



Safety Rules
Policy No. 28

Approved: 8/25/2022

City Manager: _____

CITY OF POMONA - SAFETY POLICIES AND PROCEDURES

VEHICLE USAGE POLICY

I. PURPOSE

The purpose of this policy is to promote safe driving practices by providing consistency in the management and operation of City vehicles.

II. APPLICABILITY

This policy applies to all full-time and part-time/hourly City employees except employees in the Police Department who drive any vehicle for City business, including City vehicles, personal vehicles, and rented vehicles. This policy refers to "vehicles" as, but not limited to, automobiles, vans, trucks, specialized vehicles, and equipment (i.e. tractors, skip loaders, utility vehicles, low speed vehicles, etc.). Employees in the Police Department shall follow the vehicle-related policies and procedures of the Police Department.

III. POLICY

This policy is to establish clear guidelines and procedures to promote the safety and well-being of City employees and the public; to facilitate the proper usage and maintenance of City vehicles; and to minimize the City's exposure to liability.

The use and standard operating procedures of City vehicles may be further addressed by departmental policies and procedures. Each department will be responsible for enforcing the City's transportation policy.

IV. PROCEDURE

A. City Driver Requirements

The objective of the driver authorization process is to prevent motor vehicle incidents, reduce injuries, and minimize economic loss by assuring that operators of City vehicles are qualified and responsible. Driving for the City of Pomona requires that drivers adhere to the following requirements:

1. Only City employees and volunteer Cal Poly Interns are authorized to operate City vehicles.

2. Must be 18 years or over.
3. Possess a valid California driver's license of the proper class and endorsements during times of operation. Notify supervisor of any changes to driver's license status (e.g. expired, cancelled, revoked, or suspended).
4. Employees possessing a Class A or B license must comply with the Alcohol and Controlled Substance Policy pursuant to Department of Transportation Regulations (Safety Policy No. 15).
5. Complete departmental vehicle safety instruction appropriate to the type of vehicle and assignment.
6. Participate in the California Department of Motor Vehicle Employer Pull Notice (EPN) Program per Human Resources Department procedures.

B. City Driver Responsibilities

1. Conduct vehicle safety checks before and after operation of a City vehicle (as described in Section C1) Vehicle Safety Inspection and Reporting) and report any vehicle maintenance issues or damage to the appropriate department.
2. Obey all local, state, and federal traffic laws; practice safe and defensive driving.
3. Maintain awareness of high public visibility when driving a City vehicle; drive in a manner that is legal, safe, and courteous.
4. Promptly report accidents, violations, and tickets issued while driving for City business.
5. Adhere to department-specific policies, procedures, and training related to driving.

C. City Vehicles

The City is committed to ensuring the safety of City drivers, passengers, and the public. Employees shall be aware of high public visibility and drive in a manner that is legal, safe, and courteous. City vehicles shall be equipped with the Statement of Self-insurance, vehicle registration, Vehicle Inspection Report, Vehicle Use Log, and Accident Information Checklist that includes instructions on what to do in the case of a collision, and Incident Form to document details of a collision, theft, or vandalism.

Individual departments possess City vehicles on the basis of work responsibility. Departments shall maintain a list of employees authorized to drive City vehicles.

Departments shall establish procedures for access and use of City vehicles. Employees are responsible for following departmental procedures for checking out City vehicles and completing a Vehicle Inspection Report and Vehicle Use Log.

1. Vehicle Safety Inspection and Reporting

A pre-use and post-use vehicle inspection must be performed on a City vehicle to ensure that safety equipment is functioning properly and that any visible damage is appropriately reported. A pre-use and post-use inspection checklist must include the following items (departments may add items, as applicable):

- a. Look for any damage that may have occurred while vehicle was parked.
- b. Ensure windshield, windows, and mirrors are clean and free of obstructions and/or dirt, which may impair visibility.
- c. Check headlights.
- d. Check turn signal.
- e. Check windshield wipers.
- f. Check brake pedal and warning lights for proper operation.
- g. Check gauges and engine lights.
- h. Check horn.
- i. Engine oil and fluid levels checked monthly by Fleet Division or designated department personnel.

2. Vehicle Use Log

Employees must fill out a Vehicle Use Log prior to City vehicle use. This will prevent the vehicle from being driven if there is a serious maintenance issue and ensures that any visible damage is appropriately reported. Vehicle Use Logs shall identify the following information:

- a. City of Pomona Vehicle Number
- b. Date driven
- c. Name of driver
- d. Completion of pre-use and post-use vehicle inspection report
- e. Time
- f. Mileage
- g. Destination
- h. Number of passengers
- i. Signature of driver certifying that the vehicle was not damaged during the trip
- j. Indicate if fueling was required

3. Passengers

Only authorized passengers are permitted to ride in City vehicles to conduct City business, except in emergency vehicles. Authorized passengers are:

- a. City employees
- b. Representatives of the City (e.g. elected or appointed officials)
- c. Vendors, City partners, and contractors working on behalf of the City
- d. Participants in City-approved programs and/or activities
- e. City volunteers

4. **Seat belts**
Employees driving or riding in City vehicles equipped with seat belt restraints must wear these seat belt restraints during the operation of the vehicle.
5. **Electronic Devices**
The City prohibits cellular telephone use or any other electronic device that may cause a distraction while operating a City vehicle, including hands free devices. Therefore, should an employee need to accept or make a telephone call, they must first pull over and stop driving before doing so.
6. **Smoking**
Smoking and tobacco use of any kind, including e-cigarettes and vaporizers, are prohibited.
7. **Alcohol and Drugs**
Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol and/or drugs (including prescribed), or any other substance which may impair the ability to safely operate a vehicle.
8. **Weapons**
No weapons of any kind are permitted in City vehicles, except where approved by law for official City purposes.
9. **Personal Errands**
City vehicles are not permitted for personal use, except for required rest periods and meals during the course of City business.
10. **Parking**
City vehicles are required to be parked in the City parking lot designated by the department. City vehicles are prohibited from being parked outside establishments that are not in alignment with the City's mission, vision, and core values such as, but not limited to, adult entertainment establishments or establishments whose primary business is for the sale of alcoholic beverages, unless it is to conduct City-approved business.
11. **Trash**
Drivers shall keep the interior of City vehicles clean and free of trash and debris.
12. **Car washes**
Drivers must ensure that both the interior and exterior of City vehicles are kept clean to promote a professional public image. Drivers must follow department procedures regarding car washes.

13. **Fueling**
City-operated and pre-approved refueling stations are for City vehicles only. For emergency readiness, City vehicles shall have fuel tanks at least ½ full with appropriate fuel at all times.
14. **Incidental Expenses**
Incidental expenses such as fuel, parking, toll fees, and similar incidental expenses incurred while traveling on City business will require approval by a Department Manager for reimbursement prior to the incurred expenses.
15. **City Vehicles Outside City Limits**
In the event that an employee is required to drive a City vehicle outside City limits, it is advised to verify there is adequate fuel for the distance of the trip. All travel outside City limits in a City vehicle must be for the purpose of City business.
16. **Overnight Use of City Vehicles**
The use of a City vehicle for overnight stays requires written authorization and approval from the Department Director, Division Manager and the Risk Manager. International travel is strictly prohibited.
17. **Safeguarding Equipment**
Employees are responsible for assuring that cargo, material, or tools are properly secured when being transported. Employees are responsible for safeguarding City-issued equipment and properly securing confidential records prior to parking or leaving the vehicle. Upon leaving the vehicle, employees are responsible for locking doors, rolling up windows, and ensuring that any valuable items are out of sight.

D. Personal Vehicles for City Business

The City does not inspect personal vehicles. It is the owner's responsibility to determine whether the vehicle is safe. Personal vehicles must be covered by insurance that is valid in California and meets or exceeds the minimum coverage requirements.

Even when using a personal vehicle, a driver must still observe all traffic laws and rules for safe driving and is responsible for traffic violations and fines, including parking violations. Collisions resulting in property damage or injury while using a personal vehicle for City business should be promptly reported to the Department Manager and Risk Manager.

Only City employees, City-approved volunteers, vendors, and contractors are permitted to ride in personal vehicles while conducting City business. Personal vehicles shall not be used to transport program participants.

Employees may be eligible for reimbursement pursuant to the Travel and Expense Policy for employees that choose to use a personal vehicle to conduct City-approved business.

E. Maintenance of City Vehicles

The City's Fleet Division is responsible for maintaining City vehicles and establishing schedules for preventive maintenance services at regular intervals to ensure safe, cost effective operations, and to comply with warranty requirements.

Departments are responsible for the proper care of the vehicle through routine checks, pre-use and post-use inspections, and promptly reporting incidents such as warning, service, or check engine lights, leaks, overheating or worn tires, etc. to the Fleet Division.

Time and/or odometer decals shall be posted on each vehicle for the timely changing of fluids. Departments shall bring their vehicles to the Fleet Division no later than five (5) business days of the date notification or when the odometer reading is reached, whichever occurs first. If a driver observes the date or the odometer reading on the decal has elapsed for more than five (5) business days, the Department Manager must be notified and Fleet Division must be contacted to schedule service.

Any mechanical problems or defects must be immediately reported to the Department Manager and Fleet Division for further instruction.

1. Mechanical Breakdowns and Flat Tires
City vehicles with mechanical problems or a flat tire that prohibit safe operation shall:
 - a. Whenever possible, pull safely off the road away from traffic.
 - b. Turn on emergency flashers.
 - c. For specialized vehicles, and if safe to do so, place emergency reflective triangles approximately 200-300 feet behind the vehicle.
 - d. Driver shall contact the Fleet Division during regular business hours or contact a City-authorized towing company for service outside business hours.
2. If a City vehicle becomes disabled on the freeway:
 - a. Safely pull to the right shoulder.
 - b. If you must exit the vehicle, exit on the right side of the vehicle, away from traffic.

- c. Once you arrange for assistance, return to your vehicle and enter the vehicle from the right side (away from traffic) and put on your seat belt.
- d. Stay inside the vehicle with the seat belt on until help arrives. Authorized passengers are to remain in the vehicle as safe do so. Alternative arrangements for pick-up may be required for program participants and volunteers.

F. Collisions, Theft, Vandalism, and Violations

All employees involved in a vehicle collision while conducting City business must immediately report the incident to the local police department and direct supervisor. Employees may be subject to immediate drug testing following a vehicle collision.

1. Collision

Regardless of the location of the incident, employees involved in a vehicle collision must follow these procedures:

- a. Stop immediately and safely move vehicle out of the flow of traffic. Take measures necessary to prevent further accidents or injuries.
- b. Call 9-1-1 and request that an officer arrive at the scene to make an accident report. Inform the Dispatcher that you are a City of Pomona employee and in a vehicle. Contact your direct supervisor and provide all pertinent information such as location, nature of accident, number of individuals involved, and extent of injuries and damage.
- c. While at the scene, gather and exchange information and insurance details with the other driver(s), such as names, phone numbers, addresses of involved parties, and witnesses.
- d. Take photos of vehicle damage and accident scene, if possible and safe to do.
- e. **Do not discuss liability or admit fault.** Direct all inquiries to the City of Pomona Risk Manager.
- f. Following the incident, complete the *Incident Reporting Form* and submit to your supervisor.

2. Vehicle Theft or Vandalism

To help prevent thefts, do not leave vehicles unattended with keys in the ignition or with the engine running. Valuables must be placed out of sight such as purses, laptops, personal documents, etc. The City is not responsible or liable for personal property stored or left in a City or personal vehicle. In the event of theft or vandalism of a City vehicle, employees must follow these procedures:

- a. Immediately notify your supervisor of the incident.
- b. Notify the local police department and file a police report.
- c. Complete the *Incident Reporting Form* and submit to your supervisor.

3. Traffic or Parking Violations
 - a. Employees who receive a traffic ticket, citation, or violation while driving must immediately notify their supervisor. Employees are responsible for fines and/or criminal penalties due to violations of the law.
 - b. If you suspect a personal vehicle has been towed due to a parking violation, the employee is responsible for retrieving the vehicle and paying for towing, storage, and all related-fees.

G. Complaints and Employee Discipline

1. Complaints from the public
 - a. If an employee receives a complaint from the public related to driving a City vehicle or a personal vehicle while on City business, the employee's department and/or Human Resources may conduct an investigation.
2. Employee Disciplinary Action
 - a. Employees may be subject to disciplinary action, up to, and including dismissal for failure to comply with this policy.

V. ACTION

This Policy is effective August 25, 2022