

CHAPTER XI
ARTICLE I
Exhibit D – Town Vehicle Policy

Chapter 1—Introduction

The Town of Mountainair wants to ensure that you are fully qualified to operate Town vehicles and equipment safely and effectively.

The driver completes the following:

- Current driver record information (National Driver Register or State record check)
- Defensive Driving Course (Every Three years)
- Driver orientation (this guide)
- Basic test (may be waived for vehicles under 10,000 GVWR, per local requirements)
- Specialized equipment training and test(s), if required

You must complete the minimum required training and testing for specialized equipment. Previous training, testing, and experience when verified may be accepted for qualification in place of the Town of Mountainair on-the-job training.

A commercial driver's license is required for:

- Vehicles 26,001 pounds GVWR or heavier
- Any combination of vehicles with a GVWR of 26,001 pounds or more, provided the GTWR (gross trailer weight rating) of the towed unit is 10,000 pounds or more (some States have more restrictive license regulations for towing)
- Tank trucks carrying 1,000 gallons or more
- Passenger vehicles carrying more than 10 passengers in California or 16 or more passengers in all other States
- Vehicles transporting hazardous materials that require placards or markings

You must be able to pass a physical and the commercial driver's license test(s) to qualify to operate these types of vehicles. Employees whose position requires a commercial driver's license will be enrolled in the agency drug and alcohol testing program and shall maintain a current medical certificate, which must be carried while operating Town vehicles.

Chapter 2-USE Reporting and Log Book

On the due date determined the designated operator must submit a record of the total mileage/units of use during the prior month. Additional information may be required by the Town Clerk/Mayor. See your supervisor for specific instructions on completing the form. Your reported USE record needs to be complete and accurate when you turn it in. Log books are required by the Town Of Mountainair to document vehicle/equipment use. The USE record and log book may be combined in one document (see example). Information in the log book is also used to support “days of use” in the annual utilization report.

EQUIPMENT DAILY USE RECORD					
Equipment Number:			or License Plate:		
Day	Beginning Odometer	Ending Odometer	Total Miles	Fuel/Maintenance Yes/No	Driver’s Name Print Legally
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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28					
29					
30					
31					
INSTRUCTIONS: Record each day that this vehicle is used. Tally all days used for this month: _____					

Chapter 3—Accident Reporting/Vehicle Safety Items

An accident is an impact with any object that causes damage, however slight

It is the responsibility of the driver to report any and all accident damage to their supervisor, no matter how slight and to complete the required paperwork immediately.

If you are involved in an accident, your authorization to operate Town vehicles or equipment may be suspended pending the outcome of the final accident investigation.

The Town of Mountainair may defend any claim or suit against the operator of a town owned motor vehicle resulting from an accident, if the employee was acting within the scope of employment. If the employee was not acting within the scope of employment, the Town of Mountainair will not pay the claim and will not defend the suit.

Each vehicle log book or glove box should contain a Motor Vehicle Accident Report Kit or similar packet. This kit should include:

- Motor Vehicle Accident Report
- Statement of Witness
- Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
- Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property
- Authorization for Examination and/or Treatment (optional)
- Pencil and note paper

Vehicle Safety Items

In addition, each new vehicle will contain most or all of the following safety items:

- First aid kit
- Two body fluid barrier kits
- Fire extinguisher
- Highway warning devices (road triangles)
- Safety vest(s)
- Tire chains
- Wheel chock block
- Flashlight
- Window scraper
- Check monthly to ensure that dated supplies are replaced. Employees are responsible for replacing any Out dated or missing items.

Chapter 4—Using Town Vehicles

Safety is number one when driving or operating any vehicles or Town equipment. Drivers and operators of all Town equipment shall strictly observe all traffic laws, ordinances, and regulations in both letter and spirit of the State or local community in which the vehicle is operated. They shall observe the accepted standards of safe and defensive driving and shall exercise all possible care to avoid accidents and shall not misuse or abuse the vehicle.

Moving violations, accidents, suspensions, and similar changes to your State driving record shall be reported to your immediate supervisor and the driver-operator examiner within 30 days. Any driver’s license revocation shall be reported before the close of business on the following workday and the employee shall not operate any Town or privately owned vehicle on official Town business until the State license has been reinstated.

Unofficial use is defined as willfully using or authorizing the use of a Town owned or motor vehicle for other than official purposes. The employee may be suspended from duty without compensation or summarily removed from employment depending on Town Council recommendations. Any knowledge of misuse of vehicles must be reported immediately to the Mayor and/or law enforcement.

Nonstandard use is using the vehicle in a manner for which it was not intended and/or that is beyond its design or operating capabilities. In rare cases, nonstandard use may be necessary to accomplish mandatory goals. In these cases, the nonstandard use must be recognized and approved by both the Supervisor and Mayor. Any costs for repairs from nonstandard use will usually be paid for by the benefiting function.

Abuse is damage caused by disregard for established standards of use and maintenance. After an investigation, the operator may have to pay for the repairs. Seat belts shall be worn properly at all times while traveling in all town vehicles. This requirement includes all persons in The vehicle, including the driver and passengers

Smoking or the use of any tobacco products is prohibited at all times in all Town owned vehicles.

Cell phones and two-way radios (including “hands-free” devices) shall be used from the shoulder of the roadway or other safe location and only while the vehicle is stopped. Cell phones, two-way radios, or other communication devices may only be used by the driver when the vehicle is in motion under limited emergency conditions. Drivers shall follow all local laws pertaining to the use of cell phones.

Refuel and clean vehicles after each use so they are ready for the next day.

Back-in parking should be used whenever possible, for improved visibility and overall safety when leaving the parking space, particularly during an emergency.

Wheel chock blocks or other blocking devices must be used whenever vehicles and equipment are parked on a grade.

Secure vehicles and their contents from theft and property damage. Town vehicles should be parked in an off-street, secured facility whenever possible. Never leave keys in the vehicle, even if the vehicle is parked in a secured area.

Taking home of Town Vehicles is limited to police officers that live in town limits, to respond to emergency calls in a timely manner, and maintenance employees who live in town limits, to respond to emergency calls. The Mayor or Council may grant exceptions to this provision for good cause. No employees are allowed to take home their vehicle if they're not meeting the criteria stated above.

Personal use of Town-owned vehicle is not authorized. Town vehicles cannot be used for running personal errands, hauling personal items, or transporting friends or family members.

Authorized passengers normally are limited to Town employees on official business. If advantageous to the Town and circumstances warrant, others, such as contractors, collaborators, cooperators, prospective bidders, and volunteers and could be transported on official business. This travel should be limited to the job site.

Persons who are not Town employees cannot be carried in Town vehicles except in emergencies and then only after contacting your supervisor or 911 operator. Provide complete information on the nature of the emergency. In most cases of injury or

illness, it is safer for all concerned if you administer first aid and wait for proper medical assistance to arrive.

Travel/Training in a Town owned vehicle requires you to take the most direct travel route available. When in travel status away from your home unit, the Town vehicle may be used after "work hours" on a very limited basis for eating, exercising, attending certain types of meetings, church services, etc. There are very specific rules covering this type of vehicle use, so get your supervisor's approval and the proper information before using a Town vehicle for these purposes.

Chapter 5-Daily and Monthly Preventive Maintenance Checks

The driver is the single most important factor in preventive maintenance and is responsible for the proper care and use of Town equipment. The driver must take steps to ensure the vehicle is in safe operating condition before each use.

Daily Before-Operation Check (also known as the “Circle of Safety”)

The driver or operator shall ensure that the vehicle is in mechanically safe condition by visually checking the following items before every use. Any problems with italicized items should be reported to your supervisor or Mayor immediately for repair.

- 1—*Tires*—Proper inflation, *cuts, breaks*, excessive or uneven wear.
- 2—Leaks—Check under the vehicle for any fuel, oil, water, or other leaks.
- 3—Fluids under hood—Oil, transmission, and brake levels are adequate. Fill if low.
- 4—Coolant level in radiator—Adequate. Be sure to fill with the correct type of coolant.
- 5—*Lights and signal devices*—operating properly.
- 6—All glass—Clean, free of chips, and unbroken.
- 7—*Mirrors*—Properly adjusted, clean, and unbroken.
- 8—Fuel supply—Adequate.
- 9—*Horn*—Operational.
- 10—*Brakes*—Adjusted and functional.
- 11—Accessories—First aid kit, tire-changing tools, tire chains, etc.
- 12—*Steering* Normal free play.
- 13—Equipment logbook—Up to date and properly recorded.
- 14—Battery—Terminals clean.
- 15—Windshield wipers—Operational. Wiper blades in good condition.
- 16—Body—Report dents or other damage before operating a vehicle.
- 17—*License plates*—Present on the vehicle (one in front, one in rear).

Monthly Preventive Maintenance Inspections

The driver, operator, or individual assigned responsibility for the equipment shall ensure that the monthly inspection is performed and documented. Use the Driver’s Safety and Preventive Maintenance Inspection form. Other forms may be required for specialized equipment. These forms must be turned in monthly to your supervisor. Monthly checks are more thorough than the daily check, so plan on taking 10 to 20 minutes for the monthly inspection. It’s a good idea to have a helper if one is available. After completion, list the items that were checked “repair needed” in the bottom section of the inspection form. Indicate next to the defect the arrangements you have made to get the items repaired. Remember, *italics* denote a safety item. If an italicized item is checked, the vehicle cannot be operated until repairs are completed.

DRIVER'S SAFETY AND PREVENTIVE MAINTENANCE INSPECTION Transportation Equipment

INSTRUCTIONS: Use Manufacturer's Operators Manual as a guide to perform this inspection. *Italics* denotes safety items.

NAME OF INSPECTOR	REVIEWED BY	DATE	SATISFACTORY	UNSATISFACTORY
TYPE OF VEHICLE	Vehicle			
LOCATION	ODOMETER READING			
LOG BOOK	1. Daily entries up-to-date.....		<input type="checkbox"/>	<input type="checkbox"/>
	2. Accident forms available.....		<input type="checkbox"/>	<input type="checkbox"/>
	3. Lube intervals recorded and on schedule.....		<input type="checkbox"/>	<input type="checkbox"/>
	4. Oil and filter intervals recorded and on schedule		<input type="checkbox"/>	<input type="checkbox"/>
	5. Safety and PM inspections recorded and on schedule		<input type="checkbox"/>	<input type="checkbox"/>
CAB	6. First-aid kit clean, serviceable, and mounted		<input type="checkbox"/>	<input type="checkbox"/>
	7. <i>Mirrors serviceable and tight in brackets</i>		<input type="checkbox"/>	<input type="checkbox"/>
	8. <i>Glass clear</i> and windows operational		<input type="checkbox"/>	<input type="checkbox"/>
	9. <i>Windshield wipers, washers, defroster, and air conditioner operational</i>		<input type="checkbox"/>	<input type="checkbox"/>
	10. Seats, cushions, belts, track operational		<input type="checkbox"/>	<input type="checkbox"/>
	11. <i>Driver's floor clear, tool boxes anchored</i>		<input type="checkbox"/>	<input type="checkbox"/>
	12. <i>Lights, horn, dash warning lights operational</i>		<input type="checkbox"/>	<input type="checkbox"/>
ENGINE	13. <i>Backup alarm (if applicable)</i>		<input type="checkbox"/>	<input type="checkbox"/>
	14. Hood latch and safety catch working properly.....		<input type="checkbox"/>	<input type="checkbox"/>
	15. Radiator cap and hoses serviceable, proper coolant level in tank		<input type="checkbox"/>	<input type="checkbox"/>
	16. Battery snug, clean, and with adequate fluid.....		<input type="checkbox"/>	<input type="checkbox"/>
	17. Oil - Engine clean and at operating level.....		<input type="checkbox"/>	<input type="checkbox"/>
CHASSIS AND BODY	18. Oil - Auto - Transmission and power steering clean and at operating level		<input type="checkbox"/>	<input type="checkbox"/>
	19. All drive belts tight and serviceable		<input type="checkbox"/>	<input type="checkbox"/>
	20. <i>Steering system operational</i>		<input type="checkbox"/>	<input type="checkbox"/>
	21. Springs and shock absorbers in good condition.....		<input type="checkbox"/>	<input type="checkbox"/>
	22. Leaks - <i>exhaust, brakes, fuel lines</i> , cooling, transmission, etc.		<input type="checkbox"/>	<input type="checkbox"/>
	23. <i>Tires properly inflated and in good condition, lug nuts tight (dual wheel only)</i>		<input type="checkbox"/>	<input type="checkbox"/>
	24. Doors, fenders, bumpers, body, and trailer ball <i>tight and serviceable</i>		<input type="checkbox"/>	<input type="checkbox"/>
ROAD TEST	25. Accessories mounted and operable; spare tire, jack, lug wrench, tire chains, axe, shovel, flares/reflectors, etc.		<input type="checkbox"/>	<input type="checkbox"/>
	26. Starter, generator, gages operational.....		<input type="checkbox"/>	<input type="checkbox"/>
	27. <i>Brakes (foot and parking) effective</i>		<input type="checkbox"/>	<input type="checkbox"/>
	28. <i>Speedometer and odometer operating properly</i>		<input type="checkbox"/>	<input type="checkbox"/>
29. Clutch operational.....		<input type="checkbox"/>	<input type="checkbox"/>	
30. <i>Vehicle handling acceptable</i>		<input type="checkbox"/>	<input type="checkbox"/>	
REMARKS:				
UNSATISFACTORY ITEMS CORRECTED:				
BY _____			DATE _____	

I have received a copy of the Town of Mountainair's Personnel Policy. I further state that I have read and understand this policy, as it pertains to me as a Town of Mountainair Employee.

Employee Signature

Date

Position