

Automotive

No employee should be allowed to operate any motor driven equipment until such time as he or she has proven his or her qualifications. Anyone operating a City vehicle must have in his or her possession a valid operator's license.

The following automotive rules will be strictly enforced by supervisors and shall result in disciplinary action against any employee violating them. Disciplinary action shall range from reprimand to dismissal.

1. It shall be the duty of any employee responsible for the operation of any motorized equipment to inform his or her supervisor if they are taking any medication that would adversely impact the employee's ability to operate such equipment.
2. A supervisor shall not instruct or allow any employee suspected of being under the influence of intoxicating beverages or drugs to operate motorized equipment.
3. It shall be the duty of the employee to immediately advise his or her supervisor of the revocation or suspension of his or her operator's or chauffeur's license.
4. All accidents involving City-owned, motor driven equipment shall be investigated by the Police, Risk Management, Departmental Safety Representative or your supervisor. When practical, vehicles should not be moved until an investigation has been completed by the Police and if appropriate, the Risk Management Representative, Department Safety Representative or your supervisor.
5. Any employee involved in a vehicular accident or injured on the job shall make a written report explaining the circumstances and his or her actions to his or her supervisor within 24 hours of the accident.
6. Any employee who has been convicted or has charges pending of manslaughter in circumstances involving a motor vehicle shall not be allowed to operate City-owned motor driven equipment on the public streets and highways.
7. Seat belts shall be fastened before starting the motor and worn at all times when driving or riding in City vehicles. It is the driver's responsibility to ensure that all passengers gave their seat belts fastened before starting the vehicle.
8. The use of a shoulder harness is mandatory (when vehicle is so equipped).
9. Approved hard helmet is required while operating or riding a motorcycle.
10. Sunglasses should not be worn between sundown and sunup.
11. Keep a firm grip and foothold when getting into or out of vehicles. **DO NOT JUMP.**
12. It is the vehicle operator's responsibility to be sure vehicle is in working order. A vehicle with brake, steering or other safety problems should not be driven.

13. Keep the interior of the vehicle clean. Also keep any steps and handles clean of dirt and oil.
14. Keep equipment doors closed when vehicle is being driven.
15. When backing vehicle, keep spotter in view at all times. If sight is lost between driver and spotter, driver is to stop vehicle immediately. Be sure you know what is behind your vehicle before backing up. Sound horn before backing. Get out and look if necessary.
16. Watch out for people and machinery when in working area.
17. Avoid getting too close to any supports.
18. Never leave a piece of machinery or equipment with the motor running unless required for normal duties.
19. Make sure everyone is clear before starting or moving any machine or piece of equipment.
20. Only authorized mechanics are permitted to clean, repair, grease, or adjust any unit or part of equipment while it is in motion or while the engine is running. Other employees are not to adjust parts of motors or machinery while they are running unless it is done under the direct supervision of an authorized mechanic.
21. No operator shall allow any person to ride on the draw bar, bucket, or blade, or hang on the side of any part of any moving equipment. This equipment shall not be used as a substitute for a ladder.
22. Riding on running boards and getting on or off equipment while the equipment is moving is positively prohibited. Jumping from truck beds or equipment while vehicle is moving is prohibited.
23. Garbage truck helpers may ride on back of truck on platforms provided only while picking up garbage. Trucks must be operated in the forward direction only at a maximum speed of ten miles per hour. Warning and flashing lights must be on and slow moving vehicle emblem displayed. Trucks are to stay on right side of road. Trucks are not allowed to block a roadway or stop cross-ways.
24. All persons being transported in the back of a City truck shall sit down in the bottom of the body or on seats provided for the purpose, and no more persons shall be transported than can be safely seated. The truck bed shall be chained down when hauling personnel. All seats shall be secured to main body of the vehicle.
25. All equipment when parked will have hand or foot brakes applied.
26. No person shall be permitted to get under a truck bed that has been raised until after the safety bar has been securely placed.
27. All pull-type graders shall be equipped with soft metal shear pins and safety chains.

28. Persons riding on trucks shall not board or disembark until signaled to do so by the driver, and no persons shall be allowed to ride, sit, stand on any attached trailer.
29. Look and make sure way is clear, before unloading personnel or equipment.
30. Release load only when truck is in position.
31. Smoking is prohibited in all City vehicles.
32. Under no circumstances shall equipment motors or engines be operated or started when flammable liquid leaks are present.
33. Each operator is responsible for the safety of his or her motor vehicle and the proper functions of safety equipment assigned to the vehicle.
34. All equipment operators are to be properly instructed by their supervisor in the safety regulations necessary for the safe and efficient operation of motorized equipment and the proper maintenance thereof.
35. The vehicle or machine operator is responsible for insuring that all tools, equipment, and material carried are properly secured before the vehicle or machine is moved.
36. Employees operating City vehicles are subject to safety inspections by Risk Management or Departmental Safety Representatives and shall comply with their requests.
37. No vehicle shall be in motion with the tailgate in downward position.
38. When operating a forklift, keep the load as low as possible and tilted slightly back, maintain safe visibility, drive very slowly, avoid sharp turns, and never carry passengers.
39. A fully charged portable fire extinguisher shall be required on all City owned motor equipment. The extinguisher is to be mounted in such a manner so that it is easily accessible in case of a fire. It is the responsibility of the driver or operator to insure the presence of an extinguisher.
40. A vehicle/general use first aid kit should be kept in each City owned vehicle.
41. City employees must obey all regulations established by the Division of Motor Vehicles.
42. The following violations may be considered grounds for dismissal:
 - a. Operation of City owned motorized equipment while under the influence of intoxicating beverages or drugs. Exception: drugs prescribed for the employee by a physician or over-the-counter medicines, any of which must be used in accordance with directions.

- b. Operating City owned motorized equipment on public highways after operator's or commercial driver's license has been revoked or suspended.
- c. Deliberately breaking, defacing, destroying, or preventing the operation of any City owned equipment.
- d. Refusal to comply with request of a City safety officer or the Director of Human Resources (or his/her designee) to submit to a drug or breathalyzer or blood alcohol test when suspected of being under the influence (whether operating City equipment or not).