animals is prohibited except as necessary in the performance of official City business (Animal Control, Police K-9, etc.), or for employees who have an approved reasonable accommodation.
- 3. City-owned vehicles shall be used only for purposes relating to City business. Personal errands in the midst of City business may be permitted, if such errands are brief, within the normal travel range and not done in excess.
- 4. All City vehicles will normally be kept overnight on City property, except when otherwise approved by the City Manager. Vehicles shall be secured to safeguard City issued equipment associated with the assigned vehicles. Any portable electronic file, device, or records that contain confidential information shall be properly secured. City-owned vehicles, which are authorized to be driven to the employee's residence, should be parked either in a garage or private driveway, or otherwise in a safe and secure place. The City assumes no responsibility for personal property stored or left in the vehicle.
- 5. City-owned vehicles and equipment are to be operated in a safe and responsible manner and employees will follow City guidelines at all times. Any indication of irresponsible use may result in revocation of use of the vehicle, disciplinary action and/or possible dismissal. Irresponsible actions may include, but are not limited to:
 - a. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating or in violation of safety services or State and Federal Laws.
 - b. When cargo, materials, and tools are being transported, the vehicle operator is responsible for assuring that all items are properly secured.
 - c. The vehicle/equipment shall not be used in a discourteous manner, nor shall the driver/operator and/or passengers perform a discourteous action.
 - d. The Driver/operator shall refrain from operating handheld cellular devices or any other device or activities that may cause distraction while operating the vehicle/equipment, with the exception of public safety personnel in the performance of their duties under state law.
 - e. Driver/operators are strictly prohibited from operating a City Vehicle while under the influence of alcohol, illegal drugs, and likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate the vehicle/equipment. When an employee is taking prescribed medication, on or off the job, which has the potential to impair his/her ability to perform essential the functions of his/her job safely, the employee shall notify the City as provided for in Policy No. 401: Safety.
 - f. No employee shall transport or purchase alcohol or illegal drugs (as defined by State, Federal laws and/or D.O.T. regulations). This policy excludes sworn police officers, if the alcohol or illegal drug is being transported in accordance of official duties.
 - g. The use of tobacco products is not permitted in City vehicles.
 - h. In no instance shall a city vehicle be used to take breaks or frequent drinking establishments or clubs that can be viewed as detrimental to the image of the City.
 - i. Vehicle interiors shall be kept free of litter and debris. The external appearance shall be kept clean and presentable in appearance to the citizens of the community.
 - j. At minimum, the driver/operator shall perform a daily check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights, windshield wipers, and brakes are functioning properly, and check condition of tires and for proper inflation.
 - k. The employee shall comply with the Vehicle Maintenance Center guidelines for the dispensing of fuel.
 - l. Any damage beyond normal wear and tear, including safety defects affecting the safe operation of the vehicle, must be documented and reported to the employee's supervisor

- and reported to the Fleet Manager.
- m. Employees must comply with all preventative maintenance schedules and guidelines regarding the vehicle/equipment.
- n. In case of an accident involving any level of damage, the driver/ operator shall immediately notify their Supervisor.
- o. Any driver/operator receiving a moving violation or parking ticket in a city vehicle must notify their supervisor immediately.
- p. City vehicles/equipment will not be altered in any way without prior coordination with the Vehicle Maintenance Center.
- q. No City vehicle/equipment shall have any personal stickers, signs, flags, or any other similar attachment placed or affixed to the vehicle/equipment unless prior authorization is obtained from the Department Director.

C. Individual Assignment of City Vehicles

1. General assignment of City Vehicles shall be based on the work responsibility of a department as presented by a Department Director and approved by the City Manager. The Vehicle Maintenance Center shall work closely with Departments to maintain a right-sized and properly equipped fleet through departmental assignments and/or a general vehicle and equipment pool.
2. Individual assignment of a vehicle may be granted to an employee by the Department Director solely for use during normal working hours based on work responsibility or need in the performance of their duties. Individual assignment outside of normal working hours, on a permanent or temporary basis, shall require approval of the Department Director and the City Manager.
 - a. When assigning a vehicle outside of normal working hours, one of the following criteria shall be met:
 - i. Vehicle is equipped with tools and/or instrumentation, that are essential in an emergency response situation and that the employee responds directly to the scene of a time sensitive emergency and is trained to use the tools and equipment. Communication equipment alone is not considered a tool or instrumentation for this purpose.
 - ii. An employee's responsibilities require that they perform certain job functions on a regular basis outside of their normal assigned schedule, and the documented miles traveled and time per year between job destinations justify the individual assignment.
 - iii. Employee's residence is not in excess of 8 miles from the City of Kettering corporation line. Distances greater than 8 miles may be granted at the discretion of the City Manager.
 - b. A list of employees who are authorized to permanently drive a City vehicle home after normal work hours shall be maintained by the City Manager and copies sent to the Vehicle Maintenance Center. Department Directors shall review their list annually and update at the beginning of each calendar year.
 - c. Temporary assignment of a vehicle outside of normal working hours may be approved by the Department Director when City business dictates such usage. In situations where the employee clearly has an identifiable need to drive the vehicle home after work for an extended period of time, written authorization for such use must be granted by the Department Director. A record of such authorizations shall be maintained by each Department.
 - d. Vehicles permanently assigned to specific individuals may be used or temporarily assigned to other employees as the need arises, and in conformance with this Policy.
 - e. Employees assigned a vehicle outside of normal working hours, on a permanent or temporary basis, shall adhere to the following City guidelines:
 - i. Vehicle shall not be used for personal errands, personal trips, or personal travel outside the state, or any other use not permitted by City policy.
 - ii. Vehicle shall not be available to any employee on light duty or suspension that interrupts their normal job assignments. The Department Director has discretion

- to reassign the vehicle while an employee is on light duty or suspension.
- iii. If the employee has two moving violations within 12 months, has two accidents within 18 months, or a combination of one moving violation and one accident within 18 months, the employee's assignment will be reviewed by the City Manager or their designee, and may be revoked.
 - iv. If the employee has their Driver's License suspended, revoked, or a DUI charge, the employee's assignment may be revoked.

D. Personal Vehicle Use

1. Use of an employee's personal vehicle on City business is permissible only when authorized by the Department Director.
 - a. Upon request, the employee must be able to provide proof of personal vehicle insurance coverage with the minimum liability coverage as required under State of Ohio law.
 - b. The employee must have a valid Motor Vehicle Operator's License without suspension of full driving privileges.
 - c. The employee must record mileage detail on Finance Department approved travel form(s). Reimbursement of mileage will be in accordance with Finance Department policies.
2. The City assumes no responsibility for damages to privately owned vehicles, nor does the City assume any responsibility for personal property stored or left in the vehicle.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/11/22
Date

Mark W. Schwieterman
Mark W. Schwieterman
City Manager

Issued:

11.14.2022
Date

Jenny Smith
Jenny Smith
Human Resource Director