

## **OPERATION OF CITY VEHICLES**

### **1.0 PURPOSE**

To provide guidance in the safe operation of City vehicles at all parks and at work sites maintained by the City of Wilson. This chapter will also focus on driver selection and training for employees who are required to operate City-owned equipment.

### **2.0 DRIVER SELECTION**

2.1 The selection of employees who will be required to drive on a full or part-time basis should be done with care. Drivers of City vehicles will be considered qualified when they meet the following criteria:

- 2.1.1 Are hired as a permanent employee. Temporary employees are not permitted to drive city vehicles, or operate motorized equipment.
- 2.1.2 Possess a valid state driver's license of the proper class.
- 2.1.3 Pass a road test administered by his/her supervisor for specialized equipment or at the department's discretion.

### **3.0 OPERATOR'S HEALTH**

During employment the City of Wilson shall reserve the right to have any operator examined by a qualified physician selected by the City in an attempt to determine mental or physical health conditions which may impair him/her from safely operating a City vehicle.

### **4.0 INJURIES SUSTAINED BY EMPLOYEES IN PRIVATELY-OWED VEHICLES**

- 4.1 When an employee operates a privately-owned vehicle and becomes injured as a result of an accident, the employee is entitled to workers' compensation only if the operation of the vehicle was directly associated with performance of duty. (Example: Police Officer who stops to render police assistance while en route home or traffic engineer who stops en route home to repair a signal).
- 4.2 Cases in question should be directed to the Safety and Risk Manager before any determination is made as to whether or not an injury in a private vehicle is compensable or not when the incident occurs.
- 4.3 When an employee operates a privately-owned vehicle on authorized City business, the responsibility for employee injuries is covered under the provisions of the Workers' Compensation Act. Any non-employee passengers are the primary responsibility of the employee through their insurance carrier or the carrier of the party otherwise responsible for the accident.

## **5.0 MAINTENANCE AND OPERATION OF CITY-OWNED MOTORIZED EQUIPMENT**

### **5.1 Maintenance of Vehicles/Equipment**

- 5.1.1 Repairs to any City automotive equipment shall be made by the Garage and/or Recreation & Parks maintenance, except when used in travel outside of the City. Operators of City vehicles traveling outside the City shall pay for any necessary emergency repair services performed and receive a signed receipt. This receipt shall be presented to the Garage for reimbursement.
- 5.1.2 Any vehicle operator allowing his/her vehicle to run out of fuel shall purchase, at his/her own expense, a sufficient amount to enable him/her to drive to his/her usual place of supply and will not be reimbursed unless the fuel gauge is defective.
- 5.1.3 Whenever any operator of any automotive equipment discovers any defect in the brakes or steering of the vehicle, he/she shall immediately, regardless of where the defect is discovered, cease to operate the vehicle, notify their supervisor, and contact the Garage for repairs.

### **5.2 Use of City-owned Equipment**

- 5.2.1 All City-owned or leased automotive equipment shall be used only for the transaction of City business.
- 5.2.2 City-owned or leased equipment shall only be operated by either City employees or authorized volunteers.
- 5.2.3 Operators of City-owned vehicles shall not transport unauthorized individuals who are not employed by the City without specific approval of the department head concerned or the City Manager.
- 5.2.4 All drivers operating equipment having safety belts are required to use them. Also, when available, passengers will use safety belts as well.
- 5.2.5 All City-owned automotive equipment shall at all times be operated in such a matter as to comply with all laws in the State of North Carolina and ordinances of the City of Wilson.
- 5.2.6 All City of Wilson employees shall perform a pre-use visual inspection on each piece of equipment/vehicle they are to operate. Any discrepancies shall be noted and given to the supervisor, who will in turn, contact the Garage and schedule needed repairs.

Any citation (ticket) received by employees from law enforcement for knowingly operating a vehicle/piece of equipment out of repair, shall be the sole responsibility of the employee to resolve. Furthermore, failure of the employee to properly notify supervision of needed repairs may result in disciplinary action, up to and including termination.