

City of Sterling Personnel Policies

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Board President		
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Board Member	<i>(Signature)</i>	<i>10-29-08</i>

CHAPTER 18

EMPLOYEE TRANSPORTATION

SECTION 1 - USE OF CITY OWNED VEHICLES

Limited personal use of the take home vehicle is allowed only under limited circumstances. Normally, City owned vehicles are to be used for official City business. You may wish to check with your Department Head or immediate supervisor if the personal use of the vehicle is questionable. The use of City owned vehicles to transport dependents or spouses is discouraged, except when traveling to an authorized conference and/or with the authorization of the City Manager.

Before a City employee is allowed to operate City vehicles and equipment, the employee must have a current Colorado motor vehicle operator's license for the type of vehicle or equipment operated. Employees operating City vehicles are expected to fully observe all traffic laws and the dictates of common sense. City employees who demonstrate careless disregard for traffic regulations damage the image of the City of Sterling and jeopardize their jobs. (Note: Employees shall immediately notify their supervisor if their Colorado motor vehicle operator's license is suspended or revoked for any reason.)

SECTION 2 - USAGE OF PRIVATE VEHICLES

If an employee is required to use their private vehicle in the performance of official duties for the municipality, the employee may receive a monthly car allowance or be paid for the use of the vehicle on official City business at the current mileage rate for actual miles driven. Driving to and from a job site from an employee's personal residence is not part of an employee's job duties. The City Manager shall authorize the payment of any and all monthly car allowances paid to employees.

SECTION 3 - USE OF CITY EQUIPMENT

No equipment owned by the City is to be removed from City property for other than City work. Using City equipment for personal gain during working or non-working hours is prohibited. Under normal circumstance, operation of City equipment is restricted to City employees. Failure to adhere to this policy may result in discipline up to and including dismissal.

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SECTION 4 - ACCIDENTS INVOLVING CITY OWNED VEHICLES

If, while operating a City owned vehicle, and employee is involved in an accident that results in personal injury or property damage, the employee is required to:

- 1) Notify the appropriate Law Enforcement Agency immediately.
- 2) Insist that all parties and property concerned remain at the scene of the accident until Law Enforcement Officers can investigate.
- 3) Report the accident, no matter how minor, to the Department Head.
- 4) Discuss the accident with no one except the investigating Law Enforcement Officer and City officials.
- 5) Be available for post accident Drug and Alcohol testing should the circumstance of the accident necessitate testing.

SECTION 5 - INJURIES RESULTING FROM A TRAFFIC ACCIDENT ON THE JOB

Should an employee sustain injuries due to a traffic accident while on the job, the injury is to be reported immediately to a supervisor, if notification is within the employee's capabilities. This type of accident is normally viewed as a Worker's Compensation Accident for injury/accident reporting requirements.