



## ADMINISTRATIVE DIRECTIVE

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### I. **PURPOSE**

To establish procedures and guidelines for proper use of City vehicles by City employees.

### II. **POLICY**

The City of Tucson will maintain an effective and efficient fleet management program.

In order to ensure compliance with this directive and/or internal rules and standards, each department, office, agency, or organization using City vehicles will be responsible for monitoring vehicle use and imposing discipline up to and including discharge from employment. Nothing in this Administrative Directive (AD) shall be construed as diverting or diminishing the responsibility and authority delegated by the City Manager to certain City staff to exercise fleet management practices.

### III. **DEFINITIONS**

- A. **Accident** – An event or incident involving a city employee, facility, or equipment that results in a loss of or damage to property, person, animal or fixed object.
- B. **AZPOST** – Arizona Peace Officer Standards and Training [Board].
- C. **Vehicle** - In this context all rolling stock (over-the-road or on-site) are subject to the controls and restrictions of this AD. All such equipment is covered by this AD regardless of whether it was purchased through federal, state, City or donated funds.

### IV. **RESPONSIBILITIES**

#### A. **Departmental Responsibility**

- 1. AD 6.01-6: Driver's License Policy outlines the City policy for qualifications and requirements to operate City vehicles with a valid Arizona Driver's License and 6.01-8: Commercial Driver Policy delineates additional direction for Commercial Driver's License (CDL) holders.
- 2. **Restrictions or procedures cited in this AD shall not be considered all-inclusive. Additional rules or standards that complement this AD may be established at the department level to ensure proper use of City vehicles.**
- 3. Ensure appropriate insurance verification certificates are placed in the vehicle.

#### B. **Employee Responsibility**

To be in compliance with the following AD's addressing vehicle use, the City's driving program and employee compliance with the program:



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- 6.01-6 Driver's License Policy
- 6.01-1 Responsibilities Regarding Utilization of City Vehicles
- 6.01-4 City Vehicle Motor Pools
- 6.01-7 24-Hour Vehicle Assignments
- 6.01-8 Commercial Driver Policy

### V. WHO MAY DRIVE

- A.** Persons operating City vehicles must be either City employees, or volunteers approved by the department director.
- B.** All drivers must:
1. Have a valid Arizona driver's license for the correct classification and with the necessary endorsements.
  2. Have an acceptable 39-month Motor Vehicle Record (MVR) as obtained by Central Safety Services (CSS) and as determined by the department.
  3. Be eighteen (18) years of age or older.
  4. Have at least two (2) years of driving experience.
  5. Be unimpaired by alcohol or other substances.

### VI. WHAT MAY BE DRIVEN

- A.** Employees shall not operate any type or class of equipment for which they are not properly licensed and trained.
- B.** Supervisors shall pay special attention to the requirements regarding the operation of commercial vehicles. CDL holders must comply with the more rigorous requirements for all safety sensitive work in and around their commercial vehicles.
- C.** Vehicles that do not pass the driver's pre-trip inspection or exhibit a serious defect during the course of operation shall be immediately tagged *Out of Service* and not be driven until adequate repairs have been made. The problem(s) shall be immediately reported to supervision and Fleet Services.



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- D. Vehicles that have been found deficient in one or more safety systems during the post-trip inspection shall not be driven until those deficiencies are adequately corrected.
- E. Vehicles with deficiencies affecting safe operation shall be parked until they can be towed in for the necessary repairs.

**VII. OPERATIONAL REQUIREMENTS**

**A. PRE-TRIP**

Persons driving on City business shall:

- 1. Position adjustable head restraints to where the top of the restraint is at or slightly above the top of the occupants' ears.
- 2. Before initial use, inspect the vehicle for damage, inoperable lights, tire inflation, etc. and report any safety-related problems to their supervisor.
- 3. Upon entering the vehicle, lock all doors and then complete the vehicle check and make the necessary adjustments to the seat, mirrors, audio and ventilation controls.

**B. LOADS**

Persons driving on City business shall:

- 1. Secure all loads and equipment adequately. Loads shall be suitable for the vehicle and within its rated capacity, as determined by the lesser of the vehicle, axle, or tire ratings. When carrying loads at the maximum tire rating, tires must be inflated to the pressure specified for that rated load carrying capacity. Tire pressures are calculated when cold.
- 2. Comply with the special driver licensing, vehicle specifications and placarding, and unique operational procedures required for the transportation of hazardous materials.
- 3. Not carry extra fuel in vehicles other than when in proper containers (meeting OSHA and DOT standards) and are adequately secured. This includes containers that are used for refueling small gas-powered tools.

- C. The driver-operator will always remove the keys and lock the vehicle when not using it, whether on City property or not.

The driver-operator will provide daily maintenance and report any deficiencies immediately to the appropriate authority, who will report all deficiencies to the Fleet Services Division.

- D. All Vehicles designated for ROAD USE and equipped with (mileage) odometers will be refueled at the AUTOMATED City fuel facilities ONLY or at specified City of Tucson contract fuel vendors (approved public safety vehicles only).



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If refueling is required while driving outside of the immediate City of Tucson area, vehicle operators should refuel at a commercial station:

1. At their own expense and file for travel expense reimbursement upon their return; or
  2. Use a city-issued pCard and provide purchase documentation to their Department's assigned pCard reconciler upon their return.
- E. Spare tires will be provided and carried in all light duty vehicles up to and including 3/4-ton trucks. It will normally be the responsibility of the using employee to change flat tires on these vehicles. Vehicle operators will be responsible for ensuring that proper security is provided for spare tires to prevent theft or loss. The absence of a spare tire will be reported to the employee's supervisor, and if the spare cannot be located, the Fleet Control Office of Fleet Services must be advised so that a replacement can be supplied. Cost of the replacement tire and wheel will be a direct charge to the using activity.

### VIII. GENERAL RULES

- A. No employee of the City is authorized to use a City vehicle for other than the performance of assigned official duties, except for vehicles assigned to Mayor and Council, the City Attorney, and the City Clerk. No personal use of City vehicles is permitted unless provided for in Administrative Directive 6.01-7.
- B. The vehicle-operator will maintain strict adherence to all traffic laws, wear seat belts and require the same of all passengers, control speed in accordance with posted limits, give proper and timely signals, comply with regulatory signs or traffic signals, and practice road courtesy at all times.
- C. Drivers of City vehicles are expressly prohibited from picking up hitch-hikers or providing rides for persons not directly associated in some way with the processes of City business.
- D. Under no circumstances are employees or members of the public to be transported in the bed of a truck, or on any piece of equipment in a manner not intended by the manufacturer. This applies to both on or off road, on public or private property.
- E. Heavy equipment that cannot be adequately secured against unauthorized use shall not be left unattended in the field, but shall be removed to a secure location between usage periods.
- F. Keep tailgates up when possible. When conditions or load require that the gate be left down, red flags shall be attached to the gate corners and load extremities to alert other drivers of the abnormal condition. Long or wide loads protruding beyond the vehicle's body width while parked should be marked with traffic cones where possible.



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- G.** Employees or departments shall not modify City vehicles, or equipment mounted or placed on City vehicles for a specific work practice. Written permission for any structural modification to the vehicle or equipment shall be obtained from the vehicle or equipment manufacturer and concurrence shall be solicited from Fleet Services (Attachment A). Modifications/additions to communication equipment installed by the Facility and Communication Maintenance Division/General Services or to communication equipment in TPD or TFD vehicles are exempt.
- H.** Extra tinting may be applied to rear side windows and rear windows if dual outside mirrors are installed and maintained in good condition. All window tinting must comply with Arizona State Law and receive written concurrence from the Fleet Services Division. Police and Fire vehicles are exempt from the window tinting modification policy.
- I.** Employees shall utilize electronic communication devices in a safe and prudent manner and shall comply with their departmental policy on the use and operation of electronic communication devices. Specifically, texting, emailing, data entry, obtaining navigational information shall only be done when the vehicle is not in the roadway in order to meet the intent of Executive Order No. 13513, Federal Leadership on Reducing Text Messaging While Driving.
- J.** Conversations using cell phones while driving shall be limited to essential business only and should occur only when the vehicle is not in motion. (Refer to Tucson Code 20-160).
- K.** The use of headphones connected to radios, tape players or CDs is prohibited while driving on City business. The only exceptions to this are Police and Fire personnel.
- L.** Maintain all original usage and warning labels and placards in good condition on all motor vehicle equipment, whether for on or off road application. Each vehicle or piece of motorized equipment shall have on board in an easily accessed location (such as the glove box or in an attached weatherproof plastic pouch) the operator's manual provided by the manufacturer.
- M.** Carry reflective triangles for any vehicle carrying flammable or other hazardous materials.
- N.** Do not expose any open flame near a vehicle being fueled.
- O.** No individual shall smoke or use tobacco products in the City vehicle.
- P.** No individual shall possess, transport, or consume alcohol or illegal drugs in a City vehicle, unless such activity is performed in the course of their assigned duties.



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- Q.** Only AZPOST certified peace officers may carry firearms or weapons, concealed or otherwise in City vehicles. Management may authorize employees to carry and/or transport firearms in the course of their assigned duties.
- R.** Except for an AZPOST certified peace officer or Fleet Services employee acting in the course of their assigned duties, no employee may:
  - Jump start another vehicle;
  - Push/Pull another vehicle or non-City trailer.

**IX. ACCIDENTS**

- A.** Motor vehicle accidents shall be reported immediately to 911 and the employee's immediate supervisor. Property damage accidents or accidents occurring on private property shall be promptly reported to the employee's immediate supervisor.
- B.** Accidents involving injury of any parties should also be reported directly to the City's Risk Management Division. An Incident (Event) Reporting Form (Form 103) must be completed and sent to the Risk Management Division within two (2) days of any accident involving City vehicles. In addition, pertinent information shall be entered at the time of the accident on the incident reporting forms kept in the glove compartment of City cars and appropriate compartments of heavy equipment vehicles. All activities having equipment shall keep these forms in their vehicles. Replacement or additional accident report forms are available at the Fleet Control Office (791-3196).
- C.** A copy of the Incident Reporting Form 103 must be provided to Fleet Services when a damaged vehicle is taken for an estimate. Risk Management will provide determination of whether a claim should be made against the responsible party or their insurance company.
- D.** Accident damaged City vehicles must be taken or towed to Fleet Services (except for Fire Department apparatus) for repair.
- E.** No repairs are to be made on damaged equipment without an accompanying copy of the standard incident reporting Form 103 for those vehicles involved in any type of accident.

**X. TRAINING**

Primary, Secondary or CDL drivers identified by their department, who demonstrate poor driving behavior in the form of an unsafe driving action confirmed by a supervisor, conviction for a moving violation while operating a City of Tucson motor vehicle or a preventable collision while operating a City of Tucson vehicle may be required to attend specialized driver training at the direction of the department.



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**Appendices**

Equipment Modification Proposal  
Driver Pre-Trip Inspection List

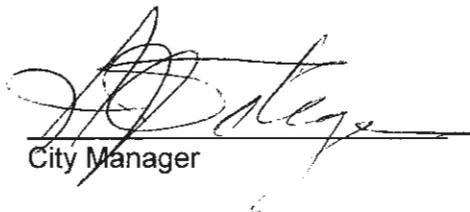
**References**

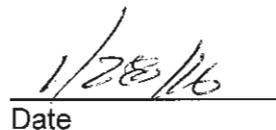
AD 6.01-4 City Vehicle Motor Pool  
AD 6.01-6 Driver's License Policy  
AD 6.01-7 24-Hour Vehicle Assignments  
AD 6.01-8 Commercial Driver Policy  
AD 2.02-22 Drug and Alcohol Use: Impaired Employees Physical  
Evaluation; Applicant Testing  
Tucson City Code 20-160

**Review Responsibility  
and Frequency**

The Director of Finance will review this directive annually, based on date of publication. Last Review Date: October 17, 2006.

**Authorized**

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Date

**Equipment Modification Proposal**

Description of equipment to be modified (generic type, i.e. pickup truck or forklift):

Vehicle number(s): \_\_\_\_\_ Date of request: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model number: \_\_\_\_\_ Model Year: \_\_\_\_\_

Purchased from (dealer or distributor): \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

City purchase or requisition # : \_\_\_\_\_ Date: \_\_\_\_\_

City employee responsible for original purchase specification: \_\_\_\_\_

Nature of modification(s) proposed:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Modification approved by manufacturer in writing and copy attached or explain why not:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Modification work to be performed by: \_\_\_\_\_ Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Modification requested by: \_\_\_\_\_ Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fleet Services Concurrence approval by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Request for modification denied by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Driver Pre-Trip Inspection List**

Vehicle (Make/Model/Year): \_\_\_\_\_ Date: \_\_\_\_\_

Odometer Reading: \_\_\_\_\_

Check any item(s) that needs attention and include the details under “Needs Attention/Comments.” Do not drive the vehicle until the issues you’ve discovered have been corrected. This list is not “all inclusive.” Please provide any additional items issues identified in the “Other” section of this form.

Item	Y/N	Needs Attention/Comments
Tires Flat?		
Major body damage?		
Tire Tread ok?		
Spare Tire?		
Oil Leak?		
Other Leak?		
Unusual Engine Noise?		
Needs gas?		
Temperature ok?		
Check engine light On?		
Other dashboard light on?		
Headlights ok?		
Brake lights ok?		
Tail lights ok?		
Turn signals work?		
Hazard lights working?		
Seatbelts working?		
Windshield wipers ok?		
Fans/defroster ok?		
Heater/AC ok?		
Brakes and Parking Brake ok?		
Mirrors adjusted?		
Horn works?		
Accident forms in glove compartment?		

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Name and Signature: \_\_\_\_\_