



VEHICLE POLICY FOR CITY EMPLOYEES

Introduction.

The City of Anoka is dedicated to the safety of its citizens and employees and seeks to establish uniform procedures governing the use of all City-owned or leased vehicles, and establish requirements for employees using their own vehicles to conduct City business. Vehicles shall include passenger vehicles, trucks, and vans, as well as all tractors, construction, service or maintenance vehicles, golf carts and off-road vehicles. The goal of the City is to ensure that individuals who are driving in some capacity for the City are doing so in a safe manner, have the legal ability to do so, and that the City of Anoka is protected from any legal liability.

This policy allows the City to verify that individuals, who drive on City business, either in their own vehicle or a City-owned vehicle during City-paid work time, or in a City-owned vehicle after work hours, have a valid driver's license. Further, this policy is designed to ensure that an employee's driver's license meets the minimum qualification requirements for that employee's job title.

Each employee is a representative of the City to the citizens. As such, the City desires that City vehicles be well maintained, be kept clean and in good working order, and that the driver shall comply with all traffic laws and ordinances. Employees shall operate their vehicles with the utmost safety and shall drive defensively to prevent accidents, regardless of the incorrect actions of others.

I. Contract and Insurance Requirements

All City contracts with temporary employment agencies must contain a requirement for the agency to provide proof of automobile liability insurance that covers the contract employees they send to the City. Such proof must be provided prior to contract execution. In addition, each contract must contain a requirement for the temporary agency to verify that each contract employee has a valid driver's license.

The City self-insures or insures all City-owned vehicles. Employees who are required to drive on City business in their personal vehicle are required to carry automobile liability insurance. This insurance coverage is required to be current and if the status of this changes throughout employment with the City, it is the employee's responsibility to notify the City immediately. A valid certificate of insurance may be requested to be sent to the City before driving on City business. Department Heads are responsible for ensuring that employees who drive their personal vehicles on City business meet these insurance requirements, and that all individuals driving either their personal vehicle or a City-owned vehicle have a valid driver's license.

II. Use of City Vehicles and Personal Vehicles on City Business

- City vehicles shall be used for City business, except when specifically authorized by the City Manager to do otherwise.
- City business shall be defined as activities, jobs, tasks, or other commitments that further the interest of the City, or that provide a benefit to the City or its citizens.
- City business may include activities to be designated at a later time by the City Manager, or a Department Head.
- City vehicles being used on City business shall not be used to transport non-work related employees, with or without charging a fee, without prior written approval by the Department Head. A copy of this written approval must be given to the Human Resources Department.

III. Authorized Drivers of City-Owned Vehicles

- Only City employees shall be allowed to drive a City-owned vehicle. City employees shall include elected officials, those on salary, full time, part-time, (but only during the time the employee is on the clock), temporary, provisional, seasonal, and out-of-class employees, as well as interns on the City's payroll.
- City employees **shall not** include volunteers, interns not on the City's payroll, or citizens who may be working on City business.
- The City Manager may designate that additional persons be allowed to drive a City vehicle. These persons shall receive written approval before driving a vehicle, and a copy of this approval must be given to Human Resources. In addition, the HR Director will be responsible for getting written confirmation from the State of Minnesota that the individual has a valid driver's license before the individual will be allowed to drive a City vehicle; this driver's license check (for non City employees) must be conducted by the department at least once per year, at the department's expense.
- Only the City Manager can approve the use of take-home City vehicles (Exhibit A).

IV. Radio, Communication System or Cellular Use

- If a City vehicle contains a radio or other communication system, the vehicle shall not be driven until that employee has been trained in the proper use and operation of the radio or communication system.
- Each employee is responsible for knowing and abiding by any City policy involving a radio, communication system, or cellular telephone that may be in place before operating or using such equipment.

V. Requirements for Operators

- All potential vehicle operators, including City employees and others specifically authorized to drive City vehicles, shall submit a copy of the front and back of their driver's license to the City so that a driver's license check can be performed. This will be done at the time of hiring. It is the responsibility of the employee to notify his/her supervisor if the status of the employee's drivers license changes.
- All employees who may drive a City-owned vehicle, or who are required to have a driver's license as a condition of employment, shall maintain a valid driver's license in good standing, and maintain the class of license and endorsements required in the minimum qualifications for their position description.
- Employees are required to immediately inform their supervisor and the City's Human Resources Department of any driver's license status change, e.g., license suspension, limitation or revocation.
- The age of individuals allowed to drive a City vehicle will follow the guidelines of the Fair Labor Standards Act as outlined in the attached memo dated 03/11/2002 (Exhibit B).
- Revocation of City vehicle driving rights due to moving violations will be consistent with State law.
- No employee shall operate a City-owned vehicle, or his/her personal vehicle for City business while under the influence of any alcoholic beverage, illegal or controlled substance, or while under the influence of any prescription or over-the-counter medication that may impair his/her ability to operate a vehicle.
- By City policy, there is no smoking allowed in any City-owned vehicle.
- All vehicle operators shall be responsible for knowing and abiding by all applicable City, department, office, or division policies.
- All vehicle operators are required to sign the Vehicle Policy Acknowledgment prior to operating a vehicle (Exhibit C).

VI. General Operational Policies

- All City vehicles shall be operated in accordance with the laws of the State of Minnesota, or the State the vehicle is operated in, and all vehicles shall be operated to comply with all applicable laws and ordinances.
- All available safety devices in a vehicle shall be operational at all times, and shall not be disconnected or disabled.
- All occupants of the vehicle, when being operated in the public right of way, shall wear a seat belt at all times.
- Vehicles should only be used within the scope of the design for the vehicle.

VII. Accident Reporting Requirements

Every accident involving a City vehicle must be reported to the nearest law enforcement agency, and a Minnesota Motor Vehicle Accident Report must be completed along with a City of Anoka Vehicle Accident Report (Exhibit D).

When reporting an accident, employees should be truthful, provide the facts, cooperate with the law enforcement personnel, and take notes on the facts of the accident; photographs of the accident scene should be taken, if possible.

All accidents must be immediately reported to the employee's supervisor.

The employee must provide a copy of the complete Motor Vehicle Accident Report, with a copy of any reports from the law enforcement agency, to the employee's supervisor.

Employees must immediately report all damage, including dents or scrapes to vehicles, damage to City property, or damage to other City vehicles, even if not on a public road., to the employee's supervisor. Packets, including this policy and the Minnesota Motor Vehicle Accident Report form are available by request from the Human Resources Department. Department Heads are responsible to ensure that this information is placed in the glove compartment of all City-owned vehicles.

VIII. Inspections

- Each time a vehicle is used, the operator shall do a brief exterior inspection of the vehicle. Exterior inspections should verify the condition of the tires, the air pressure of the tires, the overall condition of the exterior, and verify the proper operation of the vehicle's exterior lights. This inspection is not a substitute for required Minnesota DOT inspections.
- Each department/office is responsible for the upkeep of its vehicles. Routine maintenance shall include, but not be limited to:
 - properly inflated tires
 - sufficient amount of fuel
 - oil changes when needed
 - sufficient amount of windshield washer fluid
 - maintaining clean windows with all snow/ice/dirt removed
 - sufficient amount of fluids (transmission, antifreeze, brakes)

IX. Compliance with IRS Regulations

All employees should keep adequate records to meet and comply with IRS regulations. These records shall include the beginning and ending mileage for City business, and the nature or use of the City business that is being conducted or performed. Employees should note that there might be tax consequences for the personal use of a City-owned vehicle and the receipt of mileage reimbursement for operation of a privately owned vehicle on City business.

X. Disciplinary Penalties

- Any violation of this policy shall be reviewed with the employee by the employee's supervisor.
- Violation of the policy may involve disciplinary action, up to and including termination.

XI. Gas Usage Reimbursement

Employees who are authorized to take City vehicles to and from work, whole distances exceed five (5) miles one-way from City limits, will be charged gas mileage for their personal commute, for all mileage exceeding the initial five miles from the City's border.

EXHIBIT A

CITY OF ANOKA

Take home vehicle list (effective 09-01-2007)

The following positions are allowed to take home a City vehicle, as it has been determined that doing so is in the best interest of the community's health, safety, and welfare.

Fire Chief
Police Chief
Police Captain
Police Drug Task Force
Police AMRTC
Police canine
Public Works Superintendent
Public Works Streets Supervisor
Electric Utility Construction Superintendent

EXHIBIT B

**MEMO DATED 03-11-2002
RE: FAIR LABOR STANDARDS ACT;
AGE OF INDIVIDUALS ALLOWED TO DRIVE A CITY VEHICLE**

(Please obtain from Human Resources Department)

EXHIBIT C

CITY OF ANOKA

VECHICLE POLICY EMPLOYEE ACKNOWLEDGEMENT

I, _____, have received the City's Vehicle Policy. By signing below, I indicate that I have read the policy, and I agree to abide by the terms and conditions of the policy. I authorize and give permission to the proper City agents or officials to periodically run a driver's license check. This authorization shall remain in place unless I specifically revoke this authorization in writing. A copy (front and back) of my driver's license is attached (this applies to new hires only). By signing this, I acknowledge that the status of my required licenses necessary to perform my job is current. I understand that if I violate this agreement, I will be subject to disciplinary action up to, and including termination.

Date Signed: _____

Employee Signature: _____

Department/Office: _____

WAIVER OF DRIVING PRIVILEGES

I, _____, decline to provide a copy of my driver's license information, or I do not have a driver's license. I agree that I will not drive any vehicle on City business during City-paid work time, or drive any City-owned vehicle at any time, nor will I receive mileage reimbursement during the course of my employment. The definition of vehicle shall include passenger vehicles, trucks, vans, tractors, construction, service or maintenance vehicles, golf carts, and off-road vehicles. I understand that if I violate this agreement, I will be subject to disciplinary action up to, and including, termination.

Date Signed: _____

Employee Signature: _____

Department/Office: _____

EXHIBIT D

CITY OF ANOKA VEHICLE ACCIDENT REPORT

(Please obtain from Administration/Human Resources Department)

Policy History

Initially Adopted: 07.07.2008