



## **DRIVING POLICY**

### **I. PURPOSE**

To encourage safe use of vehicles and equipment. To monitor vehicle operators to ensure they are in compliance with State and local laws as well as with this policy.

### **II. SCOPE**

All employees who operate City vehicles and their private vehicles on City business (being reimbursed for mileage) and employees who are subject to perform any driving duties as assigned.

### **III. POLICY**

In addition to having a valid driver's license, employees must comply with the City's [Drug and Alcohol Free Environment #710](#) and maintain a safe driving record according to these requirements:

- No more than two moving violations in a twelve (12) month period, or
- No more than three moving violations in a twenty four (24) month period, or
- No DWI (Driving While Intoxicated) within the past thirty-six (36) months.

Not meeting these requirements and/or failure to demonstrate the ability to drive safely will constitute an unsafe driving record. A driver's license record check will be done at time of employment and at least annually thereafter.

### **IV. RESPONSIBILITIES**

#### **A. Human Resources Department**

1. At time of employment and at least annually, the Human Resources Department will conduct a driver's license record check.



2. The Human Resources Department will notify the supervisor if the results of an employee's annual driving record check shows an invalid license or that the employee has an unsafe driving record.

B. Supervisors

With knowledge that an employee does not have a valid drivers license or has an unsafe driving record the supervisor will not allow that employee to operate City vehicles (including off road motorized equipment.) Nor will the supervisor approve the use of that employee's private vehicle on City business.

C. Employees

1. Employees who are required to have a Texas driver's license will be responsible for keeping the appropriate license current and valid.
2. Employees operating private vehicles on City business must have a valid driver license and proof of insurance.
3. If an employee receives a moving violation or traffic citation, on or off the job, they must report it to their supervisor and/or the Human Resources department immediately.

V. PROCEDURE

A. Records

If an initial driving record check on a new employee reveals that the employee's driving record is in violation of this policy, the employee may be subject to corrective action, which may include termination.

- B. Any employee found to be operating a motor vehicle on City business with an invalid license or an unsafe driving record in accordance with this policy will immediately cease operating City vehicles and is subject to the City's [Modified Duty #731](#) and/or disciplinary action.

C. Safety

1. All occupants, as required by law, must wear seat belts, whenever the vehicle is in motion.



2. Regular preventative maintenance should be performed on all City vehicles as suggested by the owner's manual of the vehicle.
3. No alcohol or drugs (illegal and/or prescription that could impair abilities) should be consumed prior to, or while operating the vehicle.

D. Use of vehicles

1. Only licensed drivers, 18 years of age or older, will operate vehicles.
2. All traffic laws will be obeyed.
3. Only authorized City employees can drive City vehicles. Riders will not be carried except in conjunction with the jobs to which the vehicles are assigned.

E. Accidents

Accidents will be reported on the standard forms to the Human Resources Department.

F. Fines

Fines resulting from violations of motor vehicle regulations will be paid by employees.