



Fleet Maintenance Policy

Purpose

This is a written plan detailing the operation of City of Dogwood (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

Use of City of Dogwood Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid North Carolina driver's license, and are engaged in the action of their official duties as an employee of the City. The following shall be observed by all operators:

1. All traffic laws are to be obeyed as outlined by the State of North Carolina Department of Motor Vehicles or by General Statute;
2. Seat Belt usage is mandatory in City vehicles without exception;
3. Special endorsements or licenses required by the North Carolina Department of Motor Vehicles must be obtained and kept current by the employee;
4. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the City Manager;
5. A copy of the employees' Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City owned/leased vehicle, (A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department);
6. The operator shall maintain all warranty, insurance and documents required by the North Carolina Department of Motor Vehicles in the glove box of his/her assigned vehicle;
7. City owned vehicles and installed equipment shall be properly maintained;
8. The City of Dogwood shall not be responsible for personal items that are lost or stolen while in City owned vehicles;



9. NO USE OF ANY TOBACCO PRODUCTS will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Dogwood Personnel Policy);
10. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, Emergency medical personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);
11. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use;
12. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head.
13. Employees permitted to take home vehicles (commutes) from their workstation may do so for job-related reasons and not as a compensatory measure, (Vehicles so assigned are not intended to be perceived as personal property or interpreted as a salary supplement or fringe benefit, and any personal use of the city's vehicle may result in the computation of a taxable benefit to the employee); and
14. The commuting costs of the use of a City vehicle may be a taxable fringe benefit cost to an employee for any vehicle not specifically designated as exempt under the IRS regulations, (The Finance Department shall compute the commuting cost of any vehicle taken home by a non-exempt employee and report this taxable benefit on the employees form W-2 at the end of each calendar year. The City of Dogwood will only deduct FICA taxes on the cost of this benefit. No Federal or State Income taxes will be deducted by the City, the payment of these taxes will be the responsibility of the employee, when his or hers personal income tax return is filed. The gross cost of this benefit is not subject to local government retirement deductions).



Take Home of City Owned Vehicles

The City Manager will determine, on an individual basis, whether circumstances warrant a vehicle being driven home by a City employee. This determination will consider such facts as the purpose for which the vehicle is being driven home, the hours during which the vehicle is to be used, and any other factors that might need to be considered by the City Manager to make the decision. Use of City vehicles for commuting to and from work usually will be limited to an employee who is subject to emergency call-back work. Employees who drive City-owned vehicles back and forth to work will be subject to all provisions of the Internal Revenue Service regarding private use of City vehicles. "De Minimis" (very small or trifling matters) use of City owned property, exemplified by vehicle use for stops in route from residence to work place for personal business are not prohibited by the IRS. Such stops will be kept to minimum.

Use of City Owned Vehicles during Inclement Weather

The use of City owned vehicles during inclement weather shall be limited to essential and emergency City vehicles. The department head shall contact the City Garage Supervisor for installation of snow tires or chains. The use of four-wheel drive City vehicles is preferred when possible during snow events.

Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

1. Immediately notify the Department Head or Supervisor;
2. Notify the City Safety & Risk Manager as outlined in the City of Dogwood Accident Investigation and Reporting Procedure;
3. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management;
4. The appropriate law enforcement agency should be notified to investigate all accidents involving City owned vehicles; and
5. The City Safety & Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.



Post-Accident Drug Test

1. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.
 - Post-Accident Drug Test – the Supervisor/Department Head should take the
 - employee to Dogwood Urgent Care if during regular business hours or to the nearest
 - Emergency Room if after regular business hours.
 - If out of town an employee must submit to a Post-Accident Drug Test at the nearest Emergency Room facility.
2. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the-job accident where:
 - Death results;
 - Any person is injured and/or transported from the accident scene for medical
 - attention;
 - Any of the vehicles must be towed from the scene; or
 - The employee is cited for a moving violation.
3. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

Key Responsibility

Employee shall be responsible for the expense of reimbursing the City for the cost of a misplaced or lost key. The reimbursement for the key should be made to the City within 30 days of the purchase of a new key. If reimbursement is not made within 30 days the cost may be deducted from the employee's payroll over two payroll periods by receiving a signed authorization which identifies the appropriate deduction from the employee's payroll.



Maintenance and Care of City Owned Vehicles

The employee to whom the vehicle is assigned shall be responsible for keeping the vehicle clean. The following shall be used as a guide for preventive maintenance:

1. The vehicle operator shall be responsible for scheduling maintenance with the City Garage when the vehicle is within five hundred miles of the recommended mileage for said service;
2. Repairs and maintenance shall be submitted to the City Garage on a maintenance request form and will be completed at the Garage Supervisor's discretion or contracted out as deemed appropriate;
3. In case of an emergency breakdown, call the City Garage;
4. Vehicles that are deemed unsafe or dangerous should be removed from service by the Department Head with notice being given in writing to the City Garage; and
5. The City Garage is responsible for all repairs and maintenance to City owned vehicle unless an outside vendor is approved.

Out of City Breakdown and Tow Procedures

In the event of a vehicle breakdown while out of the City or for breakdowns in the City requiring a tow service, call the City Garage during normal business hours; after hours notify your Department Head immediately. The Department Head may contact another towing service.

Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Dogwood employees shall be investigated by the involved department. Findings will be presented to the City Manager who will determine fault based on the facts of the investigation. The City Manager shall report such findings to the Department Head.

Driver Requirements:

1. Each driver of a City owned vehicle must have a valid NC drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the City Manager within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the Personnel Policy.



2. Driver Qualifications:

- a. Authorized employee of the City
- b. Must be at least 18 years of age
- c. Must have at least one year experience in the class of vehicle operated.
- d. Must meet licensing requirements of the State of North Carolina
- e. Will not qualify for the use of City Vehicle if during the last 36 months, the driver had any of the following experiences:
 - i. Convicted of sales, handling or use of drugs
 - ii. Convicted of a felony
 - iii. Has automobile insurance canceled, declined or non-renewed due to driving history
 - iv. Had driver's license suspended or revoked
 - v. Convicted of three or more speeding violations or one or more other serious motor vehicle violations
 - vi. Involved in two or more chargeable accidents

Moving Violations

The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the North Carolina Motor Vehicle laws. Any violation for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Dogwood Personnel Policy.

Equipment Citations

Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Garage immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

Cellular Telephone Use

Hands free mode, Bluetooth or earpiece shall be used while driving and using a cellular telephone. An employee must avoid unnecessary calls, and no calls should be made in hazardous conditions. If it is necessary for the employee to read or write while taking the call, the employee shall pull off the road to a safe and nonhazardous location.



Employees transporting citizens/clients are prohibited from using cellular telephones while operating a City owned or operated vehicle.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices without hands free devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits texting, emailing or reading emails while driving.

Drivers Training

Each City of Dogwood department responsible for regularly transporting members of the general public, such as emergency units and specialty vehicles (box and bucket trucks, 8 passengers or more) are responsible for establishing, maintaining or attending a driving program designed to meet the needs of the specific requirements of the department. This program shall comply with standards set by the selected training system or applicable state laws (i.e. CDL). This training shall include initial education for new employees and continuing education for existing drivers. All employees not included above driving a City vehicle may be required to attend a defensive driving program sponsored by their department or by risk management.

Vehicle Replacement

City owned vehicles will be replaced following the City's Fleet Policy guidelines. Replacement is recommended by the Department Head based on mileage, age, and/or condition. Funding for vehicles recommended for replacement is considered in the annual budget process. Replacement funding is budgeted in the Departmental budget. During the annual budget process the City Manager will work with each department to determine if a vehicle is to be removed from service and replaced based on need and serviceability. All vehicles are budgeted in the Departmental budget. The Department Head will send a vehicle replacement request to the Finance Department justifying said replacement.

Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the City Garage, which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload. This plan is to be used in conjunction with the City of Dogwood Fleet Policy Standard Operating Procedures document as well as the City of Dogwood Accident Reporting and Investigation Plan. These policies are intended to clearly define standard operating procedures for City owned vehicles in conjunction with the City of Dogwood Fleet Management Plan.



Operation and Care of City Vehicles

A. Cleaning of Vehicles

1. Vehicles must be kept clean at all times. It is the assigned driver's obligation and responsibility to maintain the vehicle in clean condition. Car washes and other appearance conditions are the responsibility of the driver.

B. Maintenance of Vehicles

1. A vehicle number will be assigned by the Public Works Department and will be affixed to the vehicle.

2. All vehicles will be serviced at 5,000 mile intervals. Call the City Garage to schedule an appointment.

3. Emergency repairs during normal working hours will be completed by the City Garage with Fire and Police Department vehicles given top priority.

4. All vehicles with a permanent tag must be inspected annually. Each department will receive notification detailing which vehicles are due for inspection. When notified, please call the City Garage to schedule an inspection.

5. Fuel cards are issued to each vehicle upon notification to Risk Management. Fuel cards are to stay with the vehicle, not with the driver.

6. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at all times. Note: Special equipment shall be used only for official City use.

7. The City Garage will schedule other outside (non-City) work unless specified otherwise (i.e., suspension alignment, upholstery repair, warranty work, exhaust system repair, etc.). It will be the driver's responsibility to have the vehicle at the contracted vendor at the designated time and to also pick-up the vehicle when completed.

8. The City Garage is not responsible for personal items which are lost or stolen while the vehicle is located at the City Garage or at an outside contracted facility.

9. Warranty booklet, registration cards, state inspection certificate, fuel card, and Owner's manual must remain in the vehicle's glove compartment at all times.

10. No City employee is authorized to alter any equipment installed in a City vehicle or repair any City vehicle, with the exception of Public Works equipment, which may be repaired by their respective personnel.

C. Spare Vehicles

1. There may be spare vehicles located at the City Garage which may be borrowed while maintenance is being performed. The use of a spare vehicle is at the discretion of the City Garage Supervisor.

2. Any required maintenance to a spare vehicle must be reported to City Garage personnel on a vehicle maintenance request form immediately.

3. Please fill fuel tank completely before returning the vehicle to the City Garage.

4. If a spare vehicle is not available, City Garage personnel will assist the driver in making other arrangements.

If any City department has a vehicle used less than 1,000 miles per year, it may be re-issued to another department as deemed necessary by the City Manager.