



CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

VEHICLE POLICY

APPLICABILITY

This policy applies to all City of Providence employees.

PURPOSE

The purpose of this policy is to provide parameters for the use of City vehicles, use of personal vehicles for City business, and parking privileges that may be granted to City employees. City vehicles are those cars, trucks, and other motorized equipment which are owned or leased by the City of Providence, which require the operator to possess a state issued driver's license. This policy provides guidelines that are in addition to, not in place of, any policies established by an employee's respective department.

Employees who are required to maintain a commercial driver's license (CDL) must comply with the City's Commercial Motor Vehicle Driver Policy/Program.

USE OF CITY OWNED VEHICLES

Driver's License

- Employees who drive a City vehicle must submit a copy of a valid driver's license upon employment and annually after that. Human Resources will maintain a copy of the driver's license and will periodically conduct validation checks. An employee must report to Human Resources a revocation or suspension of his/her driver's license immediately or a change in the status of CDL, if applicable. Employees shall not operate a City vehicle if their driver's license is expired, suspended or revoked.
- Drivers shall have in their possession a valid driver's license while operating a City vehicle or driving for business purposes.

Use and Operation

- Only authorized employees shall operate or ride inside a City vehicle, except vehicles (passenger vans, buses) designed to convey groups.
- City vehicles are for conducting official City business only.
- Employees must obtain prior authorization from the Director of Public Property and their department Director for the purpose of commuting.
- Personal use of City vehicles is permitted on a "de minimis" basis, such as an occasional errand, provided the stop does not substantially deviate from the usual and reasonable path. City vehicles shall never be used for transport to places of recreation or entertainment.
- Mileage logs will be kept in City pool vehicles at all times. Employees authorized to use vehicles must use these documents to record their name, department, purpose of travel, beginning and ending mileage, date and time.
- Employees shall be mindful that their driving and parking habits are under constant observation. Employees should strive to be exemplary and shall not use a City vehicle in a manner which reflects unfavorably upon the City or violates the public's trust.
- Drivers are personally liable for any penalties incurred as a result of a moving violation. Parking tickets are the responsibility of the driver receiving the ticket and must be resolved promptly. Drivers must report all tickets and penalties to their supervisor within one business day.

- Drivers and passengers in City vehicles must wear seat belts and shoulder harnesses at all times in compliance with Rhode Island motor vehicle laws. Drivers and passengers shall put on their seatbelts before starting the vehicle.
- Use of handheld mobile phones (City or personal) while operating a City vehicle, whether the vehicle is in motion or stopped at a traffic light, is strictly prohibited. This includes, but is not limited to, answering or making telephone calls, engaging in phone conversations, reading or responding to email, text messaging, or using the internet. If communication is necessary, employees are required to drive safely out of the flow of traffic and stop the vehicle before using a mobile phone or another mobile device including, but not limited to tablets.
- Rhode Island State law prohibits drivers from using a mobile device while driving. However, in the case of an emergency, you may use a mobile device to contact a law enforcement official or other emergency services. If it is not possible to pull off the road, the conversation should be as short as necessary to communicate the nature of the emergency.
- Using tobacco products is prohibited in all City owned or leased vehicles including but not limited to cigarettes, e-cigarettes and chewing tobacco.
- Eating is prohibited while operating a City owned vehicle.
- Employees may not operate City owned vehicles or personal vehicles being used for work-related travel under the influence of alcohol, illegal drugs, or any controlled substances.
- No vehicle shall idle more than 20 minutes in an 8-hour workday.
- No vehicle shall be left unattended while idle.

SAFETY

Refueling

- Drivers are required to turn off the engine and refrain from smoking. The use of wireless devices while refueling is prohibited.
- Gas purchases must be completed using the gas card provided at time of vehicle check-out. Gas cards are specific to vehicle registration and are not interchangeable.
- Vehicles should be refueled at Fleet Masters located at 9 Hylestead Street in Providence with either regular unleaded gasoline or diesel fuel as needed for the vehicle you are utilizing.
- Employees who are granted use of City vehicles must refuel prior to returning the vehicle to its designated parking spot.
- If refueling is necessary at another location due to distance the employee utilizing the vehicle must obtain a receipt and submit a request for reimbursement.
- While a City vehicle is in the care of an employee, they are also responsible for the physical security of that vehicle's assigned fuel card.

Onboard Equipment

- City trucks (non-CDL) and vans will have a first aid kit onboard at all times. As required by law, Commercial Motor Vehicles will have onboard an appropriate first aid kit, fire extinguisher, three reflective triangles and wheel chocks.

Pre/Post Trip Inspections

- Drivers shall follow the standardized pre/post trip inspection procedures established by Public Property. Forms documenting that these inspections have taken place are in every vehicle. Both the pre and post inspections are due to Public Property at the conclusion of use and must be returned with keys and the assigned gas card.
- Drivers are responsible for reporting vehicle defects and maintenance needs on the post trip inspection form submitted to Public Property as appropriate. Vehicles with safety deficiencies are to be removed from service for repairs.

Vehicle Reservations

- To reserve a vehicle a request must be submitted via the pre-determined electronic form established by Public Property and then approved by your Department Director. Following approval of the reservation request by Public Property it will be the responsibility of the employee who requested the vehicle to pick up the corresponding keys and gas card from Public Property or other designated staff in other City facilities.
- If a vehicle reservation begins prior to the start of the normal work day, keys and other associated items must be obtained from Public Property on the business day prior. If a vehicle reservation ends after the conclusion of normal work hours, it must be parked in its designated City parking spot and keys as well as other associated items must be returned to Public Property at the start of the next business day.

Weather

- If impending weather could make roads unsafe Public Property may make the determination to not assign vehicles or cancel reservations with notice.

ACCIDENT REPORTING

- Any accident involving a City vehicle, trailer or mobile equipment, regardless of the extent of the damage, is to be reported to a police officer within the jurisdiction.
- Following an accident, employees must complete and submit to their supervisor and Public Property a Vehicle Incident Report. For City vehicles, blank forms must be kept at all times on a clipboard in the vehicle with a copy of the Vehicle/Equipment Incident Reporting Policy. The Vehicle Incident Report Form is also available at <http://www.providenceri.gov/hr/forms/>.
- Please refer to the Vehicle Equipment Incident Reporting Procedure for more information. Employees with a CDL should also consult the Commercial Motor Vehicle Driver Policy/Program for additional requirements.

LOSS OF KEYS OR GAS CARDS

Employees are responsible for the safe keeping of vehicle keys and gas cards. It is never acceptable to attempt to forcibly enter a City vehicle. In the event a key is lost, stolen, locked in a vehicle, or malfunctioning, contact your supervisor or Public Property. You must also immediately report the loss of a City gas card assigned to you.

VEHICLE NAVIGATION

- Global Positioning Systems (GPS) are installed in all City-owned and leased vehicles. Vehicle monitoring is intended to help the City better deploy and utilize vehicles in emergency situations, improve safety and operational efficiency as well as reduce maintenance and fuel costs.
- Tampering or destroying a GPS device will not be tolerated.

USE OF PERSONAL VEHICLES FOR CITY BUSINESS

Use and Operation

- Employees utilizing personal vehicles to conduct City business shall be mindful that their driving and parking habits are under constant observation. Employees should strive to be exemplary and shall not operate their vehicle while conducting City business in a manner which reflects unfavorably upon the City or violates the public's trust.
- Drivers are personally liable for any penalties incurred as a result of a moving violation, even if the penalty is incurred while conducting City business.
- Drivers and passengers in vehicles used to conduct City business must wear seat belts and shoulder harnesses at all times in compliance with Rhode Island motor vehicle laws. Drivers and passengers shall put on their seatbelts before starting the vehicle.

- Use of handheld mobile phone (City or personal) while operating a vehicle for City business, whether the vehicle is in motion or stopped at a traffic light, is strictly prohibitive. This includes, but is not limited to, answering or making telephone calls, engaging in phone conversations, reading or responding to email, text messaging, or using the internet. If communication is necessary, employees are required to drive safely out of the flow of traffic and stop the vehicle before using a mobile phone or another mobile device including, but not limited to tablets.
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PARKING PRIVILEGES

- Some employees may be granted the privilege of a parking sticker allowing for street parking throughout the City. If an employee is granted a parking sticker, they will be expected to park on the street utilizing “public” parking. Employees with parking stickers may not park in staff parking lots. Parking stickers do not grant exception from general parking restrictions. Parking in designated “no parking” zones such as fire lanes will be seen as an abuse of this privilege which may lead to loss of an assigned parking sticker.
- If an employee is granted a parking space or parking pass to a garage they will not additionally be granted a City parking sticker.
- Employees granted parking privileges are not eligible for the Eco-Pass program offering financial coverage for the use of public transportation.
- If an employee is not granted parking privileges it is their sole responsibility to obtain and fund parking.