**SECTION: SAFETY AND HEALTH**

**POLICY:** Driving **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

This policy outlines the guidelines for employees who drive while conducting city business. It emphasizes safety, compliance with legal requirements, and responsible use of vehicles. This policy addresses age requirements, insurance coverage, random DMV verifications, mobile phone usage, and mileage reimbursement.

**APPLICATION:**

This policy applies to all employees who are required to drive for work purposes, including those using personal vehicles, rental cars, or city-owned vehicles. It encompasses all driving activities conducted during the course and scope of employment.

**DEFINITIONS:**

1. Eligible Driver: An employee who meets the age and insurance requirements set forth in this policy and is authorized to operate a vehicle for city business.
2. Driving for City Business: Any operation of a vehicle to perform duties related to employment, including travel to meetings and other work-related activities.
3. Mobile Phones: Any device used for communication, including smartphones, tablets, and similar technologies.
4. Mileage Reimbursement: Compensation provided to employees for the miles driven in personal vehicles for work-related purposes.

**PROCEDURES:**

1. Age Requirements: Employees must be at least years of age to drive for city business. Exceptions may be made for employees aged 18-20, subject to management approval and additional insurance requirements.
2. Insurance Coverage: Employees who use their personal vehicles to conduct agency business are required to have liability insurance that meets or exceeds minimum state law requirements. Proof of insurance must be submitted to human resources annually.
3. Random DMV Verifications: The city will conduct random DMV verifications of employees’ driving records to ensure compliance with driving standards. Employees will be notified if their driving records are selected for verification. Any employee found to have a suspended or revoked license, or other disqualifying factors, will be subject to disciplinary action. If driving is an essential function of an employee’s job and their license is revoked and not able to be reinstated in a timely manner, the employee may be terminated.
4. Use of Mobile Phones: Employees are prohibited from using mobile phones for texting, calling, or other non-emergency communications while driving. Hands-free devices may be used for calls if necessary. Employees are encouraged to pull over safely to a designated area before using their mobile phones.
5. Mileage Reimbursement: Employees may submit mileage reimbursement requests for travel conducted in personal vehicles for city business. Reimbursement will be provided at the current IRS standard mileage rate. Employees must complete a mileage reimbursement form detailing the date, purpose of travel, starting and ending locations, and total miles driven.
6. Safety and Compliance: Employees must adhere to all traffic laws and safety regulations while driving for city business. This includes wearing seat belts, obeying speed limits, and avoiding distractions.