

FINAL 11-29-23

**Watertown Employee Driver Policy
City of Watertown, WI**

1. Purpose and Scope:

The Municipal Driver Policy is designed to establish guidelines and expectations for individuals operating vehicles owned or leased by the City of Watertown, WI, in conjunction with the Municipal Vehicle Fleet Management Policy. This policy aims to promote safe and responsible driving practices to protect city personnel, city property, as well as the public.

2. Driver Eligibility:

- a. Only authorized employees with valid driver's licenses and appropriate qualifications will be permitted to operate municipal vehicles, ensuring safety and adherence to traffic laws. All drivers must be at least 18 years of age. Copy of driver's license and background check, collected at time of hire, should be kept on file by department supervisor for reference.
- b. Personnel who are not City employees, but are otherwise authorized to operate municipal vehicles, may do so. All requirements outlined in this document still apply to such individuals.
- c. Regular operational safety training sessions will be conducted by department staff to maintain and enhance the skills of drivers.
- d. Employees are prohibited from driving a city vehicle if their driver's license is suspended, revoked, or on restricted (not due to corrective lenses) status.
- e. Any change in driver eligibility or status must be immediately reported to the employee's supervisor.

Commented [MB1]: Added this after feedback from Carol and Lisa S.

3. Vehicle Use:

- a. City vehicles are for official use only and should not be used for personal purposes without prior authorization.
- b. Drivers are responsible for the safe and lawful operation of city vehicles at all times. Drivers must adhere to posted speed limits and follow all traffic safety laws.
- c. Seat belts must be worn by all occupants of the vehicle.
- d. Vehicles should be locked when the driver is away.
- e. Drivers may not give rides to others not employed by the City unless authorized to do so.
- f. Drivers should not push, tow, or start other vehicles.
- g. Drivers may not manually use (using hands beyond a single touch) a cell phone or other mobile electronic devices while driving.

4. Vehicle Inspection and Maintenance:

- a. Drivers are required to perform pre- and post-trip inspections of city vehicles to ensure their safety and report any issues to a supervisor promptly.
- b. Any signs of vehicle malfunction, damage, or maintenance needs should be reported to the appropriate department staff member immediately.

5. Accidents and Incidents:

- a. If involved in any type of vehicle accident, driver must report the accident to the employee's supervisor as soon as safe to do so. Following the incident, an accident report should be completed and given to the employee's supervisor. Incident reports should go to respective department heads and then be forwarded to the city clerk.
- b. If involved in a crash or collision with another vehicle(s), driver should move vehicle to safe location, stop, and turn on your emergency flashers. Check yourself for injuries and the well-being of your passengers. Call 911. Offer reasonable assistance. Movement of injured persons should not be undertaken if likely to cause further injury. Exchange information (name, insurance carriers, phone numbers). If there were witnesses to the accident, obtain their names and addresses. **DO NOT MAKE A STATEMENT OF ANY KIND TO ANYONE OTHER THAN THE POLICE OR A REPRESENTATIVE OF THE CITY.**
- c. If you strike an unattended vehicle; leave a note with your contact information and circumstances of the accident.
- d. Drivers must cooperate fully with any investigations related to accidents or incidents involving city vehicles.

6. Training and Awareness:

- a. Drivers may be required to participate in driver training programs and safety awareness initiatives as deemed necessary by the City of Watertown.
- b. City employees who operate specialized vehicles or equipment must receive specific training and certification as required by law or policy.

7. Compliance with Policies:

- a. Drivers are expected to adhere to all city policies and procedures, including the Municipal Vehicle Fleet Management Policy, while operating city vehicles.
- b. Non-compliance with this policy may result in disciplinary actions, including but not limited to warnings, suspension of driving privileges, or termination of employment, depending on the severity of the violation.

8. Acknowledgment:

All drivers operating city vehicles are required to acknowledge their understanding and acceptance of this policy and its provisions. Failure to do so may result in a suspension of driving privileges.