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CITY OF DERBY MOTOR VEHICLE POLICY

The purpose of this Motor Vehicle Policy (the "Policy") is to provide procedures and rules regarding the use and operation of motor vehicles owned or leased by the City of Derby ("City Vehicles" or "**City Vehicle**"). This Policy applies to all employees of the City of Derby (the "City") who operate City Vehicles¹ other than emergency personnel.²

Any employee who operates any City Vehicles must have an appropriate and valid Motor Vehicle Operator's License ("Driver's License") with the endorsements necessary to legally operate the **City Vehicle** the employee operates. The employee's Driver's License must be in his/her possession at all times while operating any City Vehicle.

In addition, all employees who operate City Vehicles must:

- Notify their supervisor immediately upon any expiration, revocation, suspension, invalidation or restriction of their Driver's License or of any endorsements required to operate any City Vehicle.
- Notify their supervisor immediately upon receiving any traffic or parking violation (citation or arrest). Traffic and parking violations and any associated fines are the responsibility of the employee operating the City Vehicle at the time of the violation and may result in disciplinary action when warranted.
- Notify their supervisor immediately of any accident in which they are involved while operating a City Vehicle regardless of whether there is any resulting bodily injury or property damage. A copy of the written police report concerning the accident must be obtained and submitted by the employee to the City (to the Mayor's office) promptly.
- Operate City Vehicles in a safe, lawful, efficient, and courteous manner and in compliance with all applicable federal, state and local laws, rules or regulations (including but not limited to traffic and parking laws and regulations, and laws and regulations pertaining to the use of cellular telephones and other mobile electronic devices).
- Use and ensure that any passengers use seat belts and other restraint devices in all City Vehicles so equipped. The employee/driver is responsible for enforcement of this requirement. Removal or disabling of seat belt/restraint mechanisms is prohibited.
- Promptly report to their supervisor any observed problems with the functioning or condition of the City Vehicles they operate.
- Use City Vehicles only as authorized for City business. ~~unless incidental personal use has been expressly approved by the City in writing.~~

The motor vehicle records and accident records of all employees who operate City Vehicles shall be made available by employees to the City at the City's request, and are subject to review by the City at the City's discretion. Permission for employees to operate City Vehicles may be revoked by the City at any time, at the City's discretion.

Any employee who fails to comply with any of the provisions of this Policy will be subject to disciplinary action, up to and including termination of employment.

¹ This Policy is not intended to and does not modify (i) any applicable provisions of collective bargaining agreements; (ii) any applicable laws, regulations or policies concerning alcohol or drug testing or use; or (iii) any applicable provisions of federal, state or local laws, regulations or rules pertaining to the operation of motor vehicles.

² Police, Fire and EMS