

CITY OF MARATHON
VEHICLE & EQUIPMENT USE POLICY

PREPARED BY
FLEET SERVICES
A DIVISION OF CITY OF MARATHON PUBLIC WORKS DEPARTMENT
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INTRODUCTION

The City of Marathon, since its inception in 1999, has grown significantly, and with this growth, the City's vehicle and equipment fleet has expanded accordingly. It is the policy of the City Council to have written procedures in accordance with applicable standards and regulations for the use of all City utilization of vehicles and equipment. This policy manual shall provide policies and guidelines for safe operation, as well as procedures for maintenance and care of all City owned vehicles and equipment. While this policy is intended to address the safe operation, use and maintenance of City owned vehicles and equipment, users of such are still responsible for the use of good judgement in the use and operation of the same.

PART I MOTOR VEHICLE USE POLICY

1. Only those persons possessing a valid Florida Operator's License for the type of vehicle to be operated shall be permitted to drive a City vehicle. Authorized users to operate a motor vehicle must be at least eighteen (18) years of age.
 - a) No person shall become or remain a designated operator who has:
 - i. Within the past three (3) years, received more than two major (4 point) violations;
 - ii. Within the past three (3) years, received more than 4 violations of any kind;
 - iii. Within the past three (3) years, been convicted of, or pled no contest to, any alcohol or drug-related offense, or refusal to submit to a breath/urine/blood test;
 - iv. Does not carry and maintain the minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.
2. Anytime an employee receives a traffic citation, the employee shall notify his Department Head and Employee Services by the next business day.
3. Florida Statutes require the operator of any vehicle to possess a valid State of Florida Driver's License for the class of vehicle being operated. Any State restriction placed on an operator's license shall be strictly enforced. Prior to the operation of any vehicle, the operator's supervisor is responsible for verification that the operator has the requisite license.
4. The revocation or suspension of the State of Florida Driver's license of the operator immediately disqualifies that individual from any further vehicle operation until the license is restored. Should a driver have his license suspended or revoked, he shall report it immediately to the Department Head and Employee Services and he shall not operate any vehicle until the license is restored.
5. In no case shall an individual who is not an employee or authorized individual of the City be allowed to operate a City vehicle.
6. **Removal of Operating Privileges**

The City Manager or Department Head may, for just cause, and/or for any of the following specific reasons, revoke or suspend operating privileges at any time.

Violation of this policy may result in disciplinary action up to and including termination of employment:

- Misuse of City equipment;
- Failure to follow operating regulations;
- Allowing unauthorized persons to operate equipment or vehicles;
- Allowing unauthorized persons to be passengers in equipment or vehicles
- Unsatisfactory motor vehicle record;
- Transportation of unauthorized passengers in City vehicles;
- Failure to maintain a valid State of Florida driver's license;
- Failure to report a traffic citation;
- Failure to carry/maintain minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.

7. Authorized Purposes

- a) Department Heads are responsible for ensuring that all employees under their supervision comply with all applicable procedures.
- b) City vehicles are to be used only for Official City Business. City vehicles may be utilized for de Minimis (minimal) personal use e.g.; lunch breaks or personal errands while in the performance of normal duties. Other de Minimis use must be approved by the Department Head.
- c) The City may from time to time designate certain employees who are allowed commuting use of City owned vehicles such as Department Heads, Managerial and Supervising employees, and employees on-call as designated by the Department Head, and such vehicles shall not be used for any personal use.
- d) Employees who are allowed commuting use of vehicles are prohibited from using the vehicles for other personal use except on a de minimis basis. Such de minimis use might include such things as a stop for lunch between two business locations, or a brief stop at a convenience store on the way to or from home from work.
- e) No vehicle shall be operated outside the local area without the express approval (verbal or written) of the Department Head. Department Heads do not need prior approval unless they are traveling out of state.
- f) The following guidelines shall be adhered to when operating a City vehicle:
 - i. Vehicles shall be operated in accordance with the Motor Vehicle Regulations of the State of Florida.
 - ii. No City-owned vehicle will be used for out of state travel. If out of state travel is necessary, a rental vehicle, privately owned vehicle, or other means of transportation will be used.

- iii. Privately owned vehicles or rental cars will only be used when City vehicles are unavailable and when approved by the Department Head.

8. Passengers

- a) Passengers shall be permitted to ride in vehicles covered by this policy, provided that the passenger is a Elected Official, or City employee.
- b) Use of City vehicle to transport a non-employee may be permitted in certain situations as part of the daily functions of the City, providing those situations meet the following guidelines as set forth by the Board:
 - Occurs as part of a public activity (not a private event);
 - Event/activity must occur on public land or property or within City Right-Of-Way;
 - Transporting Consultants and similar personnel in conjunction with City projects;
 - Shall occur to promote positive community support.

9. Use Of Privately Owned Vehicles (P.O.V.)

- a) When an employee operates a City vehicle or P.O.V. for City business or otherwise, the employee shall carry/maintain the minimum limits of personal vehicle liability insurance in accordance with Florida Statutes.
- b) A P.O.V. utilized for official County business shall be maintained to provide mechanically safe operation.
- c) A P.O.V. when utilized for official business shall be operated in strict compliance with all laws, which apply to motor vehicles in the State of Florida, or other applicable jurisdictions, including the use of seat belts.

10. Employee Responsibilities

- a) Each employee assigned to operate a City vehicle and/or equipment is responsible for performing a Pre-Operational Vehicle Inspection of the vehicle or equipment assigned to see that it is in safe working order before leaving for the day's work. Deficiencies should be reported immediately to the Fleet Manager to determine if the vehicle is safe to drive. Departments may perform a more comprehensive inspection.
- b) Vehicles shall be operated in accordance with the Motor Vehicle Regulations of the

State of Florida.

- c) Do not stop at any bar, tavern, or similar establishment when using a City vehicle. Consumption of alcohol or other intoxicating substances by an employee, including on-call employees, while operating a City vehicle or equipment or engaged in official City business is strictly prohibited.
- d) The use of smoke, smokeless, and vape products in the use of any City Vehicle or equipment is prohibited.
- e) The use of cell phones, without a hands-free device, while operating a vehicle/equipment should only be done while the vehicle/equipment is not in motion, in a parked position, and not at a stop sign or red light. It is recommended to allow the voice mail feature to answer the call, and then pull over and respond to the message at your earliest and safest opportunity utilizing a commercial parking lot or driveway leaving ample clearance for road traffic. The use of cell phones, without a hands-free device, while a vehicle is in motion is restricted to calls placed or received that are deemed an emergency or absolutely vital to carry out business without further delay. The use of a hands-free device must be utilized whenever one is provided.
- f) All employees operating a motor vehicle for City business shall adhere to the Motor Vehicle regulations of the State of Florida as well as the following safety guidelines:
 - v. Supplies transported in motor vehicles shall be secured in such a manner that they will not dislodge, fall out or shift forward during transit or sudden stops;
 - vi. Never take drugs or medication, which may impair your ability to safely operate a motor vehicle, before and/or while operating a vehicle. Drugs, illness, or extreme fatigue may affect one's ability to judge distances, speed, and driving conditions;
 - vii. All persons who drive or ride in City vehicles shall wear the installed seat belts;
 - viii. Passenger capacity will meet the manufacturer's design for the vehicle. Persons shall not be transported in any vehicle unless safe seating and seatbelts are provided for each person;
 - ix. When backing a vehicle or equipment, with a load or body style that obstructs the driver's visibility, another employee should serve as a safety guide and direct the backing operation from outside the vehicle. Driver shall keep the safety guide in his vision at all times, if he cannot see the safety guide, the vehicle is to be stopped immediately;
 - x. For added safety, utility vehicles, roadside mowers, and other mobile equipment should use flashers and safety warning lights, if so equipped, when alongside the road;

- xi. When fueling: Shut off the vehicle engine. Do not use electronic communications equipment when fueling. Do not smoke near fuel pumps. Keep the hose nozzle against the edge of the filler pipe. To avoid spilling fuel, do not fill the tank too fast, and hold fuel handle while pumping fuel;
- xii. Never exit a vehicle without first putting the vehicle in park. If leaving the vehicle put it in park, turn off the lights, wipers, radio, and close the windows, etc. Remove the keys, lock the doors, secure other areas of the vehicle as needed and take the keys with you.

11. Incidents Involving City Vehicles & Equipment

The following procedures are established and shall be followed whenever a City vehicle or P.O.V. being operated for City business is involved in an incident where City property, inclusive of vehicles and equipment or private property is damaged or destroyed regardless of how minor the incident.

- a) The driver of any City vehicle or P.O.V. being operated for City business involved in an incident shall call 911 immediately if any of the following occurs:
 - i. Another vehicle is involved;
 - ii. Private property is involved unless damage is minimal;
 - iii. Anyone is injured;
 - iv. Damage to a City vehicle or P.O.V. being operated for City business is so significant that it cannot be operated safely, or the damage to the vehicle or property is estimated to be \$1,000.00 or more
- b) Keep the scene and vehicle(s) intact, if possible, until law enforcement officer arrives.
- c) Give only his name, address, driver's license number and the registration number of the vehicle to any other party involved.
- d) Volunteer no other information to anyone except the investigating officer, supervisor, or other appropriate County staff.
- e) Notify his Department Head, and Fleet Manager of all incidents whether deemed significant or not.
- f) In the event of P.O.V. damage, the City will cover the cost of the damage not otherwise reimbursed by the employee's insurance provider and not to exceed \$500.00.

12. Accident and Damage Investigation

- a) Each motor vehicle/equipment incident/accident involving a City employee, vehicle, or equipment (County or P.O.V.), shall be subject to an investigation.
- b) Each investigation shall be directed toward determining the cause or causes (direct or indirect) of the incident. Establishing personal responsibility and preventative measures that may eliminate or deter similar incidents in the future is of utmost importance.
 - i. Dissemination of information to employees on how to best avoid each particular type of incident or loss;
 - ii. Provision of basic information from which safer practices and work surroundings may be developed and provided to employees.
- c) When an employee is involved in a vehicle accident while on duty or driving a City vehicle or equipment, the employee shall, as soon as practical, submit to an alcohol and drug test if the employee is at fault, and the damage to the vehicle/equipment driven by the employee or any other vehicle involved is in excess of \$1000.00 or results in injury.
- d) Should private property be damaged or destroyed the following steps should be taken:
 - i. The owner should be notified of the incident as soon as possible. The Department Head shall notify the City's Risk Manager immediately of the incident, and include a statement of the private property damaged or destroyed with an estimated value of the private property loss and photographs;
 - ii. For incidents involving City vehicles or P.O.V. being operated for City Business, a Vehicle Incident/Accident report and a Supervisor's Investigation Report shall be completed as and forwarded to the Risk Manager as soon as possible

PART II Vehicle Inspections and Maintenance

The Fleet Manager, or his designee is responsible for all maintenance, repairs, and work performed on all City Vehicles. No work, alteration, or repairs shall be performed on any City Vehicle without the authorization of the Fleet Manager or designee.

1. **Routine And Preventive Maintenance:** The following outlines those procedures and/or requirements deemed fundamental to the safe operation and/or upkeep of the City's vehicle fleet.

- a) All employees that are assigned a vehicle are responsible for keeping the vehicle clean.
- b) Each user shall ensure that all safety and operational components of the vehicle are in good working before taking the vehicle out on the Road.
- c) The Fleet Department shall perform a monthly inspection of all vehicles to ensure all fluids, lights, breaks, and all other safety devices are in good working condition. Said information shall be recorded and placed in the vehicle asset file. As part of this inspection, the vehicle shall be inspected for any damage that may have occurred between the prior inspection. Each vehicle will be assigned a specific tie for the inspection, and users are expected to bring the vehicle to the maintenance facility for the inspection. It is anticipated that these inspection will take less than 15 minutes. The Department Heads will be responsible for assigning this responsibility within their department for vehicles not specifically assigned to any particular employee.
- d) Employees assigned vehicles will receive messages from the Fleet Department when the vehicles are scheduled for preventive maintenance work. For vehicles not assigned to a specific employee, the notification will be sent to the Department Head. It is imperative that these schedules be adhered to. If for any reason, the appointment cannot be made, the Fleet Manager shall be notified as soon as possible, and the appointment shall be re-scheduled.
- e) The following shall be, as a minimum, required to provide in all vehicles.
 - i. First Aid Kits specified and issued by City of Marathon.
 - ii. Fire Extinguisher (ABC type).

2. **Non-Routine Maintenance:** The following procedures shall be followed for non-routine maintenance or any mechanical issues on City Vehicles.

- a) In the event that maintenance needs arise that are above and beyond that required by the Preventive Maintenance Schedule, the user of the vehicle or Department Head shall immediately notify the Fleet Manager, either verbally or through email, of the issue.
- b) The Fleet manager will apprise the user and Department Head and with approval make the necessary arrangements to schedule the repair, and provide an estimate of required part and other cost. The Fleet Manager will notify the user and Department Head once all repairs are complete and the vehicle can be placed back into service.

- c) The City is utilizing an asset management system, and all records of inspection, routine maintenance, repairs as well as noted damage to any vehicles will be kept and available upon request to the Fleet Manager.

PART III New Vehicle Purchase

As the City continues to grow, the need for new and replacement vehicles will be an ongoing function. While each department Head shall determine the need and type of vehicles needed to meet their needs several factors should be considered when purchasing new vehicles. With the advancement of technology, all newer vehicles operate with computer systems, and the diagnosis of the same requires specific software for the make of vehicles. This software typically is upgraded every year to keep up with the newer model vehicles. As such a different software is required for each make. To minimize the yearly expense in updating this software, it is best to minimize the different makes of vehicles in the City's fleet. Maintaining smaller variations in vehicle manufactures also allows the City to purchase routine parts in bulk and keep parts for routine maintenance on hand making the repair and maintenance process more efficient. While this policy is not meant to prevent a specific purchase as may be needed, consideration in the purchasing of specific Make and Models would help the City control the cost of maintaining its fleet. Department Heads are encouraged to discuss the purchase of new vehicles with the Fleet Manager prior to any new purchase.