

VEHICLE POLICY

SECTION SIX: Village Property and Facilities

POLICY NO. 06-02

The following general rules apply to the use of motor vehicles for Village of Roscoe business.

APPLICABLE TO ALL VEHICLES OPERATED FOR VILLAGE BUSINESS

1. Employees operating any vehicle for village business must have a valid driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. They must notify their immediate supervisor if the status of their driver's license changes.
2. Employees are required to obey all traffic regulations. This includes driving within the speed limit, the use of seat belts, and the "headlight law," where vehicles must have their headlights on when the windshield wipers are on.
3. All accidents must be immediately reported to the employee's immediate supervisor. A copy of the police report and all proper report forms must be included.
4. No employee shall be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for village business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner, including situations where the blood alcohol level is below the legal blood alcohol level under existing driving laws. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness. *See the Alcohol and Drug Abuse Policy 02-19, and the Alcohol and Drug Procedures for CDL Employees Policy 02-20.*

DISTRACTED DRIVING

Employees may not use a hand-held or hands-free cell phone while operating a Village-owned vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages. This policy applies to all employees when any of the following five conditions apply:

1. Operating a Village owned vehicle
2. Operating a personal vehicle on Village of Roscoe business
3. Driving on Village of Roscoe property

If employees need to use their phones, they must pull over safely to the side of the road or another safe location. Additionally, employees are required to:

1. Turn cell phones off or put them on silent before starting the car.
2. Consider modifying voice mail greetings to indicate that they are unavailable to answer calls or return messages while driving.
3. Inform others of this policy as an explanation of why calls may not be returned immediately.

VILLAGE-OWNED VEHICLES

In addition to the regulations listed above, the following shall apply to all employees who have been granted authorization by their immediate supervisor to operate a village vehicle.

1. In the event an employee needs a specialized vehicle or equipment and who has on-call responsibilities, a village vehicle may be assigned. In all cases the Village President will determine if the vehicle is permitted to travel home with the employee. All such vehicles must have an "M" plate.
2. The village maintains vehicles that may be driven for village business outside of the normal day-to-day business such as a conference, transporting visitors on a tour, or vehicle needs unable to be handled by their personal vehicle, etc.
3. Village owned vehicles may be taken home only when authorized by the Village President or his designee and only in cases where the employee is subject to emergency calls during off-duty hours. Village vehicles may only be used for village business; personal use of vehicles is prohibited unless authorized by the Village President.

4. As a matter of convenience for both the Village and the employee, employees at a remote job site, where their personal vehicle is not immediately accessible, may continue to use a Village owned vehicle through the duration of their 30 minute meal period provided they do not leave the Village limits and follow all other vehicle use policies as outlined in this handbook. Use of the Village owned vehicle is limited to obtain meals only and may not be used for any other personal errand.
5. Any employee who may be using a Village owned vehicle for personal use outlined in this section are required to carry liability insurance in accordance with state law and must provide proof of this insurance. Employee's personal insurance will be the primary insurance in the case of an incident.
6. Employees operating village vehicles must be 18 years or older.
7. Any employee who is required to have a Commercial Driver's License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with the Department of Transportation regulations.
8. Employees are responsible for the care, use, and conservation of village vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
9. Employees who are assigned a vehicle as part of their regular duties will be responsible for conducting daily inspections (oil, tire, lights, etc.) and keeping the vehicle free of litter, debris, and unnecessary equipment/supplies.
10. Employees should have no reasonable expectation of privacy with respect to village vehicles.
11. The village is not responsible for personal items stored in village vehicles. Employees should not carry personal valuables in village vehicles.