



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR No 10-05

Subject: *Vehicle and Equipment Policy*

Effective Date: June 16, 2010

1. **SCOPE.** This policy applies to all Town Employees.
2. **PURPOSE.** To establish principles regarding the Town owned vehicles and equipment, including leased or rented equipment.
3. **VEHICLE AND EQUIPMENT POLICY.**
 - 3.1. No employee may operate a Town vehicle without a valid Arizona driver's license.
 - 3.2. All Town vehicles will be used only for official Town business, except as outlined below.
 - 3.3. Employees from other jurisdictions, agencies, vendors, etc. may accompany Town employees in Town vehicles, if the travel is related to official Town business.
 - 3.4. Employee must safely operate the vehicle at all times; and, unless in an emergency and using appropriate lights and signals, shall follow the rules of the road.
 - 3.5. Written authorization by the Town Manager is required in advance of an employee's partner and other family member accompanying the employee on Town related business; however, only the employee may operate the Town vehicle.
 - 3.6. Seatbelt use is required while operating or riding in a Town vehicle or other appropriate/applicable restraint, if required.
 - 3.7. Employees driving Town vehicles are prohibited from picking up hitchhikers.
 - 3.8. Accident Reporting.
 - 3.8.1. Any accident or misuse of Town vehicles and/or equipment must be reported to the Town Manager. An Incident Report must be completed and submitted to the Town Manager the next business day after the incident. A law enforcement report is required for any incident or accident, even if there is no apparent damage.
 - 3.8.2. Vehicle operators involved in vehicle collisions will be subject to drug and alcohol testing.
 - 3.9. Installation, removal, disabling or modifying any emissions, safety devices, or any other equipment on Town vehicles is prohibited, unless approved by the Town Manager.
 - 3.10. Pets or animals are prohibited from Town vehicles unless considered a service animal or required by specific job requirements of the vehicle position. The Town Manager must be notified of all service animal positions that require a Town vehicle prior to vehicle use.
 - 3.11. Tobacco products are prohibited in Town vehicles.
 - 3.12. Firearms are not permitted in Town vehicles except by authorized law enforcement personnel.
 - 3.13. It is prohibited to transport alcoholic beverages when driving a Town vehicle, unless seized as part of a law enforcement investigation, or to drive a Town vehicle while impaired to the slightest degree due to the consumption of alcohol or drugs or otherwise in violation of A.R.S. Title 28 Chapter 4 (Driving under the Influence).
 - 3.14. Out of state travel in a Town vehicle must be approved, in writing, in advance, by the Town Manager.

3.15. All Town vehicles and equipment will be marked with official Town decals. Any unmarked vehicles or exceptions to official Town vehicle decals must be approved by the Town Manager.

3.16. In no case shall an employee use a Town vehicle for personal business trips including, but not limited to, shopping, banking, doctor appointments, pharmacy visits, etc. Trips to employee's residence for lunch breaks or work breaks or trips to other private residences for similar purposes are prohibited.

3.17. Town pool vehicle(s) shall be available to all Town employees on a first come, first served reservation basis. Pool vehicle(s) may be used for in-town or out-of-town Town business and will not to extend beyond a 24-hour period without written approval by the Town Manager, or designee.

3.18. For official Town business travel outside of Yavapai County, incidental personal use of a Town vehicle is limited to 5 miles within the meeting or lodging destination. For example, personal errands such as purchasing a meal or picking up items at the drugstore.

3.19. Vehicles may be used for towing, provided that the load is within the manufactures allowable capacity and the vehicle is properly fitted for the use. Trailers shall be equipped with all necessary equipment including, but not limited to, lights, license late, brakes, and tie downs.

4. CHECKING OUT TOWN VEHICLES.

4.1. All fueling should be non-premium self-service commercial fuel purchases. Vehicles must be returned with at least ½ tank of gas.

4.2. Employees are responsible for performing a pre-trip inspection of the vehicle and reporting damage to the Town Engineer.

4.3. At the end of use, employees must remove all non-work related equipment and trash from the vehicle. Should the interior of the vehicle become soiled, the vehicle should be returned cleaned.

4.4. Vehicles should be returned in an as found or better condition. Employees will periodically have the vehicle washed and the interior cleaned at the designated car wash (weather permitting).

4.5. Unless an employee is assigned a vehicle, when an employee is finished utilizing a Town vehicle, the employee must return the keys to the Town Engineer to share use of the vehicle with other employees.

4.6. For employees assigned to a vehicle, when their shift is over, or they will be out of the office for longer than four (4) hours, they will make the vehicle available to other Town employees.

5. TRAFFIC WARNINGS AND CITATIONS.

5.1. An employee is required to report any moving traffic warning or violation received while operating a Town vehicle to the Town manager no later than the first working day following the incident, including photo radar citations received in the mail.

5.2. If an employee who is required to drive a vehicle in connection with employment with the Town has their driver's license suspended, canceled, or revoked for any reason (i.e., DUI, accumulation of excessive traffic violation points, etc.), the person must report the loss of license no later than the first working day following the incident, in writing to the Town Manager. No employees whose licenses are not current or valid may operate any Town vehicles until their driver's license privileges have been reinstated.

5.3. Employees are responsible for payment of all fines and/or tickets received while operating a Town vehicle.

6. VEHICLE RECORDS.

6.1. All vehicles owned by the Town will be properly titled and licensed by the State of Arizona. The Town Clerk will retain all original titles.

6.2. The Engineering Department is responsible for keeping a maintenance log for each Town vehicle.

6.3. The Finance Department is responsible for maintaining vehicle inventory list and ensuring adequate insurance coverage with designated Town insurance provider.

7. PARKING.

7.1. Unless loading and unloading, employees shall not park Town vehicles and their personal vehicles in visitor parking spaces (those immediately adjacent to the front door, unless otherwise marked).

7.2. Motorcycle drivers shall park in such a way as to allow a minimum of two (2) motorcycles to share a car size parking space.

8. ELECTRONIC COMMUNICATION DEVICES.

8.1. To ensure the safety of Town employees and the general public, vehicle operators must not use an electronic communication device unless the driver uses a hands-free device (Bluetooth, speaker phone, etc.) while operating a Town vehicle.

8.2. Recognizing that there may be circumstances where emergency personnel/first responders may need to use their electronic communication device when operating a vehicle, their specific department procedures will supersede this section of the vehicle policy.

8.3. The use of an electronic communication device while driving or in traffic may be permitted when an employee is reporting a traffic accident, making a '911' emergency call, or has reason to fear for his/her life or safety. Using an electronic communication device in these situations is permitted if at least one of the following conditions exists:

8.3.1. It is necessary to immediately report an emergency/observation to appropriate authorities or call for help.

8.3.2. Circumstances place the employee more at risk if he/she attempts to stop.

8.3.3. There is no safe area to park the vehicle.

9. DISCIPLINARY ACTION. Violations of these provisions shall be subject to personnel action by the Town Manager or designee.

10. DEFINITIONS/GLOSSARY.

10.1. **Employee** is defined in this policy as a Town employee, elected or appointed official or volunteer that have undergone the Town volunteer application process.

10.2. **Motorized Vehicle** is defined as any means of transportation with two or more wheels utilized either on or off road with a monetary value greater than \$5,000 (five thousand dollars).

10.3. **Town Vehicle** is defined as any vehicle or equipment that is owned, leased, or rented in the name of the Town of Dewey-Humboldt.

10.4. **Pool Vehicle** is defined as any vehicle that is not assigned to a specific department.

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| TOWN MANAGER APPROVAL | Initial: _____ |
| Notes: _____ | |

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