



**City of Round Rock
Driving Privileges and Use of City Vehicles Policy**

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I. SCOPE

This policy establishes the guidelines for driving standards, vehicle safety and proper use of city vehicles and equipment. This policy applies to all City employees, applicants and volunteers who may drive a City owned or leased vehicle for commuting to and from the work place, traveling out of town and daily usage. Employees that operate motor vehicles should also review Section 3, Article 5 of the City’s Safety Manual.

II. POLICY

Applicants/employees applying for a position which will involve driving a City vehicle must meet the safe driving record standards required for all city drivers.

III. DEFINITIONS

1. **Authorized employees** - employees designated by their Department Director to use a City vehicle to and from the work place.
2. **Extra-Territorial Jurisdiction (ETJ)** – area adjacent to the city limits of Round Rock as designated by Chapter 42 of the Local Government Code.
3. **On-Call** - means those employees who intermittently, and not on a daily basis, are required to take a vehicle home in order to respond to a Department recognized emergency.

4. **Vehicle** - any motor vehicle, which requires a state issued license to operate and used on a public roadway.
5. **Work assignments** - specific work assignments approved by the Department Director where an assigned City vehicle may be used to commute to and from the work place.
6. **Work place** - City Department or work location to which an employee is assigned.

IV. **DRIVING PRIVILEGE STANDARDS**

A. **Eligibility**

To be eligible for the privilege of operating a City vehicle, volunteers, temporary employees and City employees shall:

- have a valid, current State of Texas driving license, appropriate for the type of vehicle to be operated, an occupational license is not acceptable to operate City vehicles;
- be 18 years of age or older; and
- be mentally and physically able to drive safely.

B. **Moving violations**

- City employees shall not have been convicted of more than:
 - two (2) moving violations within the preceding 12 months; or
 - three (3) moving violations within the previous 24 months; or
 - four (4) moving violations within the previous 36 months; or

C. **At-fault accidents, or a contributing factor or condition**

- City employees shall not have been at fault in more than two (2) traffic accidents within the previous 36 months.
- Whether the employee is deemed to be “at fault” shall be determined by the Risk Manager and the employee’s supervisor.
- The employee will be notified of an at fault determination by the employee’s supervisor and/or the City’s Risk Manager or designee.

D. **Combination – Accidents or Moving Violations**

- City employees shall not have a combination of three (3) or more moving violation convictions and at-fault accidents within the previous 36 months; or
- been convicted of, or placed on deferred adjudication, probation, community supervision, community service, or pre-trial diversion for driving while intoxicated (DWI), or driving under the influence (DUI), or any other offense related to use of alcohol or drugs while driving within the previous five (5) years.

Tickets that are dismissed because a defensive driving class was taken are not considered in calculating driving violations.

- E. Duty to Report - Employees must immediately report to their supervisor any information/event that potentially affects that employee's ability to comply with this policy. This duty to report information/events applies to both on and off duty incidents.
- G Supervisors must report any information/event that potentially affects the employee's ability to comply with this policy to their Department Director and to the Director of Human Resources.
- H. Penalties - An employee may be subject to disciplinary action, up to and including termination for violations of this policy. Applicants not meeting this policy may be found unqualified for the position.
- I. Periodic Review - By applying for or continuing employment in a position that may involve driving a City vehicle, a person thereby consents to periodic checks of his or her driving record.
- J. All employees that may, in the determination of their department director, operate a motor vehicle two (2) or more times a week shall provide their supervisor with a copy of their driver's license. This includes a copy of any new, modified or renewed license issued during employment.
- K Employees involved in an "at fault" accident will be required to attend the City's safe driving course within thirty (30) days of the accident. The employee's supervisor may request from the Risk Manager an extension of not more than thirty (30) days to comply with this training.

V. USE OF CITY VEHICLES AND EQUIPMENT STANDARDS

City vehicles shall be used for city-business only. An employee shall not use a City vehicle for personal errands, trips, or other work unrelated to City employment. Authorized employees must exercise discretion and good judgment when stopping for personal business while commuting to and from the workplace and during lunch hours. Employees should refrain from using City vehicles for the sole purpose of obtaining meals.

It is not a violation of this policy to make a brief stop for personal business (such as the cleaners, bank, store, etc.), if the stop is on a reasonably direct route to or from the employee's home and place of employment or between work sites. With appropriate prior written authorization from the Department Director, use of City vehicles to transport family members to and from school or work is allowed only if the school/work destination is within a reasonably acceptable distance, travel direction and route to and from work. When approved, family members will need to sign a release of liability if riding in a City vehicle.

A. DRIVER EXPECTATIONS:

1. Drivers are responsible to make certain that the City vehicle has a current insurance card in the vehicle. If your vehicle does not have a City provided insurance card, then immediately contact the Risk Manager/Safety Coordinator.
2. Drivers/Operators are responsible for daily Pre Trip Inspection (checking fluids, lights, etc.). Drivers/Operators are responsible for cleanliness of vehicles and equipment. Drivers who are uncertain as to how to conduct a proper Pre Trip Inspection of any vehicles or equipment shall contact the Fleet Maintenance division for proper instruction.
3. Except as provided below, alcohol or liquor containers shall not be carried in any city vehicle. The foregoing does not apply to: (1) Grounds maintenance vehicles carrying waste, but the containers must never be in the cab; (2) Law enforcement engaged in an authorized investigation requiring the transportation of alcohol or liquor; and (3) City employees transporting alcoholic beverages in the normal course and scope of their employment.
4. Driver/Operators are prohibited from using all tobacco products, including smokeless tobacco and electronic cigarettes, in City vehicles or while operating City equipment.
5. Use of toll roads prohibited unless approved by Department Director in advance.
6. Any deviation from the expected route to work must be reported, evaluated, and authorized by the Department Director. All written authorization must be forwarded to the Fleet Manager.
7. Employees shall not drive a City vehicle to any bar, nightclub, dance hall, etc., except as necessary in the normal course and scope of their employment.
8. Employees shall not operate City vehicles in a reckless manner nor should employees ride in the bucket of a loader, the back of a dump truck, on a trailer, or on heavy equipment. Seatbelts shall be worn at all times when operating a City vehicle or City equipment that is equipped with a seatbelt, i.e., forklift, excavator, backhoe, riding lawnmower, etc. Exceptions to this policy are police officers who are in pursuit or approaching a scene where removal of seatbelts is warranted and those provided by the Texas Transportation Code, Section 545.413.
9. Employees shall not drive or operate any City vehicle or equipment that they are not certified or qualified to operate.

10. With the exception of emergency response vehicles, employees shall make certain that unattended vehicles are locked at all times. Vehicle and/or heavy equipment keys are to remain with the employee at all times.
11. City vehicles and equipment are not to be taken out of the State of Texas without written approval from Department Director.
12. Drivers should pullover and/or wait until the vehicle is safely and lawfully stopped before initiating or responding to any voice or electronic communication. Though highly discouraged, employees may use a hands free or blue tooth device while operating a vehicle. The use of all hand-held phones and portable communication devices are strictly prohibited during vehicle operation. Police and Fire are exempt from this provision to the extent allowed by their department policies.

B. DRIVER SAFETY EXPECTATIONS:

1. Except as provided below, when stopped on any roadway or on the shoulder of a roadway, the driver of a city vehicle shall activate warning/safety/emergency lights. The foregoing does not apply to: (1) vehicles lawfully parked at the curb or street side; and, (2) a police vehicle when, in the officer's judgment, the use of such lights would alert a suspect to the officer's presence or approach.
2. In the event of an accident while operating a City vehicle, the employee must:
 - Not leave the scene of the accident or move the vehicle until the police or supervisor instructs the employee to do so.
 - Immediately activate warning/safety lights, if the vehicle is so equipped.
 - Immediately use the vehicle's radio or a nearby phone to call the police and EMS, if anyone appears to be injured or complains of pain.
 - Immediately contact his/her supervisor requesting his/her presence at the accident scene.

If the accident involves bodily injury to any person or property damage, contact his/her supervisor and the safety coordinator in HRD.

- Not admit responsibility for the accident, but should describe what happened to the police and to the safety coordinator who arrives on the scene.

3. The employee involved in the accident may be required to submit to alcohol/drug testing. See the City's "Drug and Alcohol Policy" for further clarification on alcohol/drug testing requirements.
4. If a vehicle or piece of equipment has been involved in an accident or incident the unit shall be taken directly to Fleet Maintenance for inspection and repairs, if needed. An incident report shall be completed and submitted within 24 hours to HR and Fleet Maintenance. Fleet Maintenance will not release the unit until the incident report is received.

VI. TAKE HOME VEHICLES STANDARD

Personnel who are authorized to take City vehicles home must live within the City Limits or the ETJ. For special events such as training classes, employees living outside the ETJ may take a vehicle home after review by and with the written permission from their Department Director and after notifying the fleet maintenance manager. Employees that are intermittently on-call may take a vehicle home with the written permission of their department Director. Employees that are on-call may not use the vehicle for personal purposes.

VII. POLICE OFFICERS

Use of take-home Department vehicles by sworn personnel is in accordance with the City of Round Rock policy on using take-home vehicles. In addition, sworn Department members shall carry, at a minimum, an authorized handgun and have their issued body armor immediately available while operating a city vehicle, regardless of whether they are on-duty.

Sworn personnel who are issued a take-home vehicle will not take the vehicle home if they live outside the extraterritorial jurisdiction (ETJ) of the City of Round Rock. Employees who reside outside the ETJ will park their issued vehicles in the north lot of the Police Department when not on duty.

EXCEPTIONS:

1. Sworn personnel who:
 - a. Were employed as a Department member on May 1, 2014; and
 - b. Resided no more than 30 miles away in geodesic distance ("as the crow flies") from the Police Headquarters building at 2701 N. Mays St., Round Rock, on May 1, 2014 shall be exempt from this policy.
2. If employees grandfathered under provision No. 1 move more than 30 miles away from the Police Headquarters Building, they lose this policy exemption.
3. Sworn personnel hired after May 1, 2014, must live within the City's extraterritorial jurisdiction in order to take a vehicle home.

IIX. FIRE DEPARTMENT EMPLOYEES ONLY

Except as provided below, Fire personnel who are issued a vehicle shall not take the vehicle home if they live outside the City's ETJ.

Personnel identified by Fire Department Executive staff and approved by the Fire Chief who, by the nature of their assignments, have a specific departmental need to take their vehicles home may take their assigned vehicles outside of the ETJ during the times that the identified departmental need is present.