



City of Everett Policy Statement

Human Resources – OPERATION OF VEHICLES

DATE ISSUED: 10/12/2017
DATE REVISED:
SOURCE: Human Resources
PREPARED BY: Michael Vetrano
Policy:
Procedure:

Purpose:

Preventing injury to the public and the City of Everett employees that may arise from vehicle accidents is of paramount importance. The City is committed to establishing guidelines and taking all necessary steps to prevent damage to its property and that of the public.

Person(S) Responsible:

N/A

Scope of Employees Covered:

All City of Everett employees who operate vehicles at any time while on City business, whether a City vehicle or a POV.

References:

N/A

APPLICATION

This pertains to all employees who operate vehicles at any time while on City business, whether a City vehicle or a POV. City business includes any use of a vehicle while performing employment duties, including driving to and from locations, service calls, and traveling to seminars. City business does not generally include travel to and from an employee's home and assigned work location.



PROCEDURE RESPONSIBILITY

The Human Resource department is responsible for collecting required driver information during the application process. The Human Resource Department will maintain employee's driver files. Driver files for employees, which indicate possible violation of this policy, may be sent to Legal Department if further review is required. Driver files for exempt and support non-exempt personnel are maintained with personnel files at City Hall. Human Resources and Legal are responsible for determining any disciplinary action required under this policy. Relevant management personnel are responsible for administering any disciplinary action necessitated by a violation of this policy. The Human Resources Department shall provide and/or conduct driver's training where appropriate.

GENERAL DRIVER STANDARDS

1. All City employees must meet the following minimum standards in order to operate a vehicle while on City business:
 - Hold a valid, current driver's license for the employee's state of residence;
 - Have valid and current proof of automobile liability insurance with policy limits set, at a minimum, at the level required by the employee's state of residence;
 - Have an acceptable motor vehicle record (MVR), as further described below; and
 - Sign an acknowledgement indicating the employee's understanding of this policy and agreement to abide by its requirements. (A signed copy of the Operation of Vehicles acknowledgement form will serve this purpose.)
2. An employee who operates a vehicle while on City business but fails to meet any one of the above requirements will be subject to disciplinary action including termination.
3. Management will not knowingly permit the operation of any vehicle on behalf of the City by an employee who fails to meet these standards. Failure of management personnel to insure compliance with this policy may result in disciplinary action including termination.



4. All new employees who will be driving on City business at any time will have their MVRs processed and reviewed prior to being permitted to drive. This is defined as all employees hired into exempt and support non-exempt positions, as well as any City employee who specifically responsible for driving a vehicle as part of a job.
5. An employee who operates a vehicle while **NOT** on City business will be subject to disciplinary action including termination
6. On an annual basis, generally February or March, MVRs will be obtained for all hourly employees who operate vehicles as a regular part of their City duties. Additionally, the City reserves the right to run an MVR on any employee randomly.
7. No smoking or vaping in City vehicles at any time.

UNACCEPTABLE DRIVER CONDUCT

Employees will be subject to immediate termination for certain conduct including, but not limited to, the following:

- Failure to report an accident while driving on City business, regardless of fault or accident severity;
- Knowingly driving with a suspended or revoked license on City business;
- Knowingly driving a POV without automobile liability insurance while on City business;
- Possession of firearms or weapons while driving on City business;
- Possession of an open bottle of alcohol while driving on City business;
- Possession of illegal substance while driving on City business;
- Driving while under the influence of alcohol or illegal substance while on City business;
- Falsification of any information relating to the employee's driving record.

Employees will be subject to disciplinary action, including suspension of driving privileges, for certain conduct including but not limited to the following:

- Failure to wear a proper seat belt while driving on City business;
- Becoming involved in a preventable accident on City business that results in bodily injury to the employee or to a third party;
- Receipt of a violation/citation for a Disqualifying Moving Violation, as listed below.



ACCIDENT REPORTING, INVESTIGATION and FOLLOW-UP

In addition to the reporting requirements noted above, employees must immediately report vehicle accidents that occur in the course of City business to their supervisors, regardless of fault or extent of injury or property damage. The accident will then be reported to Human Resources and Legal within 24 hours even if complete information is not available.

All vehicle accidents occurring on City business in which a third party is injured will be investigated by Legal. In the event that an employee receives a citation for a moving violation arising out of such an accident, the employee will be suspended from driving duties upon receipt of the citation, and will not be eligible for return until the citation is either favorably resolved or dismissed. The employee may be suspended from driving on City business for a period of time as determined by management:

- If the employee either pleads guilty or is convicted of such a violation, or
- or whether or not an employee receives a citation, Legal concludes that the employee could have prevented the accident.

POV SAFETY CONDITION

It is the sole responsibility of the employee to maintain any personal-owned vehicle used on City business in a safe operating condition.

ACCEPTABLE DRIVING RECORD STANDARDS

Applicants for employment who will be operating vehicles on City business must meet the following standards as determined by a review of the MVR. The City may, at its discretion, consider any other sources of information that may be available in reviewing an applicant's driving record.

Criminal Violations – None in the past 36 months

- Leaving scene of an accident
- Driving while intoxicated/under the influence
- Illegal transport/possession of alcohol or drugs
- Fleeing police officer
- Reckless driving
- Drag racing
- Felony using motor vehicle



Causing an Accident – Not more than one (1) in the past 12 months or two (2) in the past 24 months

Moving Violations – Not more than two (2) in the past 12 months or three (3) in the past 24 months

- Failure to wear a seat belt
- Speeding
- Driving too fast for conditions
- Improper passing
- Improper turn
- Improper lane usage
- Disobeyed stop/yield sign
- Disobeyed traffic signal/device, traffic sign or officer

The lists above are not exhaustive. The City reserves the right to base a hiring decision on any other citations or violations reported on an MVR that evidences similar unsafe driving habits.

Current employees are also required to meet the above standards. Employees who fail to meet the standards (whether discovered through an MVR check, self-reported or otherwise) will be subject to disciplinary action up to and including suspension of driving privileges while performing City duties.



City of Everett, Massachusetts
Employee Acknowledgement Form
Operation of Vehicles

By signing below I acknowledge receipt of the City's Operation of Vehicles Policy. You further acknowledge that you have read, understand, and accept the policy in its entirety, and have indicated so by signing below. You acknowledge that you have retained the policies for your records. This Acknowledgement Form will become part of your employee file.

I hereby acknowledge and agree:

1. That I have received and read a copy of the Operation of Vehicles dated October 12, 2017 and agree to abide by this policy.
2. That I will comply with the rules and regulations outlined in this policy.
3. That this original acknowledgement will be placed in my personnel file maintained by the Human Resources department.

Employee Name (printed)

Managers Name (printed)

Employee Signature

Date

Managers Signature

Date

Human Resources Representative

Date