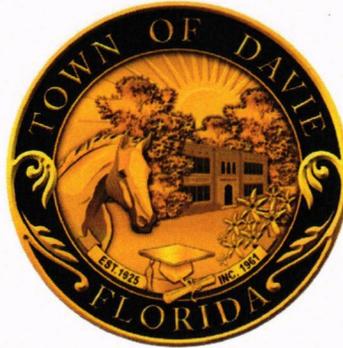


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**VEHICLE USAGE
SOP # 23-013**

February 18, 2020

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

| Revision | Date | Responsible Department | Description of Change |
|-----------------|--------------------|-------------------------------|------------------------------|
| 1 | September 19, 2012 | Human Resources | Initial Release |
| 2 | April 5, 2017 | Human Resources | Revision |
| 3 | June 6, 2017 | Human Resources | Revision |
| 4 | February 18, 2020 | Human Resources | Revision |

APPROVALS:



Human Resources Director/Grace Garagozzo

2/18/2020

Date



Town Administrator/Richard J. Lemack

2/18/2020

Date

1-1. POLICY.

This policy establishes procedures for the appropriate use of Town of Davie vehicles and applies to all employees who are authorized to operate a Town vehicle.

1-2. PROCEDURE.

a. ASSIGNMENT OF VEHICLES

1. Assigned vehicles will be provided to:
 - i. Employees as determined by the Department Director and Town Administrator.
 - ii. Employees as indicated within an employment agreement/contract.
 - iii. Employees represented by a bargaining unit only if a provision of the collective bargaining agreement covering that employee specifically indicates that the Town of Davie must provide that employee with an assigned vehicle.
2. Other employees with the need to utilize a vehicle while on duty will be:
 - i. Assigned a pool vehicle to use during working hours.
 - ii. Each time an employee utilizes a pool vehicle, they shall be given a Pool Vehicle Issue/Return form by the employee's department (see attached). The form shall be properly completed and submitted to their supervisor to ensure the vehicle was returned in the same condition prior to initial operation.

b. GENERAL PROVISIONS

1. Town vehicles shall be driven with the utmost care. All traffic laws shall be obeyed, and courtesy should be displayed by Town employees while operating these vehicles.
 2. Employees shall maintain a valid State of Florida driver's license and an acceptable driving record.
 3. The driver's license must be in the employee's possession at all times while driving the vehicle.
 4. Employees shall report any accidents, tickets, or any traffic violations to their supervisor immediately, but no later than the beginning of the next
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business day, regardless of whether there is any resulting bodily injury or property damage. Appropriate documentation shall be submitted to their supervisor upon reporting the incident. Supervisors shall inform the Risk Manager of any vehicle accidents, bodily damage and/or theft upon notification. Employees driving a pool vehicle shall report any bodily injury or damage to the vehicle on the Pool Vehicle Issue/Return form.

5. Employees are responsible for any ticket or traffic violation that is received while they are the driver of the vehicle. The employee can contest violations or pay the ticket, as dictated by State Statute.
 6. Employees shall not transport family members or non-town employees in the vehicle.
 7. Town Vehicles shall be used for work-related purposes only unless otherwise approved by the Department Director/Manager.
 8. Town vehicles shall not be driven beyond the limits of Broward County unless expressly authorized by the Department Director/Manager and Town Administrator.
 9. Employees shall ensure any material and/or tools hauled in the vehicle are properly secured and/or stored in a safe manner in compliance with appropriate state and local laws.
 10. When using the radio in the Town vehicle, the volume shall be kept at a level that cannot be heard outside of the vehicle with the windows and doors closed. The radio shall be turned off when approached by the public. At no time shall the volume and/or the operation of the radio interfere with the driver's ability to safely operate the vehicle while in motion.
 11. An employee acting in the course and scope of employment cannot be sued individually, absent bad faith, etc. An employee operating with permission but outside the course and scope of employment may be sued individually. The Town of Davie cannot provide auto liability protection for personal use of Town vehicles. Employees using Town vehicles for personal use do not have the same sovereign immunity protections as the Town.
 - i. Employees may **at their own expense**, purchase a rider to their personal auto policy called 'Extended Non-owned Vehicle Liability Coverage.' Not all auto insurance companies sell or provide this coverage and if they do it is only available if the
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employee first has liability coverage on their own personal vehicle. The Town of Davie recommends obtaining such coverage that would provide personal liability protection during the employee's personal use of a Town-owned vehicle. Employees are advised to discuss this in detail with their own auto insurance agent.

12. Vehicles shall be properly parked and locked when not in use or left unattended.
13. Employees shall not operate a vehicle while under the influence of alcohol, illegal drugs or prescription medications that may affect their ability to drive, or when a physical or mental impairment causes the employee to be unable to drive safely. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.
14. Employees are required to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the Town, while operating a vehicle.
15. Some Department Directors or Managers may have responsibility for one or more vehicles which may be utilized by employees within their Department and are responsible for monitoring usage of the vehicles, notifying the Procurement Manager, Fleet Manager and Risk Manager when vehicles are purchased and if vehicles are to be sold.

c. FLEET TELEMATICS (VEHICLE/ASSET TRACKING)

1. All Town vehicles will be equipped with a wireless device that provides monitoring of vehicle position through the use of Global Positioning System (GPS).
 2. Personnel who defeat, tamper with, and/or manipulate the GPS system/equipment will be subject to progressive discipline.
 3. The GPS will be able to record and monitor the following details for a thirty (30) day period:
 - i. Vehicle/equipment location.
 - ii. Routes traveled; speed, direction, trip start and end point.
 - iii. Vehicle speed.
 - iv. Entering and leaving the boundary of the Town of Davie.
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- v. Engine idle time.
- 4. A notification will be sent to the appropriate Department Director/Division Manager for the following reasons:
 - i. When vehicles are exceeding the designated speed limit.
 - ii. A vehicle is detected traveling beyond the Town of Davie boundary.
- 5. Employees shall be subject to progressive discipline when it has been determined they have exceeded the designated speed limit and/or have traveled beyond the Town's boundaries. The department director/division manager or designee will determine the appropriate discipline to include verbal counseling up to and including suspension based on the employee's driving history and/or previous discipline history for similar violations. Consideration for the appropriate discipline shall include the type of violation, number of offenses and other similar discipline within the employee's personnel file.
- 6. Department Directors/Division Managers and other authorized employees shall have view- only access to their department's assigned units.

d. GENERAL MAINTENANCE

- 1. It shall be the responsibility of the various departments, to ensure employees are following the preventative maintenance schedules of the vehicle.
- 2. Employees shall report mechanical problems to their immediate supervisor and make arrangements for repair of the vehicle.
- 3. Employees shall ensure a professional image by maintaining the interior and exterior cleanliness and appearance of the vehicle. Employees utilizing a vehicle shall ensure it is washed and cleaned upon the completion of usage or the end of their shift *or* at the discretion of the Department Director or Manager.
- 4. Employee's will be responsible for properly filling the gas tank of the vehicle upon the completion of usage or the end of their shift *or* at the discretion of the Department Director or Manager.

1-3. REPORTING REQUIREMENT AND DISCIPLINARY ACTION.

The value of any actual benefit derived from take home vehicles will be reported by the Town of Davie as required by the Internal Revenue Service (IRS).

Failure to comply with the requirements of this policy may be grounds for revocation of driving privileges and/or assigned or pool vehicles and may result in disciplinary action.



TOWN OF DAVIE

Pool Vehicle Issue/Return Form

SOP #23-013

| | | | |
|-----------|--|-------|--|
| Issued To | | | |
| Town ID# | | | |
| Make | | Tag # | |
| Model | | Color | |

| | | | | | | | | | | | | | | | | | |
|-----------------------|--------------------------|---|--------------------------|---|--|--|------------|-----------|-----------------|--------------------------|--------------------------|-----------|--------------------------|--------------------------|--------|--------------------------|--------------------------|
| Date Issued | | ISSUE | <input type="checkbox"/> | Mileage Out | | | | | | | | | | | | | |
| VEHICLE DAMAGE | | DESCRIBE DAMAGE | | INSPECTION | | | | | | | | | | | | | |
| | | <div style="background-color: #cccccc; height: 80px; width: 100%;"></div> | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Vehicle Cleaned</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Inspected</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Fueled</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | | | YES | NO | Vehicle Cleaned | <input type="checkbox"/> | <input type="checkbox"/> | Inspected | <input type="checkbox"/> | <input type="checkbox"/> | Fueled | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO | | | | | | | | | | | | | | | |
| Vehicle Cleaned | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Inspected | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Fueled | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Front | Back | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | |
|-----------------------|--------------------------|---|--------------------------|---|--|--|------------|-----------|-----------------|--------------------------|--------------------------|-----------|--------------------------|--------------------------|--------|--------------------------|--------------------------|
| Date Returned | | RETURN | <input type="checkbox"/> | Mileage In | | | | | | | | | | | | | |
| VEHICLE DAMAGE | | DESCRIBE DAMAGE | | INSPECTION | | | | | | | | | | | | | |
| | | <div style="background-color: #cccccc; height: 80px; width: 100%;"></div> | | <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Vehicle Cleaned</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Inspected</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Fueled</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | | | YES | NO | Vehicle Cleaned | <input type="checkbox"/> | <input type="checkbox"/> | Inspected | <input type="checkbox"/> | <input type="checkbox"/> | Fueled | <input type="checkbox"/> | <input type="checkbox"/> |
| | YES | NO | | | | | | | | | | | | | | | |
| Vehicle Cleaned | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Inspected | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Fueled | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| Front | Back | | | | | | | | | | | | | | | | |

| | |
|--------------------------|--|
| Missing Equipment | |
|--------------------------|--|

Employee Signature/Date

Supervisor Signature/Date

Supervisor must sign this form when returning the vehicle.



TOWN OF DAVIE VEHICLE USAGE POLICY ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I carefully read and understand the *Vehicle Usage Policy effective February 18, 2020.*

In addition, the Town of Davie cannot provide auto liability protection for personal use of Town vehicles. Employees using Town vehicles for personal use do not have the same sovereign immunity protections as the Town.

Employees may at their own expense, purchase a rider to their personal auto policy called 'Extended Non-owned Vehicle Liability Coverage.' Not all auto insurance companies sell or provide this coverage and if they do it is only available if the employee first has liability coverage on their own personal vehicle. The Town of Davie recommends obtaining such coverage that would provide personal liability protection during the employee's personal use of a Town-owned vehicle. Employees are advised to discuss this in detail with their own auto insurance agent.

I also understand that this signed acknowledgment of receipt will become a permanent part of my personnel file.

Print Name: _____

Signature: _____

Date: _____