

 CITY OF TUCSON	City of Tucson Central Safety Services Number: SD-007 Subject:	Page 1 of 3
	Driving Policy	Effective Date: September 5, 2007
		Reviewed/ Revised: November 13, 2013

SAFETY DIRECTIVE

1.0 SCOPE

Administrative Directive 6.01-6 Responsibilities Regarding Utilization of City Vehicles - Section IV, Responsibilities, Paragraph B, Number 4, Employee Responsibilities;

Employees who drive their personally owned vehicle on City business shall obtain permission from their department before operating said vehicle and shall provide proof of insurance or insurance bond to their department.

Administrative Directive 6.01-6 Responsibilities Regarding Utilization of City Vehicles - Section V, Paragraph A; Who May Drive;

Persons operating City vehicles must be either City employees or volunteers, approved by the department director.

2.0 PURPOSE OF SAFETY DIRECTIVE

- A. To clarify the circumstances surrounding conveyance of any vehicle insurance benefits from the City of Tucson (COT) while operating a personally owned vehicle on City business, in the event of collision.
- B. To clarify the definition of a city employee as intended by Administrative Directive 6.01-6.

2.0 DEFINITION

POV – means a personally owned vehicle operated by a city employee.

4.0 DIRECTIVE

A. Insurance

1. **Central Safety Services** receives many questions regarding the amount of supplemental insurance coverage provided and tendered by the City in the event a City employee is involved in a motor vehicle collision while operating a Personally Owned Vehicle on City Business. The following clarifies the responsibilities of each party:

Subject: Driving Policies	Number: SD-007	Rev. November 13, 2013	Effective Date: September 5, 2007	Page 2 of 3
-------------------------------------	-------------------	---------------------------	--------------------------------------	----------------

2. If a COT employee is authorized to operate a POV on city business and is **cited and deemed at-fault** for a collision, the limitations of City responsibility are:
 - The COT will not pay the employee's deductible;
 - The COT will not cover damages to the employee's vehicle;
 - The COT will cover employee medical under workmen's compensation.

3. In the event the COT is found liable, the COT will pay damages above the employee's policy limits after the employee's policy is first paid out and the employee's policy limit is completely exhausted.

4. If a COT employee is authorized to operate a POV on city business and is deemed **not-at-fault** for the collision, the limitations of City responsibility are:
 - The COT will pay the employee's deductible up to \$1,000;
 - The COT will cover employee medical under workmen's compensation.

5. The employee's insurance carrier is responsible for pursuing claim for any/all damage to the employee's vehicle and/or other property. The employee is responsible for seeking any additional settlements resulting from the collision.

6. In the event the third party is uninsured, the employee's insurance carrier shall be responsible to the limits of the employee's insurance policy and the employee is responsible for the pursuit of additional claims/compensation resulting from a collision with an uninsured driver.

B. City Employee

1. For the intent of Administrative Directive 6.01-6, a City employee is a full-time, part-time, seasonal, or contracted employee that receives compensation directly from the City, in the form of a paycheck issued by the Finance Department on behalf of the City of Tucson.

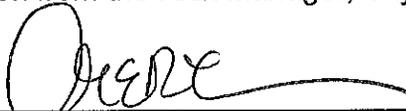
2. Temporary employees that receive compensation from an employment agency or other entity do not qualify as City employees under the intent of this Directive.

3. Departments may petition the Risk Manager under specific circumstances where non-city employees can operate City equipment in or out of the public right-of-way. The following steps shall be completed before allowing a non-city employee to operate city equipment:

Subject: Driving Policies	Number: SD-007	Rev. November 13, 2013	Effective Date: September 5, 2007	Page 3 of 3
-------------------------------------	-------------------	---------------------------	--------------------------------------	----------------

- The non-city employee shall present a valid Arizona Drivers' License
- The Department shall request verification of acceptable operator's record for the previous two (2) years (MVD check)
- Completion of the Central Safety Service's Fleet Driving Course
- Written permission from the Department Director
- Written permission from the Risk Manager, City of Tucson

Concurrence:



Maria Robinson, Safety Manager