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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
R-2003-0134	Resolution	In Committee
	Resolution Relative to adopting a Vehicle Operation and Driving Policy for all City Departments for inclusion in the City of West Allis Policies & Procedures Manual.	
	Introduced: 04/15/2003	Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

Adopt

MOVER: LAJISIC AYES 4 NOES 0

SECONDER: BARCZAK EXCUSED Murphy

COMMITTEE ACTION DATE 4/28/03

SIGNATURES OF COMMITTEE MEMBERS

[Signature]
Chair

Vice-Chair

COMMON COUNCIL ACTION adopted

FINAL ACTION DATE MAY 06 2003

MOVER:
Czaplewski

SECONDER:
Reinke

	AYE	NO
1. Barczak	<input checked="" type="checkbox"/>	_____
2. Czaplewski	<input checked="" type="checkbox"/>	_____
3. Kopplin	<input checked="" type="checkbox"/>	_____
4. Lajsic	<input checked="" type="checkbox"/>	_____
5. Murphy	<input type="checkbox"/>	_____
6. Narlock	<input checked="" type="checkbox"/>	_____
7. Reinke	<input checked="" type="checkbox"/>	_____
8. Sengstock	<input checked="" type="checkbox"/>	_____
9. Trudell	<input checked="" type="checkbox"/>	_____
10. Vitale	<input checked="" type="checkbox"/>	_____
TOTAL	<u>9</u>	_____



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2003-0134

Final Action:

5-6-03

Resolution Relative to adopting a Vehicle Operation and Driving Policy for all City Departments for inclusion in the City of West Allis Policies & Procedures Manual.

WHEREAS, the City of West Allis must comply with state and federal laws and regulations concerning vehicle operation; and,

WHEREAS, the City of West Allis has developed a policy to address vehicle operation and driving standards and comply with the standards prescribed by state and federal regulations; and,

WHEREAS, said policy shall be mandatory for all City departments; and,

WHEREAS, said policy was never previously adopted for inclusion in the City's Policies & Procedures Manual; and,

WHEREAS, it is beneficial to implement a city-wide vehicle operation and driving policy to address use of personal vehicles on City business, use of City-owned vehicles, pre-employment driving standards, and vehicle and equipment care and maintenance responsibilities; and,

WHEREAS, it is beneficial for said policy to be included in the City's Policies & Procedures Manual; and,

WHEREAS, the City's Executive Safety Committee has reviewed said policy and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that the attached Vehicle Operation and Driving Policy be and is hereby approved for inclusion in the City's Policies & Procedures Manual.

BE IT FURTHER RESOLVED that the City Administrative Officer is authorized and directed to include such policy in the City of West Allis Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

ADM\ORDRES\ADMR216

ADOPTED

5/6/03

Paul M. Ziehler

Paul M. Ziehler, Acting City Clerk/Treasurer

APPROVED

May 17, 2003

Jeannette Bell

Jeannette Bell, Mayor

1.0 PURPOSE:

The purpose of this policy is to set forth procedures to be followed by all City departments and employees regarding vehicle operation and driving privileges. It is the City's intent to establish and maintain a high level of professionalism and awareness of safety among its drivers and operators.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all departments and employees of the City of West Allis.

3.0 POLICY:

This policy is established to create a uniform standard governing the privilege of operating vehicles and/or equipment within the scope of employment. In addition to the provisions of this document, employees are required to comply with State and local traffic laws and City/Departmental Safety and Work Rules.

4.0 REFERENCES:

Section 1203, Policies and Procedures Manual.

5.0 PROCEDURES:**5.1 USE OF PERSONAL VEHICLES ON CITY BUSINESS.**

- 5.1.1 Requires prior approval of Department Head and compliance with all requirements.
- 5.1.2 Proof of Insurance – Minimum acceptable liability insurance limits are \$100,000 per occurrence and \$300,000 per incident. In addition, uninsured motorists protection in the amount of \$25,000 and property damage coverage of \$25,000 is required. Acceptable proof of insurance must be provided to the Finance Division within fourteen (14) days of any request.
- 5.1.3 Right to operate a motor vehicle on City business may be withdrawn at the discretion of the City.
- 5.1.4 Employees required to provide their own vehicle will be reimbursed on a per mile basis at a rate to be determined by the City. All maintenance, operating, insurance and other expenses are the responsibility of the employee. It is the employee's responsibility to maintain their vehicle in such a manner as to ensure safe operation. The employee's insurance company shall be considered primary.

- 5.1.5 If the employee's regular vehicle is out of service or otherwise unavailable, it is the employee's responsibility to provide an alternate vehicle as specified by each separate bargaining unit agreement.
- 5.1.6 Motorcycles and/or mopeds are not acceptable and cannot be used under any circumstances to conduct City business and are not eligible for mileage reimbursement. All vehicles must be suitable for the use which employees receive reimbursement.
- 5.1.7 No alcohol or illegal drugs shall be used at anytime during work hours.
- 5.1.8 An employee shall notify his/her supervisor of any potential adverse effects from any prescription medication that may impair an employee's work and/or driving performance.
- 5.1.9 It is the employee's responsibility to inform their insurer of the circumstances under which the vehicle is operated (business use).
- 5.1.10 Employees are required to submit, on a monthly basis, a mileage reimbursement form. This form must be completely filled out and report on a daily basis beginning and ending odometer readings. These forms are subject to audit. The provisions of this policy shall apply whether or not an employee seeks reimbursement for the use of a non-City vehicle.
- 5.1.11 It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. Failure to comply with this requirement shall result in disciplinary action up to and including termination.
- 5.1.12 Failure to comply with City policy, loss of driving privileges, or fraudulent reporting of vehicle use could result in disciplinary action and/or loss of the privilege to operate a vehicle on City business. Loss of driving privileges will be reviewed on a case-by-case basis. The City will, on a periodic basis, review the driving records of all employees that are required to drive in the course of their employment.

5.2 USE OF CITY-OWNED VEHICLES.

The operation of a City-owned vehicle is a privilege that may be withdrawn at any time at the sole discretion of the City. In order to operate a City vehicle of any type, an employee must comply with the following:

- 5.2.1 Maintain an approved and valid Wisconsin Driver's License at all times. Any loss or restriction of driving privileges must be immediately reported to your immediate supervisor. Failure to immediately inform your supervisor of any restriction, suspension, or revocation of driving privileges will result in disciplinary action up to and including termination of employment.
- 5.2.2 Maintain a satisfactory driving record. The City will review driving records on a periodic basis, at least annually. The Department Head may elect to submit an employee's name to the Safety and Training Coordinator to be enrolled into the Department of Motor Vehicle's Driver Abstract program.
- 5.2.3 Perform all required maintenance and equipment checks (fluid levels, tires, wipers, brakes, belts, etc.) as required by department/division policy prior to each day's use of the vehicle/equipment or other checks as required.

- 5.2.4 The windows and interior of all vehicles shall be kept clean at all times. The driver of the vehicle is responsible for ensuring that the interior of the vehicle is free of litter and other debris at the end of each day.
- 5.2.5 To ensure compliance, the supervisor and/or assigned individual shall inspect City vehicles on a random basis.
- 5.2.6 City employees are not authorized to allow non-employees to operate, ride in or on any City vehicles unless specifically authorized by department/division policy.

5.3 PRE-EMPLOYMENT DRIVING STANDARDS.

The following standards will be applied uniformly by the City prior to an offer of employment. These standards are subject to change at any time at the discretion of the City.

The Personnel Department will obtain a copy of the candidate's driving record from the West Allis Police Department.

In order to meet the minimum requirements for employment with the City for a position that requires the operation of a motor vehicle, the following standards will apply:

- 5.3.1 Candidates must possess a valid and appropriate Wisconsin Driver's License before an offer of employment can be made. In the case of an out-of-state applicant, the offer can be made contingent upon obtaining the appropriate Wisconsin Driver's License prior to starting employment.
- 5.3.2 Candidates for certain positions shall possess a valid Wisconsin Commercial Driver's License before starting employment.
- 5.3.3 Candidate's driving record will be reviewed according to the following standards. Failure to meet these standards may result in the rejection of the candidate.
 - a) Possess a valid Wisconsin Operator's License and/or Commercial Driver's License.
 - b) Must have no more than two moving violations in the last 18 months and no more than three moving violations within the last 36 months.
 - c) No more than one chargeable accident within the last 18 months or more than two chargeable accidents within the past 36 months.
 - d) No more than six demerit (6) points within the past 12 months.
 - e) No driving under the influence (Wis. Stat. 346.63) or reckless driving (Wis. Stat. 346.62) convictions within the past five years.

5.4 VEHICLE AND EQUIPMENT CARE AND MAINTENANCE RESPONSIBILITIES.

5.4.1 Department Head:

It is the responsibility of each Department/Division Head to ensure that all City-owned vehicles assigned to the department are in proper working condition at all times. The Department Head shall ensure that a written orientation/training program is developed for vehicles and equipment for which he or she is responsible. Applicable checklists shall be developed for these vehicles/equipment.

5.4.2 Supervisory Personnel:

All individuals with supervisory responsibilities are accountable for the City-owned vehicles/equipment assigned. This responsibility includes instruction of employees in the proper operation and preventative maintenance procedures and ensuring that applicable vehicle inspections are performed on a daily basis and that inspection forms are completed and turned in.

5.4.3 Employees:

All employees are responsible for the daily inspection of any vehicle and equipment they use and completing the required departmental pre-trip and/or post-trip inspection forms. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of equipment, it is their responsibility to request instruction on proper procedure from their supervisor.