

COMPANY VEHICLE USE POLICY

I. PURPOSE AND SCOPE

It is the City of Grants goal to provide and maintain a safe working environment to protect our employees, and third parties from injury and loss. The Company Vehicle Use Policy institutes procedures and requirements directed at increasing the safety performance of our employees who drive as a principal part of their job responsibilities or who drive company vehicles. This Instruction explains how to interpret and comply with the City of Grants Company Vehicle Use Policy.

II. WHEN DOES THIS POLICY APPLY

This Policy applies to Authorized Drivers and to Company Vehicles.

“Authorized Drivers” are defined as those employees (i) who are required by their job or job description to operate a motor vehicle in the course and scope of their employment or (ii) who are assigned a Company Vehicle.

“Company Vehicles” are motor vehicles and driving equipment (e.g., commercial vans and trucks or passenger cars) (i) owned, leased or rented on a long-term basis in the City of Grants name. Vehicles rented for short-term business travel and personal vehicles not used routinely for company business are excluded from the definition of Company Vehicles.

“Company Business” is defined to include only those activities necessary for the execution of the Company project/task and that solely promote the administration and completion of the Company project/task.

Failure to adhere to the requirements of this Policy and Instruction will subject the employee to disciplinary action. City of Grants will take whatever action it deems appropriate in its sole discretion, which can range from a verbal warning to termination.

Authorized Drivers Criteria and Requirements

The following requirements apply to all City of Grants employees who are categorized as Authorized Drivers. In order to be an Authorized Driver, employees must satisfy the following criteria:

1. Be at least 21 years of age.
2. Maintain a valid driver’s license. Every Authorized Driver must have a valid driver’s license. If job responsibilities require additional licenses, such as a Commercial Driver’s License (CDL), the employee is also responsible for maintaining those additional licenses.

Any Authorized Driver who does not have a valid driver license will be subject to disciplinary action, up to and including termination.

3. No revocations, restrictions or suspensions. Any Authorized Driver who has had their driver's license revoked or suspended in any country, state or province within the last five (5) years, or who has had restrictions imposed upon their driver's license(s) as a result of moving violations in any state within the last five (5) years may lose their Authorized Driver status as determined in the sole discretion of Human Resources and the City Manager.

4. Pass a Motor Vehicle Records (MVR) check. Human Resources for the City of Grants that is hiring the Authorized Driver will complete a Motor Vehicle Record (MVR) check prior to hiring an applicant, and/or prior to assigning a current employee to any position that includes driving as requirement of the job, Human Resources will obtain from each such applicant/employee a signed Authorized Driver statement.

Authorized Drivers are obligated to comply with the following requirements:

1. Use Company Vehicles for the City of Grants for Company Business. Authorized Drivers shall refrain from the use of Company Vehicles for personal matters.
2. Operate Company Vehicles in a safe manner. This includes following all traffic laws and taking all precautions necessary to avoid accidents.
3. Maintain personally assigned Company Vehicles to be clean inside and out, and follow the established maintenance programs.
4. Authorized Drivers shall minimize the presence of minors and non-project employees as passengers.
5. Notification of supervisor of accidents or infractions. Authorized Drivers are to immediately notify their supervisor of accidents of a Serious or Major driving related offense occurring in Company Vehicles. Authorized Drivers shall also immediately notify their supervisor of any serious driving related offense occurring in their personal vehicles.
6. Failure to report. If an Authorized Driver fails to report a revocation, suspension or restriction to her/his supervisor, such employee will be subject to disciplinary action, up to and including termination.
7. Follow Drug Testing Procedures. If an accident occurs in a Company Vehicle at any time, the Authorized Driver must consent to a drug test based on the requirements of the Drug Free Workplace program the employee participates in.

Non-Employees or those under the age of 21 are not to operate Company Vehicles.

In addition to the requirements of this Policy, Authorized Drivers must comply with all requirements established by the City of Grants with respect to Company Vehicles.

III. RESPONSIBILITIES

Management and Supervisor Responsibilities

Managers and Supervisors are expected to implement the Company Vehicle Use Policy for their areas of responsibility, and provide any assistance and resources necessary to implement this Policy. Uniform and consistent application of the Company Vehicle Use Policy is important to ensure adequate driver selection and to respond appropriately to changes in an individual's driving record that may have implications for the City of Grants safety performance.

Managers and Supervisors are also responsible for investigating and reporting all accidents involving a motor vehicle used in performing Company Business. In addition, managers and supervisors are responsible for taking appropriate action to manage drivers with Serious Violations.

Human Resources Responsibilities

Human Resources representative(s) will conduct initial and periodic MVR checks as set forth in this Instruction for the City of Grants employees or candidates will obtain an acceptable MVR and will have the employee read and sign the Authorized Driver Acknowledgement.

V. POINTS OF CONTACT

If you have any questions regarding the Policy or this Instruction, contact your immediate supervisor or the Human Resources Department.

EXHIBIT 1

AUTHORIZED DRIVER ACKNOWLEDGEMENT

All City of Grants employees who are assigned to a position that includes driving as a job responsibility or those who will conduct City business in their personal vehicle MUST complete this form for approval to operate a company owned, leased or rented vehicle for the City of Grants business purposes.

I, _____, have read and understand the Company Vehicle Use Policy and the Company Vehicle Use Instruction. I agree to abide by all requirements as outlined in these two documents, and further authorize City of Grants and/or its insurance representative, pursuant to the Driver's Protection Act, to periodically obtain and review my Motor Vehicle Record (MVR) as needed in order to evaluate my acceptability to drive a vehicle as a portion of my job responsibilities.

I understand that this information will be kept confidential and released only to those company representatives charged with overseeing the company's insurance and employment programs.

I accept my obligation to report to City of Grants within 24 hours any negative change in the status of my driving record. I understand that City of Grants will assess the nature of the violation, and will take whatever action it deems appropriate, which may result in revoking my right to operate a company owned, leased or rented vehicle. I further understand that in this instance, I will be removed from my position that includes driving responsibilities as defined by the job description.

Employee Signature

(Please Print Name)

Date