

Vehicle Policy for all City employees who are authorized to drive on City business:

The City of Saint Paul is dedicated to the safety of its citizens and employees and seeks to establish uniform procedures governing the use of all city-owned or leased vehicles, and establish requirements for employees using their own vehicles to conduct city business. Vehicles shall include passenger vehicles, trucks, and vans, as well as all tractors, construction, service or maintenance vehicles, and off-road vehicles. The goal of the city is to ensure that people who are driving in some capacity for the City of Saint Paul have the legal ability to do so, and that the City of Saint Paul is protected from any legal liability.

This policy allows the city to verify that individuals who drive on city business, either in their own vehicle or a city-owned vehicle during city-paid work time, or in a city-owned vehicle after work hours, have a valid driver's license. Further, this policy is designed to ensure that an employee's driver's license meets the minimum qualification requirements for that employee's job title.

Each employee is a representative of the city to the citizens. As such, the city desires that city vehicles be well maintained, be kept clean and in good working order, and that the driver shall comply with all traffic laws and ordinances. Employees shall operate their vehicles with the utmost safety and shall drive defensively to prevent accidents, regardless of the incorrect actions of others.

Contract and Insurance Requirements

All city contracts with temporary employment agencies must contain a requirement for the agency to provide proof of automobile liability insurance that covers the contract employees they send to the city. Such proof must be provided prior to contract execution. In addition, each contract must contain a requirement for the temporary agency to verify that each contract employee has a valid driver's license. Human Rights & Equal Economic Opportunity (HREEO) is responsible for establishing all contracts for temporary employees and for verifying that these requirements are included in any specifications and contracts. HREEO will work with Risk Management to develop appropriate contract requirements and to modify contracts, as may be needed that are already in place at the time this policy is issued.

The city self-insures or insures all city-owned vehicles. Employees who are required to drive on city business in their personal vehicle are required to carry automobile liability insurance at the limits required by the city's mileage program. A valid certificate of insurance must be sent to the city before driving on city business. Department and Office Directors are responsible for ensuring that employees who drive their personal vehicles on city business meet these insurance requirements, and that all individuals driving either their personal vehicle or a city-owned vehicle have a valid driver's license.

Use of City Vehicles and Personal Vehicles on City Business

- City vehicles shall be used for city business, except when specifically authorized by the Mayor to do otherwise.
- City business shall be defined as activities, jobs, tasks, or other commitments that further the interest of the city, or that provide a benefit to the city or its citizens.
- City business may include activities to be designated at a later time by the Mayor, his staff, or a Department or Office Director appointed by the Mayor.
- City vehicles and personal vehicles being used on city business shall not be used to transport non city employees, unless on city related business.

- **Authorized Drivers of City-Owned Vehicles**
- Only city employees shall be allowed to drive a city-owned vehicle. City employees shall include elected officials, those on salary, full time, part time, (but only during the time the employee is on the clock), temporary, provisional, seasonal, as well as interns on the city's payroll.
- City employees shall not include volunteers, interns not on the city's payroll, or citizens who may be working on city business.
- The Mayor, his appointees, and Department or Office Directors may designate that additional persons be allowed to drive a city vehicle. These persons shall receive written approval before driving a vehicle, and a copy of this approval must be given to the Risk Management Division. In addition, the director will be responsible for getting written confirmation from the State of Minnesota that the individual has a valid driver's license before the individual will be allowed to drive a city vehicle; this driver's license check (for non city employees) must be conducted by the department at least once per year, at the department's expense.
- Only the Mayor or his designee can approve the use of take-home city vehicles.

Radio, Communication System or Cellular Use

- If a city vehicle contains a radio or other communication system, the vehicle shall not be driven until that employee has been trained in the proper use and operation of the radio or communication system.
- Each employee is responsible for knowing and abiding by any city policy involving a radio, communication system, or cellular telephone that may be in place before operating or using such equipment.

Requirements for Operators

- All potential vehicle operators, including city employees and others specifically authorized to drive city vehicles, shall submit a copy of the front and back of their driver's license to the city so that a driver's license check can be performed. A driver's license check shall be done at least once a year on each approved city driver by the Risk Management Division.
- All employees who may drive a city-owned vehicle, or who are required to have a driver's license as a condition of employment, shall maintain a valid driver's license in good standing, and maintain the class of license and endorsements required in the minimum qualifications for their position description.
- Employees are required to immediately inform their supervisor and the city's Risk Management Division of any driver's license status change, e.g., license suspension, limitation or revocation.
- Any employee who has received three or more tickets and/or one felony conviction for moving violations within a three year period shall not be allowed to operate a city vehicle or their personal vehicle for city business; employees are required to inform his/her supervisor of any moving traffic violations that affect their driver's license status.
- No employee shall operate a city-owned vehicle or his /her personal vehicle for city business while under the influence of any alcoholic beverage, illegal or controlled substance, or while under the influence of any prescription or over-the-counter medication that may impair his/her ability to operate a vehicle.
- By city policy, there is no smoking allowed in any city-owned vehicle.
- All vehicle operators shall be responsible for knowing and abiding by all applicable city, department, office, or division policies.

General Operational Policies

- All city vehicles shall be operated in accordance with the laws of the State of Minnesota, or the state the vehicle is operated in, and all vehicles shall be operated to comply with all applicable laws and ordinances.
- All available safety devices in a vehicle shall be operational at all times, and shall not be disconnected or disabled.
- A seat belt shall be worn by all occupants of the vehicle at all times.
- Vehicles should only be used within the scope of the design for the vehicle.

Accident Reporting Requirements

- Every accident on a public road must be reported to the nearest law enforcement agency, and a Minnesota Motor Vehicle Accident Report must be completed, in its entirety.
- When reporting an accident, employees should be truthful, provide the facts, cooperate with law enforcement personnel, and take notes on the facts of the accident; photographs of the accident scene should be taken, if possible
- All accidents must be immediately reported to the employee's supervisor.
- The employee must provide a copy of the complete Motor Vehicle Accident Report, with a copy of any reports from the law enforcement agency, to the employee's supervisor.
- Employees must immediately report all damage, including dents or scrapes to vehicles, damage to city property, or damage to other city vehicles, even if not on a public road, to the employee's supervisor.
- Packets, including this policy and the Minnesota Motor Vehicle Accident Report form, are available by request from Risk Management. Directors are responsible to ensure that this information is placed in the glove compartment of all city-owned vehicles.

Inspections

- Each time a vehicle is used, a brief exterior inspection of the vehicle shall be done by the operator. Exterior inspections should verify the condition of the tires, the air pressure of the tires, the overall condition of the exterior, and verify of proper operation of the vehicle's exterior lights. This inspection does not substitute for required Minnesota DOT inspections.
- Each department/office is responsible for the upkeep of its vehicles. Routine maintenance shall include, but not be limited to:
 - properly inflated tires
 - sufficient amount of fuel
 - oil changes when needed
 - sufficient amount of windshield washer fluid
 - maintaining clean windows with all snow/ice/dirt removed
 - sufficient amount of fluids (transmission, antifreeze, brakes)

Compliance with IRS Regulations

All employees should keep adequate records to meet and comply with IRS regulations. These records shall include the beginning and ending mileage for city business, and the nature of the city business that is being conducted or performed. Employees should note that there may be tax consequences for the personal use of a city-owned vehicle and the receipt of mileage reimbursement for operation of a personal vehicle on city business.

Disciplinary Penalties

- Any violation of this policy shall be reviewed with the employee by the employee's supervisor.
- Violation of the policy may involve disciplinary action.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Jason Schhmidt – Human Resources
(651) 266-6503

[Click here to get to the "New Vehicle Waiver" form](#)