

### **Motor Vehicle Rules and Regulations**

The purchase, maintenance, and upkeep of motor vehicles and equipment constitute a large expenditure in City government. While these vehicles are essential in providing necessary services to our constituents, accidents involving them can extract a huge additional toll on the organization in terms of injury, suffering, and property damage.

It is the firm belief of the City that most motor vehicle accidents are avoidable. By adopting a defensive driving attitude, each employee will accept the highest degree of responsibility for avoiding accidents, rather than passively surrendering to adverse situations.

The following is a list of rules to be followed by all employees.

- A. An employee will not drive or operate a City-owned vehicle unless assigned or granted permission to do so.
- B. It is against City policy for any person to operate any motor vehicle owned by this government for any purpose other than official business.
- C. Drivers must have in their possession a proper, valid operator's license when operating vehicles. Drivers must comply with all City and State laws governing the operation of vehicles. This will include checks for safety equipment as laws and policies require.
- D. Vehicles are to be driven in a manner such as to create a favorable impression to the public. Drivers will exercise special precautions when:
  - 1. People are playing on the roadway, alley, or near the curb;
  - 2. Passing schools or playgrounds;
  - 3. Approaching persons on bicycles;
  - 4. Driving during inclement weather.
  - 5. Pedestrians on crosswalks
- E. A licensed operator is expected to stay informed of current regulations and to periodically review publications concerning equipment operation. "Rules of the Road" for motor vehicle operators should be read and understood.
- F. Any vehicle with improper working parts (such as steering mechanism, brakes, lights, or horn) should not be driven and should be reported to the proper person.
- G. Seat belts will be worn at all times. Refer to ***Seatbelt Policy*** [Appendix VI, Other Safety Policies].

- H. If a vehicle is involved in an accident, the driver's first duty is to stop the vehicle. The police must be called. See **Section D, Motor Vehicle Accidents/Incidents**.
- I. All drivers will devote their full attention to their driving. Many vehicle accidents can be attributed to driver distraction. Keep your mind on your driving.
- J. Drivers must use proper signals when slowing down, stopping, or making a turn.
- K. Always give the pedestrian the right-of-way.
- L. All drivers must give the right-of-way to emergency vehicles.
- M. Hazard warning lights on trucks, cars, and equipment should be used only as emergency or work conditions require. Hazard warning lights are not to be used as an excuse to gain the right-of-way or to break traffic rules. Their purpose is for the protection of the employees and work areas and as a warning device for pedestrians and vehicular traffic.
- N. Keep windshields and door windows clean for good visibility.
- O. Rearview vision is extremely important. Be certain you have a complete picture of all objects behind your vehicle before moving in reverse.
- P. Do not leave the vehicle unattended with the motor running, except emergency vehicles according to standard operating procedures. Place the transmission in gear (or park for automatic transmissions), set the emergency brake, shut off the ignition switch, and remove the key.
- Q. All municipal vehicles should be locked when not in use.
- R. Always use hand holds when entering or exiting heavy equipment. Face the cab when exiting from it. Step, do not jump, when getting off or out of any vehicle or piece of equipment.
- S. Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, clear ice and snow from all windows and lights in winter months, or any other condition which may create an unsafe situation.
- T. Except in authorized emergencies, posted speed limits will be strictly obeyed.
- U. During periods of limited visibility or any time windshield wipers are in use, vehicle headlights will be turned on.
- V. Use of alcohol and drugs is prohibited. See **Alcohol and Drugs Policy** in all collective bargaining agreements.