



## ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Drivers Safety Standards Policy

Creation Date: January 17, 2012

Revision Date: May 30, 2015

Prepared By: HR Department

Approved By: City Manager

Legal Review: Elizabeth Ruhmann

### **POLICY: DRIVERS SAFETY STANDARDS POLICY**

The City of El Paso values the safety and well-being of its employees and citizens. We therefore each have a responsibility to not only protect ourselves when operating a motor vehicle, but also should do our part to protect those around us. City employees and volunteers who operate a motor vehicle for City business are expected to consistently follow the procedures and requirements set forth in this policy.

When driving is a condition of employment, an offer of employment will be made contingent upon satisfactory proof of an acceptable driving record and proper licenses.

Department Heads shall have the right to implement department-specific policies and procedures that expand upon or vary from the requirements set forth herein, based on the department's operational needs and requirements.

#### **I. PROCEDURES:**

##### **A. Standards and Requirements for the Operation of Motor Vehicles**

1. Employees who operate a City vehicle or a personal vehicle as a condition or requirement of employment must have and maintain a valid driver's license. The class of license must be appropriate for the type of vehicle operated for City business. The Human Resources Director will verify driving records on all new hires for whom driving while on City business is a job requirement, and will maintain a master list of all such drivers.
2. These employees must also successfully complete a City approved Defensive Driving Course (DDC) within 30 days of hire or promotion to a position that

requires driving, and in addition, they must attend a City-approved DDC course every three (3) years. Department Heads may, as appropriate, require an employee to attend a DDC more frequently. Departments are responsible for maintaining DDC record for its employees who are subject to this requirement.

3. Employees with driving responsibilities shall immediately report to their supervisor any suspension, restrictions, limitations or revocations of their drivers' license or any other changes that may hinder or violate the requirements set forth herein.
4. Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
5. No person authorized to operate a City vehicle shall relinquish to another individual the operation of a City vehicle unless an emergency exists.
6. All persons will receive instruction from their supervisor or other qualified delegate regarding the proper use and operation of City vehicles and/or equipment before being authorized to operate them.

#### **B. Safety**

1. All operators of City vehicles, equipment or any other motor vehicle while on City business will exercise reasonable and prudent care in the operation of the vehicle. Operators must conform to all traffic and motor vehicle laws. **Heavy equipment operators shall comply with the applicable portions of regulations governing these activities, whether on City property or other thoroughfares.**
2. Seat belts must be worn by all occupants whenever the vehicle is in motion.
3. Cell phone usage, including texting, is prohibited while driving.
4. Illegal use of prescribed medication; or use of or being under the influence of drugs or alcohol while operating a vehicle while on City business and/or City time is prohibited. Possession of drugs or alcohol in a City vehicle at any time is prohibited.

**C. Traffic Violations or Accident**

1. Employees must promptly report any accident to local law enforcement.
2. Employees involved in an accident while driving a City vehicle and/or while on City business must notify their immediate supervisor while at the scene of the incident, if possible, or as soon as possible thereafter.
3. Employees involved in an accident while driving a City vehicle and/or while on City business complete the appropriate City Accident/Incident Report.
4. Employees must report any moving or parking violations received while driving a City vehicle.

**D. Disciplinary Action**

Employees will be subject to disciplinary action up to and including termination for violating any of the above procedures, standards or requirements.

**E. Volunteers**

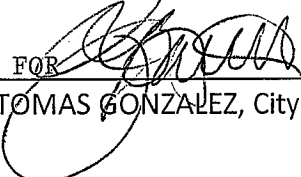
The procedures, standards and requirements of this policy shall apply to those serving the City in a volunteer capacity.

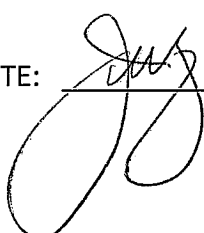
**F. Applicants**

1. Motor Vehicle Record (MVR) check will be required of all original and promotional applicants certified to positions which require driving a vehicle on public thoroughfares as a job duty. In such circumstances, an offer of employment will be made contingent upon satisfactory proof of an acceptable driving history.
2. Applications will be rejected and removed from the eligible list if their MVR reveals that the applicant:
  - a) Does not have a valid and current driver's license, including any necessary endorsements or additional licensing required for the position;
  - b) Has a temporary or provisional or "out of service" commercial driver's license (CDL) for a position that requires a CDL;
  - c) Has been convicted of a felony involving the use of a motor vehicle within a period of thirty-six (36) months prior to the review; or

- d) Has been convicted of three (3) or more moving violations and/or motor vehicle accidents; or any combination thereof within a period of thirty six (36) months prior to the date of the review;
  - e) Has an outstanding Department of Public Safety or Municipal Court Arrest Warrant;
  - f) Has a driving record which is otherwise not indicative of a responsible driver, as determined by the Human Resources Director or designee.
3. Applicants for uniformed Fire and Police, and other departments with regulated driving requirements, must comply with the higher standards determined to be necessary by the department and any applicable laws.
4. Applicants rejected for any of the above reasons may reapply as soon as they meet the standards or apply for positions not requiring driving duties.

APPROVED BY:

  
FOR \_\_\_\_\_  
TOMAS GONZALEZ, City Manager

DATE:  14, 2015  
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