



TOWN OF BLUFFTON TOWN VEHICLE USAGE

2.15 Town Vehicle Usage.

It is the policy of the Town to provide vehicles for business use, to allow employees to drive on Town business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

- a) Town of Bluffton employees whose jobs require regular driving for business as a condition of employment are required to take and pass an on-line defensive driving course offered through the National Safety Council. This benefit is no cost to the employee. Successful completion of the course is required as a condition of employment and must be done within three months of the employee's hire date.
- b) Employees may not drive vehicles for Town business without the prior approval of their Supervisor.
- c) Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy. In addition, employees holding those jobs must inform their Supervisors of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their licenses must report this to their Supervisors.
- d) Town vehicles will be assigned to those departments that have demonstrated a continuing need for them. Assignment will be made by the Town Manager. Additional vehicles are maintained in a motor pool for use as needed.
- e) Employees whose jobs require regular driving for business as a condition of employment are required to drive a Town vehicle if available. When no Town vehicles are available, employees may use their own vehicles for business purposes, but only with the prior written approval of their Supervisor and the employee must sign a waiver. Employees will be compensated at a rate per mile as determined by the Director of Finance but in no case more than the current IRS rate.
- f) Employees who need transportation during their normal work may be assigned a Town vehicle for their use. All other employees needing transportation for Town business may use vehicles assigned to their department or those drawn from the motor pool. As a last alternative, when no Town vehicles are available, employees may use their own vehicles for business purposes, but only with the prior written approval of their Supervisor and the employee must sign a waiver. Employees will be compensated at a rate per mile as determined by the Director of Finance but in no case more than the current IRS rate.

Mandatory Rules:

- a) Seat belts must be used when operating a Town vehicle.
- b) All traffic rules and regulations must be strictly obeyed.
- c) Any and all issues, concerns and problems found while operating a Town vehicle must be reported immediately to the department head in writing.
- d) Defensive driving must be emphasized when operating a Town vehicle.
- e) The operator is responsible for assuring the vehicle is operationally safe.
- f) Unsafe vehicles are not to be used. An unsafe vehicle must be repaired prior to usage.
- g) Town vehicles must be kept clean at all times.
- h) Never leave keys in an unattended vehicle.
- i) When operating a Town vehicle, employees must follow "the rules of the road" and use extra caution during inclement weather.



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- j) Employees must pull over to a safe place before using cellular phones.

NOTE: Town of Bluffton Police will follow *Department's Standard Operating Procedures*.

Distracted Driving

It is the policy of the Town of Bluffton that any employee who operates a vehicle or machinery while performing work for the Town of Bluffton not be distracted by poor driving behaviors.

The Town of Bluffton has a vital interest in maintaining a safe, healthy and efficient working environment for its employees. Driving distracted, while on-the-job, is a serious safety and health risk, not only to the driver, but to other occupants in the vehicle and other vehicles on the road.

Distracted driving occurs when a driver is delayed in recognizing a potential hazard because of something inside or outside the vehicle diverting the driver's attention away from the road. Such behaviors include, but are not limited to:

- Reading while driving
- Use of hands-free devices
- Use of hand-held devices
- Texting
- All other uses of wireless electronic devices
- Personal grooming
- Viewing maps for directions

Accident Reporting Procedures:

- Employee will immediately report accident / injury to supervisor.
- Supervisor will ensure that Law Enforcement Agency having jurisdiction has been contacted.
- An accident report must be filed by Law Enforcement Agency and provided to the Supervisor, who will then submit to the Fleet Manager.
- In accordance with the Drug Free Workplace Policy, the Supervisor will notify HR for Drug Testing. A refusal to get drug tested can result in disciplinary action up to and including termination.
- HR will coordinate Drug Test for Employee.
- Supervisor must make a report to Workers Comp/Compendium for First Report of Injury.

Use overall good judgment in the assessment of the need for safety, security and personal well-being.

* Please refer to the [Drug Free Workplace Policy](#) or contact Human Resources with any questions.