

RESOLUTION NO. 13-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCCALL, IDAHO, AMENDING THE CITY OF MCCALL VEHICLE USE POLICY; PROVIDING FOR RELATED MATTERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the McCall City Council adopted the revised Personnel Policy Manual on November 4, 2009; and

WHEREAS, Idaho Counties Risk Management Program (ICRMP) offers a Risk Management Discount Program that can earn the City of McCall a 5% discount on their member contribution for the October 1, 2013 renewal; and

WHEREAS, the ICRMP Risk Management Discount Program requires that the City establish a Vehicle Use Policy; and

WHEREAS, the McCall City Council adopted a Vehicle Use Policy on November 29, 2012, and

WHEREAS, during the process to meet the requirements of the ICRMP Risk Management Discount Program it was identified that the Vehicle Use Policy needed additional language regarding Public Works employees need to use water meter reading equipment.

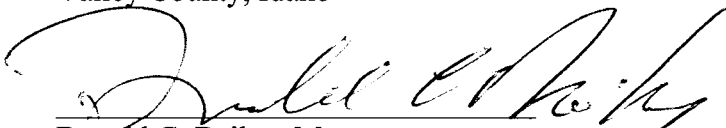
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF MCCALL, VALLEY COUNTY, IDAHO THAT:

Section 1: The City of McCall Vehicle Use Policy attached hereto is hereby amended.


Section 2: This resolution shall be in full force and effect upon its passage and approval.

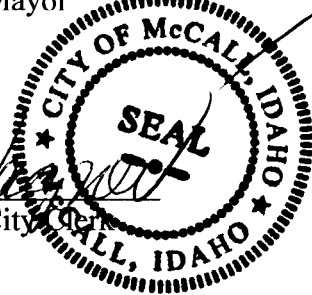
Passed and approved this 14 day of February, 2013.

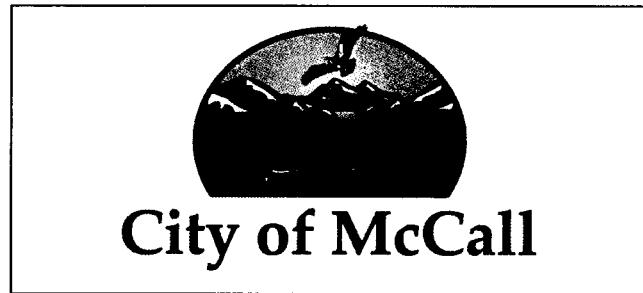
CITY OF MCCALL
Valley County, Idaho


Donald C. Bailey, Mayor

ATTEST:


BessieJo Wagner, City Clerk





Vehicle Use Policy

Approved by the City Council

Date: November 29, 2012

City of McCall VEHICLE USE POLICY
Adopted (*November 29, 2012*)
Revised (February 14, 2013)

1. PURPOSE

- A. This Policy outlines the use of vehicles for work on behalf of the City of McCall.
- B. Operators of City of McCall owned or leased motor vehicles are expected to always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both City of McCall owned property and public trust.
- C. It is the policy of City of McCall to provide a safe working environment that protects our employees and our citizens from injury and property loss. The City of McCall considers the use of vehicles part of the working environment. The City of McCall is committed to safe, responsible employee driving behavior that reduces the risk of personal injury and property loss.
- D. This policy applies to all employees and volunteers* who operate vehicles on City business. These drivers will be referred to as “employee drivers” and will be reviewed by managers and supervisors to ensure full implementation of and compliance with this policy.

*Volunteers are those that volunteer on a regular basis, not one-time volunteers.

2. USE

- A. Vehicles owned or leased by the City of McCall are to only be used for the functions of the City of McCall. Personal use is not authorized.
- B. Department Heads are entrusted with the care and keeping of the vehicles assigned to their department and may reassign that responsibility to an employee.
- C. Some employees may be assigned a vehicle that is driven home. Such use, if assigned, may be a taxable benefit.
- D. Employees must be authorized by their supervisor to operate a City vehicle.
- E. A commercial driver’s license (CDL) is required to operate vehicles over 26,000 gross vehicle weight, buses, and vans over 15 passengers.
- F. Employees who drive their personal vehicles on City business are subject to the requirements of this policy including:
 - i. Maintaining personal auto liability insurance with minimum state limits.
 - ii. Providing proof of personal auto liability insurance to their Department Head on an annual basis.
 - iii. Maintaining the vehicle in a safe operating condition when driven on City business.

3. ASSIGNED DRIVERS

- A. Each employee assigned to a City of McCall vehicle or employee who operates a City of McCall fleet vehicle are required to have a valid driver's license. Should an employee's Driver's License expire, be revoked or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's City of McCall vehicle-use privileges will be suspended until their Drivers License has been fully restored and validated.
- B. Each employee assigned or permitted to operate a City of McCall vehicle shall be responsible for the following:
 - i. Proper and safe operation of the vehicle;
 - ii. Ensuring that the vehicle is serviced and maintained in accordance with the manufacturer's recommendations;
 - iii. Ensuring that the interior of the vehicle be clean and orderly.
 - iv. Maintaining vehicle registration, license plates and inspections; and,
 - v. Participation in vehicle safety and defensive driving training as required by City of McCall.

4. DRIVER EVALUATION

- A. Employees may be evaluated and selected based upon their driving ability. To evaluate employees as drivers, management may:
 - i. Review past driving performance and work experience through reference checks with previous employers;
 - ii. Review the employee's Drivers License Record (DLR);
 - iii. Ensure the employee has a valid driver's license; and,
 - iv. Ensure the employee is qualified to operate the type of vehicle he/she will drive.

5. SEATBELT USE

Except as authorized herein, all drivers and passengers are required to utilize seatbelts as mandated by law.

Exception: Sworn law enforcement officers may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, wearing a seatbelt would hinder rather than increase safety (Idaho Code 49-673(2)(b)).

6. MOBILE COMMUNICATION DEVICE, CELL PHONE AND COMPUTER USE

The driver of a City of McCall vehicle, or any other vehicle being used for City of McCall business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before

using phone or mobile computer equipment. A mobile communication device is defined as “a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication”. *This does not apply to City of McCall work-related two-way radios.*

Exception: Sworn law enforcement officers may use mobile communication devices in specific tactical situations.

Exception: Public Works employees may use water meter reading equipment, which includes computers and meter reading devices.

7. SMOKING AND/OR SMOKELESS TOBACCO PROHIBITED IN VEHICLES.

Smoking and/or using smokeless tobacco is prohibited in all City of McCall vehicles.

8. IMPAIRED DRIVING

- A. The employee driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.
- B. The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

9. PROOF OF INSURANCE

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.

10. ACCIDENT REPORTING

- A. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
- B. Employee drivers shall always have a police officer investigate any accident that involves a City of McCall vehicle. This will help ensure that the City of McCall is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from Idaho Counties Risk Management Program (ICRMP) or an authorized representative of City of McCall.
- C. Employee drivers shall notify their supervisor as soon as possible of any accident and report the extent of the injuries and property damage involved.

- D. Supervisors shall notify the Department Head as soon as possible of any accident and report the extent of the injuries and property damage involved; Department Heads shall relay the accident information to the City Clerk for notification to ICRMP.
- E. Employee drivers shall cooperate fully with the ICRMP Claims Department in the handling of the claim.

11. TRAFFIC VIOLATIONS

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any City of McCall vehicle. These costs are not reimbursable by City of McCall and must be paid promptly by the driver.

12. VEHICLE MAINTENANCE AND REPAIR

- A. If the City of McCall vehicle is in need of repairs, the vehicle should be taken to the Department Head approved place of business for repair.
- B. Prior to scheduling major repairs or major maintenance needs, the employee driver must advise the Department Head or the Departments designated employee for approval and any further instructions. Repairs over \$500.00 require a Requisition/Purchase Order to be completed, approved, and submitted to Finance.

VEHICLE ASSIGNMENT AGREEMENT

The undersigned hereby acknowledges assignment of a City-owned or City leased vehicle for use as a City employee. I understand that this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the owner's manual or the instructions issued by the Department Head, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle.

I agree to promptly report to my supervisor all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant City of McCall the right to investigate my driver's license record any time. My current Drivers License is issued from the State of _____ and is License Number _____. Should my Drivers License expire, be revoked or suspended, I understand I am required to immediately notify my supervisor and that my City driving privileges will be suspended until my Drivers License has been fully restored and validated.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of the Vehicle Use Policy.

Print Full Name

Signature

Date

ACKNOWLEDGMENT OF RECEIPT OF CITY OF MCCALL VEHICLE USE POLICY

I, _____ acknowledge receipt of the City of McCall Vehicle Use Policy, adopted on November 29, 2012.

Please initial each statement below if it is true.

____ I understand that it is my responsibility to read and understand the contents of this Policy.

____ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the Policy.

____ I understand that this Policy may be modified without prior notice to me.

____ I understand that should this Policy be modified that I will be provided with a copy of the modified Policy.

DATED this _____ day of _____, 20 ____.

(Employee Signature)

I, _____, provided a copy (either electronically or by paper) of the City of McCall Vehicle Use Policy, as adopted by the governing Board on November 29, 2012 to _____, on this _____ day of _____, 20 ____.

(Name - Title - Department)