

# Vehicle and Motorized Equipment Policy

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Revision:

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## 1.0 POLICY

The Town of Carolina Beach has established this Town Vehicle and Equipment Policy as its minimum requirement to all employees who operate Town vehicles and equipment.

## 2.0 PURPOSE

The purpose of this policy is to ensure that all Town of Carolina Beach employees utilize vehicles and equipment in a manner that adheres to all motor vehicle statutes, laws, and regulations. This policy also addresses good stewardship of Town resources and safe operation of Town vehicles and equipment.

## 3.0 SCOPE

This policy applies to all Town of Carolina Beach employees who operate either Town of Carolina Beach owned vehicles and equipment or use personal vehicles on Town business.

## 4.0 DEFINITIONS

- 4.1 **Collision** - A motor vehicle making contact with another vehicle, object, person, animal or overturned vehicles/equipment.
- 4.2 **Limited Driver's Permit** - A permit that allows an individual to drive in limited, specified circumstances such as on-the-job.
- 4.3 **Employee Driving File** - An employee's driving record that contains drug testing information (pass or fail), accident data, Motor Vehicle Reports, convictions of moving violations, annual driving reviews and background checks from the previous employer. These files are maintained for all employees in positions requiring a driver's license.
- 4.4 **Safety Sensitive** - Safety sensitive function means any of the following duties: emergency personnel, and any other positions classified by the Town by nature of their position.
- 4.5 **Mileage Reimbursement** - A per mile rate to compensate employees of incidental, non-routine, or extraordinary use of a privately owned vehicle on official business, based on actual logged miles.

## 5.0 ORGANIZATION RULES

- 5.1 Each applicant must meet the minimum driving eligibility requirements of the position for which he has applied.
- 5.2 Any applicant who will operate a Town motor vehicle will be required to produce a valid motor vehicle operator's license from his state of residence (or a limited driver's permit issued by his state of residence) for the types of applicable vehicles to be operated.
- 5.3 Information regarding vehicle operation, this policy, and other regulations must be provided by the department to the new employee before the employee is allowed to operate a Town vehicle.
- 5.4 All new employees will receive driver's safety training from their respective Departments, prior to operating a Town vehicle.

- 5.5 Any applicant who is applying for a position that is considered a safety sensitive function or requires a CDL must sign a release to allow the Town to obtain mandatory DOT information from his previous employer.
- 5.6 Human Resources will obtain, with the applicant's written permission, information on the driver's alcohol tests, positive controlled substances test results, refusal to be tested, driving and accident information from previous employers that occurred in the previous three years. A copy of the information received from previous employers must be retained in the employee's driver's file. This information must be requested and reviewed within 30 calendar days after the first time an employee operates a CDL vehicle or performs a safety sensitive function.
- 5.7 Any requests for driving information on Town employees or former employees requested by other employers must be sent to Human Resources for a response. Only the Human Resource Department is authorized to respond to requests for employee information.
- 5.8 No department may allow an employee to operate a CDL vehicle or perform a safety sensitive function without consultation with Medical Services if the reference from the previous employer results in substance abuse violation or medical issue under this policy or DOT regulations.

## **6.0 PROCEDURES**

- 6.1 Each department will follow all Federal, State and Town rules regarding fleet operations. Departments may institute rules that are stricter than this policy to fit the needs of the operating unit but must comply with this and other Town policies.
- 6.2 Departments with the assistance of the Human Resources Department will obtain and check the Department of Motor Vehicles (DMV) record of all new drivers prior to their assignment.
- 6.3 Departments will be responsible for determining eligibility for drivers in their department. Determination of eligibility should include the driver's Department of Motor Vehicle (DMV) record, experience, and collision history.
- 6.4 Each department will ensure its drivers receive the necessary driver training, policies, and other necessary information regarding driving before they operate a vehicle.
- 6.5 For all Town of Carolina Beach employees, Human Resources will maintain current driver files. Employee Driving Files must be kept separate from the employees personnel file and must be secured at all times.
- 6.6 Human Resources will obtain the current driving record of every employee in a position that requires the possession of a driver's license.
- 6.7 Departments will make a visual check at least once annually to ensure that each employee possesses a valid license.
- 6.8 Department Directors and authorized vehicle operators are responsible for adhering to policy and procedures pertinent to the utilization of vehicles in the conduct of official business including:
  - A. Ensuring compliance with Town rules and regulations with regard to the pre-trip inspections, operation, care, and maintenance of vehicles
  - B. Ensuring that employees maintain the proper operator license and comply with all Federal, State, and local laws relating to the operation of motor vehicles
  - C. Ensuring that employees maintain the minimum insurance requirements while using privately owned vehicles in the conduct of official business
- 6.9 Each department will ensure the proper authority has been obtained prior to operating a vehicle on Town business, outside the Town limits or for intermittent overnight custody

- 6.10 Each department will ensure that employees report vehicle accidents to supervisors and local law enforcement.
- 6.11 Each department will ensure that employees enter the correct mileage when fueling.
- 6.12 All Town of Carolina Beach employees will wear a seat belt when operating and riding in a motor vehicle factory equipped with a seat belts. The Motor Vehicles laws of North Carolina Section 20-135.2A will be complied with at all times. Operators of Town vehicles should ensure all passengers in the vehicle are appropriately utilizing seat belts before the vehicle begins moving.

## **7.0 APPENDIX, APPENDICES**

None