

HEWITT TEXAS

CITY OF HEWITT POLICIES AND PROCEDURES

Procedure: Driving Policy

Section: 8.4

Adopted: 10/07/2002

Amended: 11/12/2008; 08/24/2015; 6/15/2017

8.4 DRIVING POLICY

All employees authorized to operate City of Hewitt vehicles and motorized equipment, or who operate personal vehicles on City of Hewitt - related business, shall be subject to the standards established in this policy.

This policy establishes minimum standards for the qualification of employees and applicants to operate City of Hewitt vehicles and motorized equipment.

This policy shall apply to:

- Employees driving City of Hewitt owned, leased, or rented vehicles or motorized equipment.
- Employees receiving a monthly car allowance, or who use personal vehicles for City of Hewitt related business.

A. Requirements for Operations

Employees operating a vehicle during the course of City business must:

1. Have a current valid Texas driver's license in the appropriate class as established on the official description for the position;

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2. Comply with State law and not be under the influence of alcohol, illegal drugs, or other drugs that may impair judgment or motor skills;
3. Be physically qualified to hold a driver's license and to safely operate a City of Hewitt vehicle or motorized equipment;
4. Wear seat belts and other relevant safety equipment when operating City of Hewitt vehicles or motorized equipment when appropriate;
5. Operate the vehicle in accordance with all traffic laws and vehicle regulations;
6. Observe all laws and ordinances relating to the operation of City vehicles or motorized equipment.
7. Have their driving record reviewed for violations on an annual basis by the Human Resources Department;
8. Have on their person a valid license/permit to operate the type of vehicle being used;
9. Not have been convicted or placed on deferred adjudication/disposition for an offense involving driving while intoxicated or driving under the influence, or charged with this offense more than once, during the last 5 (five) years;
10. Maintain an acceptable driving record as established by the City. Failure to maintain an acceptable driving record may result in disciplinary action up to and including termination;
11. Be responsible for the proper care and use of vehicles or motorized equipment. This includes maintaining City vehicle/motorized equipment interiors and exteriors, regularly servicing these items and reporting maintenance needs to the supervisor, and operating all City vehicles/motorized equipment in a manner that conserves fuel and reduces depreciation.

B. Operator Standards

Applicants for positions with the City of Hewitt as well as employees currently in a position with the City requiring the operation of City vehicles or motorized equipment shall not be eligible for driving/operating privileges if the total points assigned to their driving record are 10 or more within a three year period. Points are assigned based on the system described below:

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VIOLATION	POINTS ASSIGNED
License suspension, revocation	10
Driving while intoxicated or under the influence of narcotics	10
Serious violations, including reckless driving, endangering the lives of others, racing, etc.	10
Any speeding violation	3
Any standard moving violation, including careless driving, stop sign, failure to signal, following too close, etc.	2
Any chargeable bodily injury accident	3
Any chargeable property damage accident	3

C. Applicants

Applicants whose record is evaluated with a score of ten (10) or more points over the past three (3) years, or five (5) years for a DWI/DUI violation, will be ineligible for positions that require driving.

D. Employees

Employees who currently operate City vehicles or use their personal vehicle to conduct City business will be subject to an annual driving record check. Any employee involved in an accident while on City business may immediately be subject to a driving record check. Law enforcement personnel involved in an accident while on duty which results in a liability claim against the City's insurance carrier will receive Chargeable/At Fault Accident points even if the accident is not counted against their personal driving record.

The employee's record will be reviewed and given a score that will determine whether or not the employee will be allowed to operate City vehicles. The following provisions will apply:

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1. Employees whose record is evaluated with a score of ten (10) or more points over the past three (3) years, or five (5) years for a DWI/DUI violation, will be prohibited from operating a City vehicle or their personal vehicle to conduct City business. Employment will otherwise be unaffected unless the employee's primary job task is the operation of a vehicle. In that case, the City will consider all alternatives, up to and including termination. In the instance of an unsatisfactory score, the Department Director will meet with the employee to discuss the implications of the score.
2. Employees who have had their license suspended or revoked will automatically be suspended from driving City vehicles or personal vehicles in the course of their job duties. Employment will otherwise be unaffected unless the employee's primary job task is the operation of a vehicle. In that case, the City will consider all alternatives, up to and including termination.

Failure to inform the supervisor of a citation or license suspension (including Commercial Driver's License) may result in disciplinary action up to and including termination.

E. Reinstatement of Driving Eligibility

If an employee's driving record improves enough over time (i.e. offenses pass out of the three-year record) or the employee takes a defensive driving course as defined in section G of this policy, the employee will again be allowed to operate City vehicles or personal vehicles to conduct City business.

F. Insurance

It is the responsibility of the operator to ensure all required documentation is in the vehicle prior to operation. Employees operating a privately owned vehicle are responsible for insuring their own vehicle, and must carry appropriate documentation as required by law.

G. Defensive Driving

When an employee in a position that requires driving as an essential function of the job has received a citation from a law enforcement officer for a traffic related offense,

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the employee may be required to participate in a Texas Education Agency-approved defensive driving course.

An employee may also take a City approved defensive driving course once every three years in order to annul a single four-point or lesser offense on their driving record. The employee must successfully complete the course and provide evidence attesting to that fact to the Human Resources Department and the employee's Department Director. The employees must participate in the course on their own time and not during their scheduled work hours.

H. General Cleanliness/Maintenance

Employees using a City vehicle are responsible for the cleanliness of the vehicle. Prior to returning a vehicle, employees will remove all personal items, dispose of any trash and ensure that the fuel level is adequate. However, individual departments may impose different or higher vehicle care and return standards which will supersede this section.

I. Passengers

Employees may not allow non-City-employee passengers to ride in a City owned vehicle without prior permission from the Department Director or City Manager with the exception of:

1. Persons in custody or persons necessary to an investigation being conducted by a Police Officer;
2. Persons being transported to a hospital or other medical facility in an emergency medical vehicle;
3. Emergency situations where it is not practical or safe to secure prior authorization.

During the course of City business, an employee may allow public officials to ride in their assigned vehicle.

J. Reporting Citations

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In the event an employee receives a citation for a moving violation, is arrested for DUI/DWI, or has their driver's license suspended/revoked, they must notify their Department Director and the Human Resources Department within 48 (forty-eight) hours or on the first day reporting back to work, whichever is earlier. Failure to report may result in disciplinary action up to and including termination.

K. Accident Procedures

When an employee is involved in an accident while driving a City owned vehicle or while driving a personal vehicle on City business, they must:

1. Immediately stop and, where appropriate, render aid to injured persons and identify yourself to other involved persons.
2. Immediately notify their supervisor.
3. Complete an accident/incident report.
4. Submit to a drug/alcohol test.

When appropriate, an investigation may be conducted by the Police Department in conjunction with the Human Resources Department. When it is determined an employee contributed to an accident as the result of carelessness or reckless/unsafe action the employee may be disciplined up to and including termination.

Under no circumstances will an employee use a City owned vehicle to push or tow another vehicle unless the City vehicle is specifically equipped to perform such a function.

L. Taking Home a Vehicle

No employee will take a City vehicle home at the end of their shift without approval of their Department Director or the City Manager.

Department Directors may assign an employee to take a City vehicle home when:

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1. An employee is subject to frequent emergency call back during non-working hours.
2. An employee requires special tools when called back.
3. An employee reporting to a City site to pick up a City vehicle would pose a threat to life or property.

When an employee is allowed to take a City vehicle home, they are responsible for assuring the safety of the vehicle to the best of their ability. When a City vehicle is damaged at an employee's home, the employee should immediately notify their supervisor.