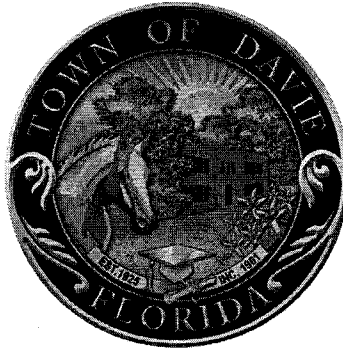


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**VEHICLE USAGE
SOP # 23-013**

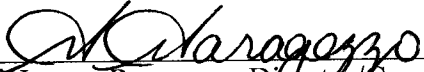
June 6, 2017

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL


This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	September 19, 2012	Human Resources	Initial Release
2	April 5, 2017	Human Resources	Revision
3	June 6, 2017	Human Resources	Revision

APPROVALS:


Human Resources Director/Grace Garagozzo

2/5/19
Date


Town Administrator/Richard J. Lemack

2/7/19
Date

1-1. POLICY.

This policy establishes procedures for the appropriate use of Town of Davie vehicles and applies to all employees that are authorized to operate a Town vehicle.

1-2. PROCEDURE.

a. ASSIGNMENT OF VEHICLES

1. Assigned vehicles will be provided to:
 - i. Employees as determined by the Department director and Town Administrator.
 - ii. Employees as indicated within an employment agreement/contract.
 - iii. Employees represented by a bargaining unit only if a provision of the collective bargaining agreement covering that employee specifically indicates that the Town of Davie must provide that employee with an assigned vehicle.
2. Other employees with the need to utilize a vehicle while on duty will be:
 - i. Assigned a pool vehicle to use during working hours.
 - ii. Each time an employee utilizes a pool vehicle, they shall be given a Pool Vehicle Issue/Return form by the employee's department. The form shall be properly completed and submitted to their supervisor to ensure the vehicle was returned in the same condition prior to initial operation.

b. GENERAL PROVISIONS

1. Town vehicles shall be driven with the utmost care. All traffic laws shall be obeyed and courtesy should be displayed by Town employees when operating these vehicles.
 2. Employees shall maintain a valid State of Florida driver's license and an acceptable driving record.
 3. The driver's license must be in the employee's possession at all times while driving the vehicle.
 4. Employees shall report any accidents, tickets, or any traffic violations to their supervisor immediately, but no later than the beginning of the next business day. Regardless of whether there is any resulting bodily injury or
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property damage. Appropriate documentation shall be submitted to their supervisor upon reporting the incident. Supervisors shall inform the Fleet Manager and Risk Management of any vehicle accidents, bodily damage and/or theft upon notification.

- i. Employees driving a pool vehicle shall report any bodily injury or damage to the vehicle on the Pool Vehicle Issue/Return form.
 5. Employees are responsible for any ticket or traffic violation that is received while they are the driver of the vehicle. The employee can contest violations or pay the ticket.
 6. Employees shall not transport family members or non-town employees in the vehicle.
 7. Town vehicles shall not be driven beyond the limits of Broward County unless expressly authorized by the Department Director/Manager and Town Administrator.
 8. Employees shall ensure that any material and/or tools hauled in the vehicle are properly secured and/or stored in a safe manner in compliance with appropriate state and local laws.
 9. An employee acting in the course and scope of employment cannot be sued individually, absent bad faith, etc. An employee operating with permission but outside the course and scope of employment may be sued individually. The Town of Davie cannot provide auto liability protection for personal use of Town vehicles. Employees using Town vehicles for personal use do not have the same sovereign immunity protections as the Town.
 - i. Employees may **at their own expense**, purchase a rider to their personal auto policy called 'Extended Non-owned Vehicle Liability Coverage.' Not all auto insurance companies sell or provide this coverage and if they do it is only available if the employee first has liability coverage on their own personal vehicle. The Town of Davie recommends obtaining such coverage that would provide personal liability protection during the employee's personal use of a Town-owned vehicle. Employees are advised to discuss this in detail with their own auto insurance agent.
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10. Vehicles shall be properly parked and locked when not in use or left unattended.
11. Employees shall not operate a vehicle while under the influence of alcohol, illegal drugs or prescription medications that may affect their ability to drive, or when a physical or mental impairment causes the employee to be unable to drive safely. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.
12. Employees are required to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the Town, while operating a vehicle.
13. Some Department Directors or Managers may have responsibility for one or more vehicles which may be utilized by employees within their Department and are responsible for monitoring usage of the vehicles, notifying the Procurement Manager, Fleet Manager and Risk Management when vehicles are purchased and if vehicles are to be sold.

c. GENERAL MAINTENANCE

1. It shall be the responsibility of the various departments, to ensure employees are following the preventative maintenance schedules of the vehicle.
2. Employees shall report mechanical problems to their immediate supervisor and make arrangements for repair of the vehicle.
3. Employees shall ensure a professional image by maintaining the interior and exterior cleanliness and appearance of the vehicle. Employees utilizing a vehicle shall ensure it is washed and cleaned upon the completion of usage or the end of their shift *or* at the discretion of the Department Director or Manager.
4. Employee's will be responsible for properly filling the gas tank of the vehicle upon the completion of usage or the end of their shift *or* at the discretion of the Department Director or Manager.

1-3. REPORTING REQUIREMENT AND DISCIPLINARY ACTION.

The value of any actual benefit derived from take home vehicles will be reported by the Town of Davie as required by the Internal Revenue Service (IRS).

Failure to comply with the requirements of this policy may be grounds for revocation of driving privileges and/or assigned or pool vehicles and may result in disciplinary action.



TOWN OF DAVIE
Pool Vehicle Issue/Return Form
SOP #23-013

Issued To	[REDACTED]		
Town ID#	[REDACTED]		
Make	[REDACTED]	Tag #	[REDACTED]
Model	[REDACTED]	Color	[REDACTED]

ISSUE

Date Issued [REDACTED] Mileage Out [REDACTED]

VEHICLE DAMAGE **DESCRIBE DAMAGE** **INSPECTION**

 Front Back	[REDACTED]	<table border="1"><tr><td></td><td>YES</td><td>NO</td></tr><tr><td>Vehicle Cleaned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Inspected</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Fueled</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>		YES	NO	Vehicle Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	Inspected	<input type="checkbox"/>	<input type="checkbox"/>	Fueled	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO												
Vehicle Cleaned	<input type="checkbox"/>	<input type="checkbox"/>												
Inspected	<input type="checkbox"/>	<input type="checkbox"/>												
Fueled	<input type="checkbox"/>	<input type="checkbox"/>												

RETURN

Date Returned [REDACTED] Mileage In [REDACTED]

VEHICLE DAMAGE **DESCRIBE DAMAGE** **INSPECTION**

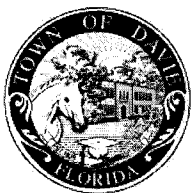
 Front Back	[REDACTED]	<table border="1"><tr><td></td><td>YES</td><td>NO</td></tr><tr><td>Vehicle Cleaned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Inspected</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Fueled</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>		YES	NO	Vehicle Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	Inspected	<input type="checkbox"/>	<input type="checkbox"/>	Fueled	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO												
Vehicle Cleaned	<input type="checkbox"/>	<input type="checkbox"/>												
Inspected	<input type="checkbox"/>	<input type="checkbox"/>												
Fueled	<input type="checkbox"/>	<input type="checkbox"/>												

Missing Equipment [REDACTED]

Employee Signature/Date

Supervisor Signature/Date

Supervisor must sign this form when returning the vehicle.



TOWN OF DAVIE VEHICLE USAGE POLICY ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I carefully read and understand the *Vehicle Usage Policy*.

In addition, the Town of Davie cannot provide auto liability protection for personal use of Town vehicles. Employees using Town vehicles for personal use do not have the same sovereign immunity protections as the Town.

Employees may at their own expense, purchase a rider to their personal auto policy called 'Extended Non-owned Vehicle Liability Coverage.' Not all auto insurance companies sell or provide this coverage and if they do it is only available if the employee first has liability coverage on their own personal vehicle. The Town of Davie recommends obtaining such coverage that would provide personal liability protection during the employee's personal use of a Town-owned vehicle. Employees are advised to discuss this in detail with their own auto insurance agent.

I also understand that this signed acknowledgment of receipt will become a permanent part of my personnel file.

Print Name: _____

Signature: _____

Date: _____