

CITY OF APPLETON POLICY	TITLE: VEHICLE USAGE POLICY	
ISSUE DATE:	LAST UPDATE:	SECTION: Safety
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Employees	TOTAL PAGES: 12
Reviewed by Attorney's Office Date:	Committee Approval Date:	Council Approval Date:

I. PURPOSE

The purpose of the vehicle usage policy is to set forth where applicable, the rules governing the operation of vehicles used in the performance of official City business.

II. POLICY

This policy applies to all City owned and leased vehicles operated on public roads and includes special use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to job sites. Where appropriate, this policy applies to the operation of privately owned vehicles used while performing official City business. Where applicable, Valley Transit may follow different reporting and investigation procedures as established by Transit Mutual Insurance Corporation of Wisconsin. Failure to comply with this policy shall lead to disciplinary action up to and including discharge.

III. DISCUSSION

The vehicle usage policy applies to all City of Appleton full-time, part-time, and seasonal employees. In addition to the provisions of this policy, all employees are required to comply with applicable Federal and Wisconsin Department of Transportation (DOT) motor vehicle and local traffic laws, and the established City of Appleton driving safety work rules, best practices, and procedures.

IV. PROCEDURES

A. RESPONSIBILITIES

1. DEPARTMENT HEADS

Department Heads have the responsibility to implement the adopted vehicle usage policy by:

- a. Directing all supervisors and employees to endorse and comply with the adopted policy and program components.
- b. Providing appropriate safety and financial resources.

2. SUPERVISORS

Supervisors have the responsibility to:

- a. Provide training to employees so that they are fully proficient to drive and maintain fleet vehicles and heavy equipment.
- b. Ensure the safe operation of fleet vehicles in compliance with the overall fleet safety program requirements.
- c. Enforce the established vehicle usage policy's driving work rules, procedures, policies, and best practices.
- d. Thoroughly investigate all vehicle accidents and make recommendations to avoid future accidents.
- e. Demonstrate support and interest in the vehicle usage program.

3. EMPLOYEES

Employees have the responsibility to:

- a. Adhere to the directives of this policy.
- b. Participate in in-service training and apply their education and training to the safe operation of assigned vehicles and heavy equipment.
- c. Immediately report any change to the status of their driver's license to their immediate supervisor, Department Director, or Human Resources. Maintain a satisfactory driving record both on and off the job.
- d. Conduct required pre-trip inspections and preventive maintenance on assigned vehicles and heavy equipment. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of heavy equipment, it is their responsibility to request information and instructions on the proper procedures from their immediate supervisor.
- e. Report unsafe conditions and/or mechanical defects.
- f. Report all accidents immediately and thoroughly following the City of Appleton accident reporting and investigation policy.
- g. Employees are required to obey all Federal DOT, Wisconsin DOT-MV, local and City of Appleton traffic regulations.
- h. Seat belts and shoulder harnesses **MUST BE WORN** while operating or riding in City of Appleton owned commercial and fleet vehicles, personal vehicles while on duty, and when operating heavy equipment that has been equipped with a manufacturer's installed seat belt and a rollover protection (ROP) feature. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the immediate supervisor. The vehicle or equipment shall not be operated until the repairs have been made. (Law enforcement personnel are exempt from this requirement as outlined in Wisconsin statute 347.48(2m) (dm))

4. OPERATIONS FOREMAN - CEA:

Has the responsibility to:

- a. Develop, schedule, and ensure implementation of the City of Appleton preventive maintenance program on all vehicles and heavy equipment.
- b. Prepare specifications for purchased or leased vehicles and heavy equipment to ensure maximum safety features.
- c. Assist in the development of fleet safety rules, best practices, procedures, and policies.
- d. Supervise the activities of the maintenance staff to ensure quality maintenance.

- e. Assist in providing training on preventive maintenance inspection, techniques, and best practices.

B. USE OF PERSONAL VEHICLES ON CITY OF APPLETON BUSINESS

1. An employee who operates a personal vehicle for City business must provide proof of Liability Insurance with limits of not less than \$100,000 per person, \$300,000 per occurrence and statutory minimums for uninsured/underinsured motorists. This requirement shall not be waived. The insurance on the vehicle shall be primary to any City insurance coverage.
2. Other modes of transportation (other than automobiles) are not acceptable and cannot be used to conduct City of Appleton business and are not eligible for mileage reimbursement.
3. Employees required to operate their personal vehicles to conduct City of Appleton business will be required to follow the City of Appleton Travel Policy.
4. Any loss or restriction of driving privileges during an employee's incumbency must be immediately reported to their supervisor, Department Director, or Human Resources.
5. All employees that are required to drive in the course of their employment will complete a document verifying they hold a valid driver's license and adequate insurance on a yearly basis.

C. USE OF CITY OF APPLETON VEHICLES

The operation of City of Appleton owned or leased vehicles is a privilege/requirement, which may be withdrawn at any time at the sole discretion of the City of Appleton. An employee must comply with the following driving rules and best practices to continue this granted privilege/meet the requirement to operate vehicles and heavy equipment:

1. Must maintain an approved and valid WI DOT-MV driver's license with the appropriate classifications and endorsements at all times. Any loss or restriction of driving privileges during the employee's incumbency must be immediately reported to their immediate supervisor, Department Director, or Human Resources.
2. Employees who operate fleet automobiles, light trucks, and medium trucks SHALL conduct a visual pre-trip inspection of the following: proper inflation of the tires, lights (headlights, directional, etc.) are functioning, fluid leaks underneath the vehicle, and for any physical damage to the exterior of the vehicle before operation each day. (See Exhibit 1) The only exception to this will be Police and Fire vehicles, which will follow departmental inspection guidelines.
3. Employees who operate commercial motor vehicles (CMV) SHALL conduct and document the required "Pre-trip/Post-trip Inspection" prior to and at the conclusion of operating on public roadways as required by federal DOT regulations. (See Exhibit 2)

4. Engines SHALL BE stopped, and ignition keys removed when parking or leaving City of Appleton vehicles and/or heavy equipment, unless parked within an enclosed garage.
5. Individuals not employed by the City of Appleton are NOT PERMITTED as passengers in fleet vehicles unless authorized by a Department Director, Human Resources or City Attorney's Office. If a Department Director is not sure of an acceptable deviation of the policy, they should consult with the City Attorney's Office or Risk Management/Human Resources Department to determine acceptable risk levels.
6. While fueling fleet vehicles and/or heavy equipment:
 - a. Smoking or other open flames is PROHIBITED while fueling.
 - b. Engines SHALL BE turned OFF during the fueling operation. Leaving the vehicle unattended while fueling is PROHIBITED.
 - c. Using an object to "lock the nozzle" on a fuel pump nozzle while fueling is PROHIBITED.
 - d. Fuel leaks and/or spills (gasoline, diesel fuel, and hydraulic oil) over one gallon SHALL BE reported immediately to the person responsible for safety so that an internal spill report can be completed.
 - e. City-owned passenger vehicles and pickup trucks SHALL BE refueled when the tank becomes half-empty.
 - f. All equipment, other than passenger vehicles, must have full fuel tanks when parked to enable the City to respond to an emergency if fuel pumps are not operational.
7. Non-emergency vehicles are PROHIBITED from parking in fire lanes or in front of fire hydrants while on job sites.
8. Report any fleet vehicle and heavy equipment mechanical problems immediately. NEVER drive a fleet vehicle and/or operate heavy equipment that does not appear safe.
9. Protective guards, deflectors and shields SHALL BE in place before starting and operating any heavy equipment.
10. Heavy equipment SHALL BE properly maintained and inspected prior to each use.
11. Employees SHALL BE properly trained and certified on specialty and heavy equipment prior to its use.
12. Metal vehicle jack stands must always be used when working under a raised vehicle. Use safety stands or braces to secure the body of a vehicle in a raised position. Never exceed the rated capacity of jack stands.
13. The "3-POINT CONTACT" concept SHALL BE used when mounting and dismounting commercial vehicles, large specialty equipment, and heavy equipment. Jumping off vehicles and heavy equipment is PROHIBITED.
14. Employees ARE NOT ALLOWED to tamper, over-ride or disconnect any manufacturer installed safety features and devices.

15. All heavy or specialty equipment SHALL BE turned OFF under the following field conditions:
 - a. Changing attachments
 - b. Manually loading or unloading equipment
 - c. Adjusting attachments
 - c. In proximity to the public
16. Vehicle interiors are to be kept clean and free of rubbish.
17. Excess material and debris SHALL BE CLEANED OFF after trailers and trucks are loaded prior to moving (i.e., trailer wheel fenders, bumpers, side panels, truck bed ledges, trailer decks, etc.)
18. Riders and/or passengers ARE NOT ALLOWED on heavy equipment while it is moving unless authorized by a supervisor, Department Director, or Human Resources.
19. Vehicle and equipment steps, platforms, and deck plates SHALL BE kept clear of grease, oil, ice, and mud.
20. Loading and unloading of trailers:
 - Prior to loading, employees should conduct a thorough risk assessment to identify potential hazards, consider the characteristics of the load, and evaluate the appropriate load securement methods. This assessment should include factors such as weight, shape, dimensions, and fragility of the cargo. Employees should ensure that appropriate load securement equipment such as straps, chains, binders, or blocking and bracing devices, are used. Employees shall inspect these materials before use for damage, wear, and suitability for the intended purpose.
 - Loading and unloading of heavy or specialty equipment on trailers SHALL BE done on a level surface area.
 - Cargo on trailers SHALL NOT exceed the load capacity of the trailer.
 - Equipment attachments SHALL BE lowered and secured on trailers while transporting.

D. DRIVER ORIENTATION AND TRAINING

Orientation and training must supplement the employee's trial period to assure that all employees have the knowledge and skills necessary to perform the job in the manner expected, as well as to review the City of Appleton's policies and practices with each employee. The orientation and the type and amount of training that is needed will vary directly with the complexity of the job assignments, and the knowledge and experience level of the employee.

Immediate supervisors, or designated trainers, are responsible for providing this orientation and training to both new and current employees regarding the proper use, maintenance and operation of City of Appleton vehicles and heavy equipment. The following components shall be thoroughly covered during the employee's orientation/trial period.

1. Vehicle Safety Rules, Policies, Procedures and Practices (On and Off Road)

Employee will be instructed before using the vehicles and/or heavy equipment for the first time on the following:

- Approved uses of City of Appleton vehicles
- Vehicle accident procedures
- Maintenance repair reporting process, procedures, and mandatory forms
- Vehicle and/or heavy equipment field breakdown procedures
- Proper storage and parking procedures
- Fueling practices and mandatory forms
- Drug Free Workplace Policy
- Fleet safety driving rules and best practices

2. Vehicle Operation (Off Road)

Employees will be instructed on the proper use of vehicles and/or heavy equipment off road and the following:

- Proper use of the vehicle and/or heavy equipment's controls, features and attachments.
- Procedures for operating vehicles or heavy equipment on the roadway
- Required inspection techniques and preventative maintenance practices.
- Completing the mandatory inspection and maintenance forms
- Proper use of safety features and equipment
- Cargo loading, unloading, and tie-down practices.
- Backing procedures and use of spotters

In addition, the City of Appleton will provide ongoing in-service training programs which address the knowledge and skills necessary for all employees to perform in a satisfactory and safe manner.

E. VEHICLE AND HEAVY EQUIPMENT MAINTENANCE AND CARE

It is the responsibility of each department or division head to ensure that all City of Appleton owned or leased vehicles and heavy equipment assigned to their respective departments are always in proper working condition. The department or division head shall ensure that an orientation and training program is developed for vehicles and heavy equipment in his/her department. Routine checklists shall be developed and utilized for the vehicles and heavy equipment.

All supervisory personnel are accountable for the City of Appleton assigned vehicles and heavy equipment. This accountability includes instruction of employees in the proper operation and preventative maintenance procedures and ensuring that routine vehicle inspections are performed on a pre-use basis and that inspection forms are completed and submitted in accordance with the established procedure.

F. VEHICLE EMERGENCY BREAKDOWN PROCEDURE

Employees are responsible for following the breakdown procedures whenever a vehicle becomes disabled in a public roadway:

1. Get completely off the traveled roadway. Avoid curves, hills or where the view may be obstructed.
2. Shut down the vehicle.
3. Set the parking brake to prevent movement.
4. Turn on the 4-way flashers. If reflective triangles and/or approved cones are available, set them near the vehicle and at approximately 100' to warn approaching traffic.
5. Call for assistance (911, supervisor or on-duty supervisor depending on circumstances)
6. Stay in and with the vehicle.

G. EMERGENCY EQUIPMENT AND SUPPLIES

Supervisors and employees are required to maintain and ensure that all commercial vehicles are carrying the following emergency equipment: 1) reflective triangles; 2) basic first aid kit; 3) small multi-purpose dry fire extinguisher; and the 4) insurance identification, vehicle, and trailer registration cards.

Employee Name:
Department:

ID:
Date:

INFORMATION UPDATE

DRIVER'S LICENSE INFORMATION

Please print CLEARLY and complete ALL sections.

Name (as it appears on your Driver's License, NOT Driver's License Number):

Have you continuously had a **valid** Driver's License? Yes No
If no, please explain the reason for the lapse:

Date your Driver's License expires (mm/dd/year): //

List any restrictions on your Driver's License (i.e., glasses, occupational, etc.):

It is your responsibility to notify Human Resources or your supervisor immediately when your Driver's License is restricted, suspended, or revoked. Failure to do so may result in disciplinary action, up to and including discharge.

AUTO INSURANCE

The City does not provide insurance coverage for an employee's privately-owned vehicle. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All employees who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

(a) Single limit of liability - \$200,000 for bodily injury and property damage

OR

(b) Split limit of liability with limits of - \$100,000 each person bodily injury, \$300,000 each accident bodily injury, \$50,000 property damage.

Employees who cannot provide proof of this level of insurance will not be allowed to drive for City business. Failure by the employee to maintain required insurance limits may affect employment status, as stated in the Conditions of Employment policy.

I anticipate I may drive a non-City owned vehicle in the conduct of my job duties and I understand that, should I use a non-City-owned vehicle in the conduct of my job duties, I must have and maintain adequate insurance coverage (as noted above) for that vehicle. (Example: an employee who drives their personal vehicle from one City building to another)

I do not anticipate that I may drive a non-City owned vehicle in the conduct of my job duties. However, I understand that should I need to use a non-City-owned vehicle in the conduct of my job duties, I will ensure that I have adequate insurance coverage (as noted above) for that vehicle, prior to using the vehicle for my job. (Example: a police officer who typically drives a squad car for City business but may take their own personal vehicle to a conference)

Signature:

RECEIPT OF ACKNOWLEDGEMENT AND UNDERSTANDING OF “VEHICLE USAGE” POLICY FOR CITY OF APPLETON EMPLOYEES

I, Print Name, acknowledge the receipt of a copy of the City of Appleton’s Vehicle Usage Policy. I have read and familiarized myself with the contents and understand my responsibility for adhering to these policies.

I agree to follow the City of Appleton’s rules and procedures as outlined in the policy.

I understand I will not be penalized for reporting conduct that I believe is forbidden by these policies.

All my questions relating to the City of Appleton’s Vehicle Usage policy have been answered.

I understand that should I have future questions, I may contact my supervisor, the Human Resources Department or the City Attorney’s Office.

Employee Signature

Date

Department

CITY OF APPLETON C.E.A. TRIP INSPECTION TICKET

Date: _____ Print Name: _____ Unit: _____ Mileage / Hours: _____

Pre	Post	Exterior Condition
		Under hood /Fluid Levels
		Front Steering & Suspension
		Tires-Front 4/32, Rear 2/32
		Headlights, 4-Ways, Directionals
		Brakes
		Check Transmission Fluid at Operating Temp, Engine Running
		Windshield, Wipers & Fluid
		Aerial
		Inspect Plow for Blade Wear & Mechanical Condition

Pre	Post	Interior Condition
		Steering Wheel Play
		Mirrors
		Low Air Warning Device
		Gauges
		Horns
		Seats/Seat Belts
		Safety Devices Operational
		Battery Disconnect

Vehicle Defects:

Pre-Trip Sign On _____ Post Trip Sign Off _____