



CITY OF ROCKLIN

VEHICLE USE & DRIVING STANDARDS POLICY

I. PURPOSE

The Vehicle Use & Driving Standards Policy has been developed to protect the City of Rocklin's employees and resources, to ensure compliance with state and federal regulations, and to guard against and reduce potential liabilities from accidents. The following policies are in line with generally accepted best practices and legal requirements for safe motor vehicle operations:

- A. Employee Driving Requirements and Standards
- B. Use of City-Owned Vehicles
- C. Use of Personally-Owned Vehicles for City Business
- D. Wireless Telephone and Electronic Wireless Communications Device Use

II. APPLICATION

- A. This Policy shall apply to all City employees, elected and appointed officials, volunteers, consultants, contractors and other individuals performing approved City government functions, except public safety employees, herein after in this policy referred to as "covered persons".
- B. All public safety personnel (Police and Fire) are exempt from this policy; however they will continue to abide by the guidelines adopted by their departments regarding the assignment and use of all public safety vehicles.

III. POLICY

A. EMPLOYEE DRIVING REQUIREMENTS AND STANDARDS

This Policy applies to all covered persons who are required to drive City-owned and/or personally-owned vehicle(s) for City business and in line with [Section 2-01 \(3\) of the City of Rocklin Personnel Rules, General Qualifications of Employees](#). The Human Resources Division will oversee the requirements within this section.

1. Driver License

The covered person must possess a valid driver license to legally operate the class of vehicle(s) they operate during the course of employment.



2. Motor Vehicle Records

The covered person must have a good driving record, as determined by the City, consistent with this policy. The City will consider all driving record information, whether or not the driving occurred while driving for City business. The City will monitor California Department of Motor Vehicles (DMV) records for recorded violations. All applicable covered persons will be placed in the DMV Pull Notice Program, and required to complete the [DMV Employer Pull Notice Program Authorization For Release Of Driver Record Information Form](#) allowing enrollment in the pull-notice program. All applicable covered persons are subject to the DMV Negligent Operator Treatment System (NOTS) driving criterion¹.

The City of Rocklin's criterion for intervention level is²:

- Two violation points¹ in one year;
- Three violation points¹ in two years;
- Four violation points¹ in three years; or

When a covered person's Motor Vehicle Report violation point value reaches intervention level, the City may initiate one or more of the following actions:

- a. Counsel or warn the covered person that employment may be jeopardized if there are additional violations or accidents.
- b. Shift the covered person to a non-driving position, if allowed within job specifications
- c. If a non-driving position is not an option, management may implement some additional controls such as a driver training course to reinforce defensive driving safety based upon circumstances.
- d. Restrict or eliminate use of privately-owned vehicles for City of Rocklin business.
- e. Other intervention strategies which may be appropriate and approved by Human Resources and Department Heads.

Pursuant to the City's NCCSIF Risk Pool Memorandum of Coverage, a person who has accrued five (5) or more points¹ on one's license within the preceding three (3) years is excluded from coverage under the City's Risk Pool policy and the City shall therefore disqualify any such covered person from driving on City business², regardless of whether the violation points were acquired outside of, or within, the course of employment. If a covered person's job description requires the covered person to drive on City business, then

¹ As valued and enumerated on the CA DMV's [Vehicle Code Violations used in Negligent Operator Counts](#).

² Pursuant to the City's Risk Pool Coverage Memorandum, [NCCSIF Risk Management Policy & Procedure RM-2](#).



appropriate disciplinary action may be taken consistent with the Personnel Rules or applicable Memorandum of Understanding.

The DMV conviction date shall be considered as the criteria starting date. This criterion applies to all violations points, whether or not the driving occurred while driving for City business.

In addition to the above, the City's "[Incident Review Process](#)" will apply for any incidents experienced while driving a vehicle for City Business and may result in disciplinary action.

3. Proof of Automobile Liability Insurance

Employees who are authorized to drive their personally-owned vehicle for City business must complete a Verification of Liability Insurance Form in accordance with Section III.C.6.

4. Compliance with Laws and Regulations

All employees who drive on City business are required to comply with all applicable state laws and regulations.

5. Record Keeping

The City of Rocklin maintains the following documentation for at least three years.

- a. Defensive driver training for each employee, including employee's name, training dates, type of training, and training providers;
- b. Motor Vehicle Reports;
- c. Vehicle insurance information from drivers who use their personal vehicles on City of Rocklin business;
- d. Documentation regarding employee intervention;
- e. Annual reviews of this "Vehicle Use & Driving Standards Policy".

B. USE OF CITY-OWNED VEHICLES

This section governs the use of City-owned vehicles. It is the policy of the City to provide, at its discretion, vehicles for use by employees to assist in the efficient performance of their duties. It is the goal of the City to procure and provide those vehicles that are best suited for their intended purpose. It shall remain a management right to determine if a vehicle will be provided and the types and numbers of vehicles to be provided.

1. City-owned vehicles shall only be used for City business.
2. Employees may use a City "pool" vehicle only if the use is approved in advance by the employee's Department Head, or designee, and the employee has been cleared pursuant to Section III.A.1. and III.A.2. of this Policy.
3. Stops for rest and/or meal periods, during work hours, by an employee who is operating a City-owned vehicle assigned by his/her Department Head, or designee, are considered incidental and therefore permitted.



4. The use of City vehicles shall be authorized for the following purposes:
 - a. Performance of assigned duties;
 - b. Transportation between work locations;
 - c. Transportation inside and outside of City to attend meetings, seminars, special events, and conferences that have been appropriately authorized;
 - d. Transportation to procure supplies, equipment, materials or services for City use;
 - e. Transportation to make deliveries related to City business.
5. The use of City vehicles shall only be used by:
 - a. City employees or elected or appointed City officials;
 - b. Volunteers, consultants, contractors, and other individuals performing approved City government functions, may operate a City-owned vehicle, if such operation is deemed to be in the best interest of the City;
 - c. An assigned City-owned vehicle may be used by a covered person to transport non-city employees, only if such transportation is consistent with the business use of the City-owned vehicle.
6. City-owned vehicles may be driven to employee personal residences with prior City Department Head or designee approval under the following scenarios:
 - a. Designated "on-call duty" employees.
 - b. Temporary overnight (take-home) retention, not to exceed one week, when such action would clearly be in the best interest of the City.

Employees who are permitted to use a City-owned vehicle to commute to/from their personal residence and worksite are not authorized to use the vehicle for personal purposes other than commuting. Minimal personal use, such as stopping for a personal errand on the way between the employee's residence and worksite is authorized and Internal Revenue Service (IRS) taxable fringe benefits may apply.
7. Smoking or use of vapor type electronic devices of any type is prohibited in or within 20 feet of a City vehicle.
8. All drivers who operate a City vehicle on a street or highway shall assume responsibility for the following:
 - a. Security of the vehicle, including locking vehicles when not in use, and by not leaving keys in unattended vehicles;
 - b. Immediately reporting mechanical failures or safety device malfunctions to the Fleet Supervisor;
 - c. Not operating a City vehicle after consuming an alcoholic beverage or any other substance or medication that may impair the ability to safely operate the vehicle;



- d. Immediately reporting any accident, collision, theft, or damage to the vehicle to the employee's immediate supervisor, the appropriate law enforcement agency, and insurance carrier;
 - e. Parking the vehicle in a proper and/or safe location at all times;
 - f. Maintaining high standards of care and cleanliness.
9. City employees who are assigned a vehicle for regular use shall relinquish the vehicle regularly for a routine safety check or for regular scheduled preventative maintenance by City Fleet personnel.
 10. All City vehicles will be equipped with an inspection log where issues or concerns are documented for City Fleet personnel.
 11. City Employees are responsible for keeping the interior of City vehicles in a clean and tidy condition with all personal trash removed daily.

C. USE OF PERSONALLY-OWNED VEHICLES FOR CITY BUSINESS

This section governs the use of privately-owned vehicles ("Personal Vehicles") for City business. This policy is applicable to all covered persons.

NOTE: In the event of an incident involving a personal vehicle being used for City business, the covered person's personal automobile insurance is primary (see item 8. below).

1. It is the policy of the City to provide covered persons with suitable transportation to conduct City business. In most cases this will be a City vehicle; however, there may be times when it may be necessary and expeditious for covered persons to use personal vehicles in the course of City business.
2. Except as provided in this policy, covered persons are not permitted to use personal vehicles in conducting City business without approval of the appropriate City Department Head, or designee.
3. Before authorizing a covered person to use a personal vehicle for City business, each City Department Head, or designee, shall determine that:
 - a. The business purpose is valid;
 - b. Use of a personal vehicle is in the best interest of the City;
 - c. The covered person has been approved pursuant to Section II.A., Employee Driving Requirements and Standards.
4. No covered person shall be permitted to use a personal vehicle in conducting City business unless:



- a. Such vehicle has in effect an automobile liability insurance policy providing a minimum of \$100,000/\$300,000 bodily injury coverage and \$50,000 property damage coverage.
5. If the City's Risk Pool increases the insurance requirements that are required for covered persons using their personal vehicles, covered persons will be notified by the City and will comply with any additional requirements.
6. During the employee orientation process, the Human Resources Division will require employees who drive a personal vehicle for City business to complete a Verification of Liability Insurance Form that meets the City's minimum automobile liability insurance requirements, as required by Section III.C.4. above.
7. If the personal vehicle insurance coverage is modified, canceled, terminated, lapsed, or curtailed for any reason, the employee or volunteer must immediately notify the Human Resources Division and the vehicle shall not be used for City service.
8. In the event that a covered person is involved in an accident while using a personal vehicle for authorized travel in conducting City business, the personal insurance carrier of the covered person shall respond to defend the employee or volunteer. The covered person shall be responsible for all deductible costs from personal insurance coverage. Should a claim exceed the limits of the covered person's insurance policy limits, the City would respond in an excess capacity.
9. The City shall not be responsible for any increase in an employee or volunteer's insurance premium as a result of an accident.
10. Employees and volunteers shall be aware of the provisions of this policy and are responsible for compliance with this policy and the following conditions:
 - a. The vehicle shall be a conventional four-wheel, enclosed vehicle (motorcycles or similar transportation are excluded);
 - b. The vehicle shall be equipped with seat belts; and
 - c. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
11. Authorized travel by personal vehicle shall be consistent with the City's Travel Policy adopted by the City Council.
12. Under no circumstance shall a covered person be compelled to use a personal vehicle for conducting City business, if the covered person believes it is not in their interest to do so.
13. Covered persons who have temporary or permanent disabilities may use their personal vehicle for City purposes if use of his/her vehicle is more appropriately suited to them than a City pool vehicle with consent of their supervisor. All provisions of this policy shall otherwise apply.



D. WIRELESS TELEPHONE AND ELECTRONIC WIRELESS COMMUNICATIONS DEVICE USE

The City of Rocklin recognizes the practical and beneficial use of wireless telephones and other electronic devices. When used safely, these devices enhance communication, information storing and information sharing among government employees and members of the public.

State law regulates the use of wireless telephones and electronic wireless communications devices ([Vehicle Code Sections 23123 - 23125](#)). This Policy is designed to address state law while driving on City business including reading, dictating, transcribing or sending text or other messages. Safe practices while operating motor vehicles leads the City to include the use of all electronic devices in this policy.

1. A covered person shall not operate a City vehicle, or any motor vehicle on City business, while using a wireless telephone or other electronic wireless communications device unless the device is specifically configured for hands free operation.
 - a. For purposes of this section, “electronic wireless communications device” includes, but is not limited to, a broadband personal communication device, a specialized mobile radio device, a handheld device or laptop computer with mobile data access, a pager, or a two-way messaging device.
2. Covered persons, without the ability for hands free operation, may use a wireless telephone or other electronic wireless communications device after safely pulling to the side of the road and stopping the vehicle.

Exemptions to Wireless Telephone and Electronic Wireless Communications Device Use

The following uses are exempt from the restrictions above:

1. Covered persons using a wireless telephone or electronic device for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity;
2. Other exemptions as set forth in the California Vehicle code as written or amended.

IV. POLICY EXCEPTIONS

The City has the right to add to, delete from or amend this policy at any time. The City Manager reserves the right to make an exception to this policy, if he/she believes such an exception is in the best interest of the City. The City Manager reserves the right to withdraw the approval of an employee or volunteer to drive a City owned or personal vehicle for City business.



APPROVED BY:

A handwritten signature in blue ink, appearing to read "R. Horst", is written over a horizontal line.

Ricky A. Horst, CITY MANAGER

