

1) PURPOSE

- A. This Policy outlines the use of vehicles for work used on behalf of the City of Idaho Falls.
- B. Operators of City-owned or leased motor vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both City-owned property and public trust.
- C. Employees are expected to operate vehicles safely. It is the policy of the City of Idaho Falls to provide a safe working environment that protects our employees and our citizens from injury and property loss.
- D. This policy applies to all employees who operate vehicles on City business. These drivers will be referred to as “employee drivers” and will be reviewed by managers and supervisors to ensure full implementation and compliance.

2) USE

- A. Vehicles owned or leased by the city of Idaho Falls are to be used for the functions of the City. Personal use or any other type of use must be authorized by the Division Director over the respective Division, Mayor or City Council.
- B. The Division of Municipal Services is entrusted with the care of the City vehicles and may assign that responsibility to an employee.
- C. Some employees may be assigned a vehicle that is driven home; such personal use if allowed may be a taxable benefit. In this case, an Employer Provided Vehicle Personal Usage Report must be filled out on a monthly basis if vehicle is taken home. **(See attachment “A”)**

Agency Owned Vehicles

Employees must be authorized by their supervisor to operate an agency vehicle. Vehicles over 26,000 gross vehicle weight, buses and vans over fifteen (15) passengers require a commercial driver’s license (CDL), with the exception of public safety personnel pursuant to Code of Federal Regulations, Title 49, Chapter III, Subchapter B, Part 390.3(f)(5).

Personal Vehicles on Agency Business

Employees who drive their personal vehicle on agency business are subject to the requirements of this policy including:

- 1) Maintaining auto liability insurance with minimum state limits.
- 2) Providing proof of liability insurance to the Division of Municipal Services as needed.

- 3) Maintain vehicle in a safe operating condition when driving on agency business.

3) **ASSIGNED OR PERMISSIVE DRIVERS**

- A. Each employee assigned to a City vehicle or employees who operate a City fleet vehicle are required to have a valid driver's license. Should an employee's Driver's License expire, be revoked or suspended, the employee shall immediately notify his or her supervisor. At the time of suspension, the employee's City of Idaho Falls vehicle-use privileges will be suspended until the employee's Driver's License has been fully restored and validated.
- B. Only authorized employees of the City of Idaho Falls may operate a City fleet vehicle.
- C. Each employee assigned or permitted to operate a City vehicle shall be responsible for the following:
 1. Proper and safe operation of the vehicle.
 2. Ensure that service and maintenance of the vehicle is done in accordance with the manufacturer's recommendations.
 3. Participate in vehicle safety and defensive driving training as required by the City of Idaho Falls.

4) **CITY OF IDAHO FALLS POLICE CAR-PER OFFICER PROGRAM USE**

- A. Officers participating in the take-home vehicle program will be assessed a monthly fee based upon review of economic factors i.e., gas prices, etc. Each officer who is assigned a permanent take-home vehicle will sign a payroll deduction card (**See Attachment "B"**) that allows the Controller's office to deduct the determined amount on the first pay day of the month.
(See Attachment "C "Cost Allocations)
Officers who elect not to sign the payroll deduction care will forfeit the use of a take-home vehicle.
- B. The City of Idaho Falls will insure the vehicle, and all passengers in the vehicle, regardless if the employee is on-duty or off-duty, under the current insurance system. Officers should be reminded that if they operate the vehicle outside of department policy (i.e., driving the police vehicle after drinking alcoholic beverages), the liability could ultimately fall back on the individual officer.
- C. The take-home vehicle privileges may be forfeited by order of the Chief of Police for matters of abuse or misuse of the vehicle by the officer.

- D. If an officer is suspended, the officer is prohibited from operating the vehicle for the entire period of time of the suspension.

5) **DRIVER EVALUATION**

Employees will be evaluated and selected based upon their driving ability. To evaluate employees as drivers, management may;

- A. Review past driving performance and work experience through reference checks with previous employers.
- B. Review the employee's Driver's License Record (DLR).
- C. Ensure the employee has a valid driver's license.
- D. Ensure the employee is qualified to operate the type of vehicle he/she will be driving.

6) **SEATBELT USE**

Except as authorized herein, all drivers and passengers are required to utilize seatbelts as mandated by law. Exception: Public Safety staff may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, wearing a seatbelt would hinder rather than increase safety (Idaho Code 49-673(2)(b)).

7) **MOBILE COMMUNICATION DEVICE, CELL PHONE AND COMPUTER USE**

The driver of a City vehicle, or any other vehicle being used for City business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. A mobile communication device is defined as "a text messaging device or a wireless two-way communication device designed to receive and transmit voice or text communication". This does not apply to City of Idaho Falls work-related two-way radios. Exception: Public Safety staff may use mobile communication devices in specific tactical situations.

8) **SMOKING PROHIBITED IN VEHICLES**

Smoking is expressly prohibited in all City of Idaho Falls vehicles.

9) **IMPAIRED DRIVING**

The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over the-counter medication; or illness, fatigue or injury.

The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

10) **PROOF OF INSURANCE**

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.

11) **ACCIDENT REPORTING**

- A. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
- B. Drivers shall always have a police officer investigate any accident that involves a City vehicle. This will help ensure that the City of Idaho Falls is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRIMP , your supervisor, or an authorized representative of the City of Idaho Falls.
- C. Drivers shall notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved by completing the City Accident Report with the Division of Municipal Services.
- D. Drivers shall cooperate fully with ICRIMP Claims Department in the handling of the claim.

12) **TRAFFIC VIOLATIONS**

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any City vehicle. These costs are not reimbursable by the City of Idaho Falls and must be paid promptly by the driver.

13) **VEHICLE MAINTENANCE AND REPAIR**

- A. If the City vehicle is in need of repairs, the vehicle should be taken to the City Equipment Maintenance Facility for repair.
- B. Prior to proceeding with major repairs or major maintenance needs, the driver must have approval from their supervisor and then schedule the necessary repairs with the Division of Municipal Services.

14) **VEHICLE ASSIGNMENT AGREEMENT**

City employees that operate or drive a City Fleet Vehicle, must sign the attached Vehicle Assignment Agreement (**Attachment "D"**).

Each Division will be responsible for ensuring that each employee has a signed copy in their personnel file.

VEHICLE ASSIGNMENT AGREEMENT

The undersigned hereby acknowledges receipt of an agency-owned or agency insured vehicle. I understand that this vehicle is to be regularly maintained and serviced according to the service schedule outlined in the owner's manual.

Further, it is agreed this vehicle will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant _____ the right to investigate my driver's license record any time. My current driver's license is issued from the State of _____ and is License Number _____.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my superiors immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of the Vehicle Use Policy.

Print Full Name

Signature

Date

**City of Idaho Falls
Employer Provided Vehicle
Personal Usage Report**

Name _____ Vehicle # _____ Employee # _____

Dept. Code _____ Month _____, 2014

<u>Remarks</u>	<u>Date</u>	<u>Personal Commute</u> (see instructions below)
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Note: City vehicles are not allowed for personal purposes, other than for required commuting or de minimis personal use (such as a stop for personal errands on the way between a business usage and the employee's home). Personal use of a vehicle is all use that is not City business.

Total (one-way) Trips	_____
I.R.S. approved commuting rate	\$ 1.50
Value of use	\$ _____

Signature

Date

Approved

Instructions: If the vehicle makes a round trip (to home and back to work) without any significant work performed, put a '2' by each day. If the vehicle is taken home, but begins work the next day before returning to the office, put a '1' by such days.

Attachment "A"

CAR PER OFFICER PROGRAM

<u>If You Live</u>	<u>Your Payroll Deduction</u>
Within City Limits/no personal use	Zero Cost
Within City Limits and personal use	\$25.00 per month
Outside City Limits/no personal use	\$2.71 per mile per month (Note: one-way mileage Is measured from the officer's Residence to the City limit line On the route the officer takes.)
Outside City limits/Personal Use	\$2.71 per mile per month plus \$25.00 per month
Outside the 12 mile radius without an exception and only use for City work	Zero Cost
Outside the 12 mile radius without an exception and use for secondary employment	\$25.00 Per Month

NOTE:

- 1) The mileage from the City limits is only relevant for the purposes of the monthly amount paid. Per IFPD policy 03-09-04.01: *"Unless an exception is made by the Chief, only officer living within a 12 mile radius of First Street and Boulevard will eligible for the program."*

- 2) For the purposes of this SOP, "Personal Use" means anything other than driving to from or for City work. Driving a City vehicle to a secondary job within the City is considered "Personal Use".

Attachment "C"

PAYROLL DEDUCTION AUTHORIZATION

I, _____, hereby authorize the City of Idaho Falls to withhold from my paycheck \$_____ each month for the CARS for the Community Program.

I live Inside/Outside the City limits and will/will not use the vehicle for personal use.

I understand that this will occur automatically with \$_____ being withheld the first (1st) payday of each month, beginning _____,
(Month)
_____.
(Year)

Signature

Date

Attachment "B"