

SECTION XXIV: VEHICLE USAGE POLICY

1. GENERAL POLICY. Cottonwood Heights Parks & Recreation Service Area's employees are responsible for operating both Service Area owned vehicles and personal vehicles on Service Area business according to state and federal laws and Service Area policy. For personal vehicle mileage reimbursement, refer to SECTION VXI; 3, E. All drivers must be at least sixteen (16) years old and possess a valid driver's license with endorsements appropriate for the vehicles to be operated. Any employee without a valid driver's license will not be allowed to operate a Service Area vehicle or drive on Service Area business. If driving is an essential job function, and the employee cannot be reasonably accommodated, the employee will be terminated.

2. MANDATORY MOTOR VEHICLE REPORTS. Motor Vehicle Reports will be checked on all employees who use Service Area vehicles or use personal vehicles for business purposes, after the date of hire and any subsequent rehire. A Motor Vehicle Report will also be updated monthly and monitored to address any unacceptable status. The report will be reviewed to ascertain whether the employee holds a valid license and whether his or her driving record is within the parameters set by the Service Area.

A. The suspension of driving privileges may occur for up to one (1) year for the following reasons:

- (1) The employee has been involved in two (2) or more at fault and/or preventable accidents within a two (2) year period;
- (2) The employee has two (2) or more moving violations while driving a Service Area vehicle within a twelve (12) month period;
- (3) The employee has been convicted of any driving violation that the Executive Director or designee determines to pose a significant risk to the safety of the Service area; or
- (4) The employee engages in unauthorized use or misuse of a Service Area vehicle.

3. PROCEDURES.

- (1) Employees shall not operate a vehicle if he or she is not physically and mentally able to drive safely.
- (2) Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions.

- (3) Drivers must abide by all laws regarding the use of electronic devices (including cellular phones) in vehicles.
- (4) Seat belts must be worn by the driver and all passengers whenever a vehicle is in motion.
- (5) Employees shall not allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- (6) Service Area-owned vehicles are to be used for Service Area business only. There shall be no personal use of a Service Area-owned vehicle. Service Area vehicles may be driven home and used as transportation to and from work only if approved by the Service Area Director which will only be given for limited periods of time.
- (7) Employees are responsible for all fines they incur while operating a vehicle for Service Area business.
- (8) Personal automobiles, if used for Service Area business, must be legally insured, registered, and in safe operating condition. Personal automobile liability insurance is primary in the event of a claim while driving a personal vehicle on Service Area business.
- (9) Employees are required to report to their manager any moving or parking violations received while driving on Service Area business and/or in Service Area-owned vehicles. An Incident Report must be completed to document the violation. Failure to do so may result in disciplinary action up to including termination.
- (10) Employees involved in accidents while driving on Service Area business and/or in Service Area-owned vehicles are required to complete and submit an Incident Report to their manager within twenty-four (24) hours of the accident. Failure to do so may result in disciplinary action up to including termination.

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- (11) Employees must inform their manager if they have a change in their driver's license status. Employees must also report the suspension, revocation or termination of their driver's license, a DUI or DWI citation and/or conviction within 5 days of incident. Failure to do so may result in disciplinary action up to including termination.
- (12) It shall be the duty and responsibility of the Parks and Facilities Maintenance Manager to see that any Service Area-owned vehicle used is properly serviced, maintained and cleaned. This includes, but is not limited to, having the appropriate service performed on the vehicle at all designated intervals as set forth by management. A sticker will be affixed to the vehicle in a conspicuous place indicating time of usage and service due for the vehicle. Proper service or maintenance as prescribed by management must take place within thirty (30) working days or five hundred (500) miles of the required service or maintenance time.

APPROVED AND PASSED THIS ____ DAY OF _____, 20____.

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: _____

Debbie Tyler, Chairperson