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CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-12-26 LGL 2005-0043
<b>TITLE: VEHICLE USAGE AND ACCIDENTS</b> EFFECTIVE DATE: October 1, 1990 REVISION EFFECTIVE DATE: July 13, 2012	

1.0 GENERAL

1.1 This policy establishes a uniform procedure for vehicle usage and for reporting vehicle accidents which involve City employees or volunteers using City vehicles for related business.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments except uniformed police and fire.

3.0 REFERENCES

chapter 12.07 SMC  
chapter 46 RCW

4.0 DEFINITIONS

None

## 5.0 POLICY

### 5.1 GENERAL

- 5.1.1 This policy shall apply to all City employees including authorized volunteers.
- 5.1.2 It is the policy of the City that vehicle accidents involving death or injury or property loss be handled in such a way as to provide first for the health and welfare of the injured and second for a prompt, thorough investigation.
- 5.1.3 Any employee who drives a City vehicle or operates motorized equipment as part of their job duties must maintain a valid drivers' license with all required endorsements.
- 5.1.4 An expiration, suspension or revocation of an employee's drivers license must be reported to the employee's immediate supervisor prior to the employees next scheduled work shift.
- 5.1.5 Operation of an authorized vehicle for City business with a suspended, revoked or expired drivers' license will be cause for disciplinary action.

### 5.2 ACCIDENT PREVENTION / MITIGATION

- 5.2.1 City-owned or leased motor vehicles shall be used exclusively for the conduct of municipal business.
- 5.2.2. Seat belts will be worn in accordance with State law.
- 5.2.3 The principles of defensive driving must be applied in the operation of City vehicles and all traffic laws obeyed.
- 5.2.4 Only City authorized volunteers and employees may operate City vehicles and motorized equipment.

### 5.3 CITY VEHICLES USED FOR BREAK OR LUNCH

- 5.3.1 City vehicles may not be taken to restaurants unless the employee is performing field work or is traveling from one work location to another and the restaurant is not out of his/her way. In no event may City vehicles be used to go to a private home for a meal or rest period. Check your Department Operating Policies for exceptions.

5.3.2 Without supervisory approval, no more than three City vehicles are to be on break or lunch at any one restaurant at the same time.

## 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, if possible, notify the Police Department (9-1-1) and their immediate supervisor immediately. The supervisor will notify the Human Resources and Risk Management Departments as soon as practicable. If no Police Report is taken, a Washington State Accident Report shall also be filed in a timely manner.

6.1.2 A copy of the Police Department investigation report, if applicable, 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 four parts are to be distributed as follows:

original (white):	Third Party Administrator (contact Risk Mgmt)
yellow:	City Attorney
pink:	Risk Management
gold:	Originating department

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

### 6.2 POST ACCIDENT TESTING

6.2.1 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 policy ADMIN 0620-06-10 Drug and Alcohol Testing for Non-CDL Employees. Results shall be released to the Human Resources Department and will be handled confidentially.

### 6.3 CHECK OF DRIVERS' LICENSES

6.3.1 At least twice annually each department shall conduct a check of drivers' licenses and document in writing. A supervisor in each

department shall physically view the original driver's license of each employee who is required to drive as part of his or her duties and ascertain that it has not expired, been suspended or been newly restricted.

6.3.2 A useful aid to assist in discovering the status of an employee's drivers' license can be found at [www.dol.wa.gov](http://www.dol.wa.gov)


7.0 RESPONSIBILITIES

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

8.0 APPENDICES

None

APPROVED BY:

  
\_\_\_\_\_  
City Attorney (ASST)

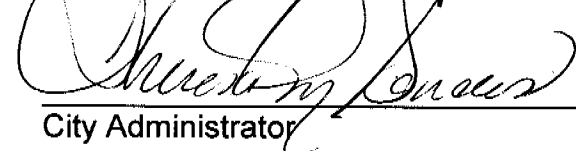
6-20-12  
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Date

  
\_\_\_\_\_  
Director - Human Resources

6-28-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Risk Manager

6-27-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Administrator

6/28/12  
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Date