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| CITY OF SPOKANE<br>ADMINISTRATIVE POLICY AND PROCEDURE | ADMIN 0620-24-26<br>LGL 2005-0043 |
| TITLE: <b>VEHICLE USAGE AND ACCIDENTS</b>              |                                   |
| EFFECTIVE DATE: October 1, 1990                        |                                   |
| REVISION EFFECTIVE DATE: July 13, 2012, July 11, 2024  |                                   |

## 1.0 GENERAL

1.1 The safe and responsible operation of motor vehicles is crucial to the City of Spokane's mission to provide high quality services to the members of our community. Improper, inefficient, or unsafe vehicle operation can result in significantly higher operating costs, damage to our image within the community, and potential injury or death to our employees or others. This policy establishes guidelines and regulations for the appropriate and responsible use of city-owned vehicles by employees and authorized individuals. The purpose of this policy is to ensure the safe and efficient use of these vehicles while minimizing risks, promoting accountability, and reducing costs.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions, departments, and authorized vehicle operators, excluding the Spokane Police Department.

## 3.0 REFERENCES

Chapter 12.07 SMC  
Chapter 46 RCW  
Spokane Administrative Policies (as updated or amended from time to time)

## 4.0 DEFINITIONS

4.1 City Vehicle – Any vehicle that is owned, leased, or rented by the City of Spokane.

## 5.0 POLICY

### 5.1 GENERAL

It is the policy of the City of Spokane that individuals operating City vehicles must do so in a manner that prioritizes safety, responsibility, and respect. This entails strict adherence to all federal, state, and local laws, as well as compliance with the City's designated policies and procedures.

### 5.2 AUTHORIZED DRIVERS

5.2.1 City vehicles may only be operated by City employees, authorized City volunteers, or authorized vendors under contract with the City.

5.2.2 Any employee who drives a City vehicle or operates motorized equipment as part of their job duties must maintain a valid driver's license with all required endorsements or certifications necessary for the size and type of vehicle driven.

- An expiration, suspension, or revocation of an employee's driver's license must be reported to the employee's immediate supervisor prior to the employee's next scheduled work shift.
- Operation of an authorized vehicle for City business with a suspended, revoked, or expired driver's license will be cause for disciplinary action.

5.2.3 Employees who drive City vehicles are subject to Motor Vehicle Record (MVR) checks annually or as necessary to verify compliance with driver's license and moving violation requirements.

- Any combination of moving violations or chargeable accidents exceeding three events in a calendar year may result in suspension or revocation of driving privileges.

### 5.3 AUTHORIZED USAGE

5.3.1 City-owned or leased motor vehicles shall be used exclusively for the conduct of city business.

5.3.2 Incidental personal use such as stopping at a store or restaurant while travelling from one work location to another is allowed but must be kept to a minimum.

- Personal stops must be during authorized break periods and not be out of the way.
- City vehicles may not be used to go to a private home for a meal or rest period. (Department specific policy exceptions may apply).

- Without supervisory approval, no more than three City vehicles are to be parked simultaneously at an offsite location during lunch or break periods.

5.3.3 Operators of City vehicles must consistently demonstrate safe, respectful, and professional conduct to uphold and improve the City's image.

#### 5.4 TAKE HOME VEHICLES

5.4.1 City vehicles may not be taken home or used for employee commuting unless at least one of the following four criteria is met.

- **Emergency Response** - The employee has primary responsibility for responding to emergency situations which require immediate response to protect life or property **and** the employee is called out at least 12 times per quarter. A "call out" is defined as a directive to an employee to report to a work site during off duty time. Documentation listing the number and nature of call outs for the six-month period from the prior year is required. In addition, there must be an explanation of why alternate transportation cannot be used and why a City vehicle cannot be picked up from a designated City parking area.
- **Economic Benefit:** There is an economic benefit to the City. This means the cost of travel reimbursement would exceed the costs associated with a take-home vehicle. A calculation of this benefit must be submitted with the Take-Home Vehicle Request. The cost of lost productivity cannot be a part of the calculation.
- **Special Equipment:** The employee has primary responsibility for responding to emergency situations which require immediate response to protect life or property and the employee needs a special vehicle and/or carries specialized equipment other than communications equipment in order to perform their work outside of normal working hours. A description of this equipment must be submitted with the Take-Home Vehicle Request.
- **Union Contract:** Collective bargaining agreement may provide general language for Department Director to approve take-home assignment.

5.4.2 A Take Home Vehicle Request form must be filled out by the requesting employee with required documentation attached. Requests must be approved by the Department Head, Division Director, and the Director of Fleet Services. The [Take Home Vehicle Request Form](#) can be found on the Fleet Services SharePoint page.

5.4.3 A City owned take-home vehicle is a fringe benefit that may generate a tax liability. Employees approved for a take-home vehicle assignment are responsible to report all personal use of a City-owned vehicle to the IRS as income.

5.4.4 The Fire Department must approve and document take home vehicle assignments for their individual departments.

## 5.5 DRIVER SAFETY RULES

- 5.5.1 Operators must maintain possession of valid driver's license while operating a City vehicle.
- 5.5.2 Seat belts must be worn at all times in accordance with State law.
- 5.5.3 Operators of City vehicles must follow the principles of defensive driving. Aggressive, inattentive, or erratic driving will not be tolerated.
- 5.5.4 Drivers must obey all traffic laws, speed limits, and parking regulations. The City is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding driving habits and operation of a City vehicle by an authorized driver.
- 5.5.5 Smoking, vaping, and the use of chewing tobacco in a City vehicle is strictly prohibited.
- 5.5.6 Distracted driving, including activities such as texting, media viewing, and eating is strictly prohibited due to the significant safety risks involved.
- 5.5.7 Voice calls must be kept to a minimum and an approved hands-free device must be used while operating a City vehicle. If an approved hands-free device is not available in the vehicle being operated, the driver must safely pull over and park vehicle prior to engaging in phone conversations.
- 5.5.8 Operating a City Vehicle while under the influence of alcohol or drugs, including prescription drugs that may impair a driver's ability to safely operate a City vehicle, is prohibited.
- 5.5.9 Only transport other City employees or other authorized individuals in City vehicles.
- 5.5.10 Employees transporting regulated hazardous materials in a City vehicle must have prior authorization from their department supervisor or designated authority, display all required placards and possess all necessary training and certifications.
- 5.5.11 Employees are prohibited from towing any type of trailer using city vehicles without prior authorization from their department supervisor or designated authority.

## 5.6 VEHICLE MAINTENANCE AND STANDARD OF CARE

- 5.6.1 Vehicle operators are accountable for maintaining the cleanliness of City vehicles, both inside and out, ensuring they are devoid of clutter, and objectionable odors.
  - Drivers must remove all personal belongings and debris from the vehicle after each use. Spills or stains must be addressed immediately.

- Driver must notify the appropriate supervisor when a vehicle is in need of interior or exterior cleaning.
  - Each department is responsible for providing car washes for their vehicles which can include City facilities, local vendor contracts, or providing car wash tickets to employees.
- 5.6.2 At the sole discretion of the Fleet Services Department, vehicles that cannot be satisfactorily cleaned or sanitized utilizing standard car wash procedures will be professionally detailed at the expense of the using department.
- 5.6.3 Drivers are required to perform a pre-trip vehicle inspection before each shift. At a minimum, vehicles should be inspected for:
- Visible damage such as scratches or dents.
  - Operation of headlights, taillights, brake lights, and turn signals.
  - Damage to windshield or other glass.
  - Tire condition and inflation.
  - Obvious fluid leaks under vehicle.
  - Oil and other fluid levels.
  - Unusual noises, odors, or operation.
- Drivers must report any damage, maintenance or repair needs to the Fleet Services Department and their supervisor. Pre-trip inspection forms can be found on the Fleet Services SharePoint site.
  - Departments may have additional specific vehicle inspection requirements.

## 6.0 PROCEDURE

### 6.1 PROCEDURE IN THE EVENT OF AN ACCIDENT

- 6.1.1 City employees involved in an accident while on City business or in a City vehicle shall notify the Police Department (9-1-1) and their direct supervisor immediately. The supervisor will notify the Human Resources, Risk Management, and Fleet Services Departments as soon as practicable. If no Police report is taken, a Washington State Accident Report shall be filed in a timely manner. [Washington State Accident Reports](#) can be accessed via the Washington State Patrol website.
- 6.1.2 A copy of the Police Department investigation report, if applicable, or the Washington State Accident Report shall be provided by the employee to the Risk Management Department, and that department shall send copies to other departments as appropriate.
- 6.1.3 The City employee involved, or the supervisor, will complete the City's Incident Report Form (4-part) and the supervisor will complete the one-half page supervisor's report. The City of Spokane Incident Report can be found on the City of Spokane [Risk Management SharePoint site](#). The four parts are to be distributed as follows:

Original (white)  
Yellow  
Pink  
Gold

Third Party Administrator (Contact Risk Management)  
City Attorney  
Risk Management  
Originating Department

The supervisor's report shall accompany the pink copy to the Risk Management Department.

## 6.2 POST ACCIDENT TESTING

An employee involved in any accident while on City business may be required to undergo a test for alcohol and/or drugs if there is reasonable suspicion in accordance with City policies ADMIN 0620-15-10 (Drug and Alcohol Testing for Non-CDL Employees) and ADMIN 0620-05-47 (Drug and Alcohol Testing for Commercial Drivers). Results shall be released to the Human Resources Department and will be handled confidentially.

## 7.0 RESPONSIBILITIES

The Human Resources Department, in cooperation with the Risk Management Department and the Fleet Services Department, shall administer this policy.

## 8.0 APPENDICES

None

APPROVED BY:

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Michael J Piccolo (Jun 26, 2024 16:38 PDT)  
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Jun 26, 2024  
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Jul 11, 2024  
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# ADMIN 0620-24-26 (Vehicle Usage and Accidents)

Final Audit Report

2024-07-11


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|-----------------|--|
| Created:        | 2024-06-26                                   |
| By:             | Daniel Rose (drose@spokanecity.org)          |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAFxiDXXrrah_RrhEnS3BDT6k0bcWgdE8K |

## "ADMIN 0620-24-26 (Vehicle Usage and Accidents)" History

-  Document created by Daniel Rose (drose@spokanecity.org)  
2024-06-26 - 11:25:57 PM GMT
-  Document emailed to mpiccolo@spokanecity.org for signature  
2024-06-26 - 11:27:38 PM GMT
-  Email viewed by mpiccolo@spokanecity.org  
2024-06-26 - 11:38:18 PM GMT
-  Signer mpiccolo@spokanecity.org entered name at signing as Michael J Piccolo  
2024-06-26 - 11:38:56 PM GMT
-  Document e-signed by Michael J Piccolo (mpiccolo@spokanecity.org)  
Signature Date: 2024-06-26 - 11:38:58 PM GMT - Time Source: server
-  Document emailed to mormsby@spokanecity.org for signature  
2024-06-26 - 11:39:00 PM GMT
-  Email viewed by mormsby@spokanecity.org  
2024-07-11 - 8:10:49 PM GMT
-  Signer mormsby@spokanecity.org entered name at signing as mike ormsby  
2024-07-11 - 8:11:26 PM GMT
-  Document e-signed by mike ormsby (mormsby@spokanecity.org)  
Signature Date: 2024-07-11 - 8:11:28 PM GMT - Time Source: server
-  Document emailed to Scott Jordan (jsjordan@spokanecity.org) for signature  
2024-07-11 - 8:11:30 PM GMT




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 Email viewed by Scott Jordan (jsjordan@spokanecity.org)

2024-07-11 - 8:22:18 PM GMT

 Document e-signed by Scott Jordan (jsjordan@spokanecity.org)

Signature Date: 2024-07-11 - 8:24:09 PM GMT - Time Source: server

 Document emailed to Richard Giddings (rgiddings@spokanecity.org) for signature


2024-07-11 - 8:24:11 PM GMT

 Email viewed by Richard Giddings (rgiddings@spokanecity.org)

2024-07-11 - 9:11:10 PM GMT

 Document e-signed by Richard Giddings (rgiddings@spokanecity.org)

Signature Date: 2024-07-11 - 9:11:18 PM GMT - Time Source: server

 Document emailed to Garrett Jones (gjones@spokanecity.org) for signature

2024-07-11 - 9:11:20 PM GMT

 Email viewed by Garrett Jones (gjones@spokanecity.org)

2024-07-11 - 9:16:29 PM GMT

 Document e-signed by Garrett Jones (gjones@spokanecity.org)

Signature Date: 2024-07-11 - 9:16:38 PM GMT - Time Source: server

 Agreement completed.

2024-07-11 - 9:16:38 PM GMT