



CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

VEHICLE USE 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. City vehicles are those cars, trucks, and other motorized equipment which are owned or leased by the City of Providence. This policy provides guidelines that are in addition to, not in place of, any policies established by an employee's respective department.

POLICY

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 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 between residence and worksite. City vehicles shall never be used for transport to places of recreation or entertainment.
- 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 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 phone (City or personal) while operating a City vehicle, 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.

- Rhode Island State laws prohibit drivers operating a Commercial Motor Vehicle from holding a mobile phone to conduct voice communication or from dialing a mobile phone by pressing more than a single button while operating the vehicle on a roadway or stopped due to traffic signal or delay.
- If an emergency voice call is necessary, as in a traffic accident, fire, medical emergency or severe road hazard and 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.
- 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.

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 their department's pre/post trip inspection procedures.
- Drivers are responsible for reporting vehicle defects and maintenance needs in writing to their supervisor of vehicle manager as appropriate. Vehicles with safety deficiencies are to be removed from service for repairs.

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 a Vehicle Incident Report. For City vehicles, blank forms must be kept at all times in the glovebox of the vehicle. The Vehicle Incident Report Form is 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 Policy/Program for additional requirements.

VEHICLE NAVIGATION

- Global Positioning System (GPS) is 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 and reduce maintenance and fuel costs.
- Tampering or destroying a GPS device will not be tolerated.

Effective May 22, 2017

HUMAN RESOURCES

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