



The Center for Local GOVERNMENT

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City of Wyoming:

8.20 Safe Driver Standards Policy

The safety of our drivers and the public is one of the highest priorities for the City of Wyoming. Accordingly, the City has adopted the following minimum Safe Driver Standards for all individuals who operate City vehicles or motor vehicles on behalf of the City and/or receives an annual auto allowance. The use of City vehicles and operating vehicles on behalf of the City in responsible and appropriate ways demonstrates an employee's commitment to safety. This policy identifies activities the City considers appropriate or "authorized uses" of City vehicles and vehicles operated on behalf of the City, as well as activities that it considers inappropriate or "unauthorized." The misuse or the unauthorized use of a City vehicle or vehicle operated on behalf of the City may result in disciplinary action up to and including termination.

PLEASE NOTE: The City's insurance (MVRMA) does not cover an employee's personal vehicle while it is being operated for City business.

1. Definition of Terms

For purposes of this policy, the following terms shall have the following meanings:

Operate, operates, or operating a "Vehicle on behalf of the City" shall mean having physical control of a City owned vehicle or having physical control of a non-City owned, (personal) vehicle while carrying out a function, duty, or responsibility for the City or in conjunction with, or as a term or condition of, employment with the City of Wyoming.

"Motor Vehicle" or "Vehicle" shall mean any device by which any person or property may be transported or drawn upon a highway, propelled or drawn by power other than muscular power, except motorized bicycles, electric bicycles, road rollers, traction engines, power shovels, power cranes, and other equipment used in construction work and not designed for or employed in general highway transportation, hole-digging machinery, well-drilling machinery, ditch-digging machinery and farm machinery.

"City Vehicle" means a "Vehicle" that is owned or otherwise under the direct control and responsibility of the City of Wyoming.

"Safety Coordinator" shall mean the City Manager or their designee.

2. Operational Parameters

The following circumstances are considered authorized uses of City vehicles.

- Travel between the locations where the City vehicle is parked or stored and the location where official City business is performed.
- Travel associated with official City business.
- Travel to a personal residence or other personal destination when authorized by the employee's supervisor.

The following parameters identify activities that are considered unauthorized uses of a City vehicle and the unauthorized use of a vehicle on behalf of the City.

- Any use for personal purposes unless authorized as provided herein.

- Travel or tasks that are beyond the vehicle's rated capability. The rated towing and/or hauling capacities of all City trucks, trailers, etc., shall be clearly posted on the vehicles.
- Transport of family, friends, associates, or other persons who are not employees of the City or engaged in City business.
- Personal transport of cargo, not related to City business.
- Transport of any item or equipment projecting from the front, side, or rear of a vehicle in a way that obstructs safe driving or presents a hazard to pedestrians or other vehicles.
- Operating a vehicle under the influence of drugs, alcohol, or other substance or medication that may impair the senses of the operator of the vehicle.
- Permitting an unauthorized driver to operate a City vehicle.
- Operating a vehicle without the appropriate driver's license or endorsement.
- Operating a vehicle on behalf of the City in an unsafe or illegal manner or without the use of the required safety equipment.
- Operating a vehicle while distracted, as defined in this Policy.
- Riding passengers on or in vehicles or parts of vehicles not designed for passenger use under unnecessary or inappropriate circumstances or conditions.
- Using a vehicle in a manner or for a purpose other than how or what it was designed to be used for.
- Engaging in horseplay.

3. Distracted Driving

No employee may operate a City vehicle or vehicle on behalf of the City while using or holding a cell phone or electronic device on their hand, lap, or other body part. Drivers over 18 years old can make or receive calls via hands-free devices, including speakerphone, earpiece, wireless headset, or by connecting the phone to the vehicle, but only to the extent such phone usage does not cause the employee to become distracted. The following exceptions apply to this rule:

- Drivers reporting an emergency to law enforcement, a hospital, health care provider, fire department, or similar emergency entity.
- First responders (law enforcement, fire, EMS), using electronic devices as part of their official duties.

4. Pre-operational Check

Employees assigned to operate a City vehicle shall inspect the vehicle prior to operating the same to ensure that the lights, turn signals, tires, brakes, and other safety equipment are functioning properly. Employees shall report all malfunctions and any missing, broken or defective features of the vehicle to their supervisor as soon as practicable in order to arrange for repairs.

Employees operating personal vehicles on behalf of the City shall ensure that such personal vehicles are functioning properly and have a current license plate if so required.

5. Accident/Incident Reporting Protocol

Drivers shall utilize the following procedures when they are involved in an incident or accident, (event) involving damage to a City vehicle, any property, or bodily injury to the employee or anyone else while they are operating a vehicle on behalf of the City.

- Immediately call the City of Wyoming Police Department, (via the 911 operator if injuries are involved or via the non-emergency line or by radio if no injuries are involved). If the event occurred in another jurisdiction, the vehicle operator shall first contact the police department of that jurisdiction using the same protocol.
- Render assistance within your abilities and training to any injured person(s).

- Do not discuss the details of the event with anyone except the investigating law enforcement officer.
- Do not discuss whose fault the event was or the limits of insurance coverage.
- Obtain the names and addresses of any and all witnesses to the event and of the individual(s) involved.
- Obtain the name, address, and telephone number of the other person's insurance company.
- Obtain the name, address, and telephone number of the investigating police department.
- Notify your immediate Supervisor and the Safety Coordinator of the event as soon as practicable.

6. Driver's Records Checks

The City will check the driving records of all full time employees and part-time/volunteer employees which operate City vehicles or vehicles on behalf of the City and/or receives an annual auto allowance on an annual basis. The records checks shall be conducted in the following manner:

1. The Safety Coordinator shall conduct driving record checks using the Ohio Bureau of Motor Vehicles online system. In the event the online report yields findings that require the City to obtain an official Driving Record Abstract, the employee in question will be required to complete the necessary paperwork to enable the City to obtain the official record. The Safety Coordinator shall follow the same protocol for employees residing outside of the State of Ohio, using the appropriate forms in accordance with the terms and conditions of the State in which the employee resides. The scope of the request shall be limited to the driving record.
2. Once the requested records have been obtained, the Safety Coordinator shall evaluate them in order to determine whether the employee has demonstrated a pattern of safe driving, and, if not, shall determine what measures should be implemented in order ensure the future safe driving habits of the employee and to protect the City and its citizens. Any employee whose driving record demonstrates that they have accrued six or more points within a three year period or a pattern of unsafe driving may be subjected to the following in the sole discretion of the Safety Coordinator:
 - More periodic driver's records checks;
 - Suspension of driving privileges;
 - Disciplinary action, up to and including termination if driving is an essential job function of the employee.
3. A driver's record check shall be performed on all new hires in accordance with this policy excepting that the management of the process and information may be borne by the Department Director who is potentially hiring the employee in lieu of the Safety Coordinator. The results of the driver's record check may be used to evaluate whether the individual is suitable for employment.
4. The Safety Coordinator will have completed all driver checks by December 1 of each year.

5. Insurance

The Safety Coordinator shall ensure that the City of Wyoming maintains the appropriate levels and types of insurance on all vehicles it owns when such vehicles are operated on behalf of the City.

The owner(s) of other vehicles not belonging to the City, personal vehicles, that are operated on behalf of the City must maintain appropriate levels and types of insurance coverage as may be determined by

the Safety Coordinator. The Safety Coordinator may request that the owners of such vehicles demonstrate that such insurance coverage is provided.

6. Traffic Citations and Penalties

In the event an employee receives a traffic citation while operating a City vehicle or a vehicle on behalf of the City, the operator of the vehicle shall be personally responsible for any resulting fines. If an employee has their license suspended for any reason, they must notify their department director or the City Manager immediately.

7. Applicability

In the event that any provision or requirement of this policy conflicts with any provision or requirement of any document governing a bargaining unit of the City of Wyoming, or with any applicable provision or any applicable law governing Commercial Driver's License or other licensing procedures, endorsements, etc., the provision or requirement of the collective bargaining agreement or legal requirement shall prevail.