

	City of Cedar Park Human Resources Policy Manual		
	Use of City Property and Accident Reporting		
	Number: G-6	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

It is the policy of the City to provide each employee with adequate tools, uniforms, equipment and vehicles for the City job being performed and to expect each employee to use such items properly, safely, courteously, and in compliance with all local, state and federal regulations.

2.0 Procedures/Rules

- 2.1 Personal Use Prohibited. No personal use of any City property, materials, supplies, tools, equipment, or vehicles is permitted unless written authorization is obtained from the Department Head. Violation may result in disciplinary action up to, and including, termination of employment or criminal prosecution, if appropriate.
- 2.2 Use of Vehicles and Motorized Equipment. An employee who is assigned or permitted to use a City vehicle or motorized equipment by his/her department, or an employee who uses a personal vehicle to perform official City business, is responsible for proper use and maintenance of the vehicle and/or motorized equipment.
- 2.2.1 If an employee is allowed to operate a City vehicle between his/her residence and work, he/she shall be required to live within a reasonable distance to the city limits or park the City vehicle at a designated City facility. The City Manager or designee shall have final approval of any take-home vehicle request.
- 2.2.2 A Department Head may temporarily assign an employee the use of a City vehicle to be operated between his/her place of residence and a worksite to ensure efficient business operations.
- 2.2.3 Valid Driver's License. An operator of a City vehicle or motorized equipment or an employee who drives his/her own privately owned vehicle on City business is required to have a current valid State of Texas driver's license necessary to operate that vehicle or piece of equipment and to keep his/her supervisor informed of any change in status of his/her license. (Also refer to *City Vehicle Operator Standards Policy*.)

2.2.3.1 Suspension or revocation of the driver's license or failure to maintain an acceptable driving record may result in disciplinary action, up to and including termination of employment.

2.2.3.2 An automatic annual driver's license check shall be conducted on every employee who drives a City vehicle or motorized equipment or drives a personal vehicle for City business.

2.2.4 Cell Phone Use While Driving. No employee shall use a City-issued Smart Phone or a personal Smart Phone for City purposes while driving, unless the employee is using the Smart Phone with hands-free technology. (Also refer to *Technology Use Policy*.)

2.2.5 Accident Reporting. An employee operating a City vehicle, personal vehicle on City business, or piece of City motorized equipment shall report any vehicular or equipment accident, regardless of how minor, and any property damage or liability claim to his/her supervisor or designee at the time of the accident. The employee's supervisor shall notify the Department Head, Human Resources and Finance immediately. (Also refer to *Workers' Compensation policy*.)

The employee shall notify the appropriate police department of all accidents except those involving no other parties or property, and resulting in no more than a minor dent or ding to City property. If the employee is unable to notify a police department due to a medical emergency, then the supervisor shall ensure that the appropriate police department is notified.

If a Police report is taken by the Cedar Park Police Department, the Police Department shall notify the respective Department Head involved by forwarding a copy of any accident report involving City equipment or vehicles as soon as the investigation is completed.

2.2.6 Drug Testing Following an Accident Involving a Vehicle or Motorized Equipment. If the accident results in the loss of human life or results in the issuance of a citation to the employee for a moving traffic violation arising from the accident, the employee driving the vehicle or operating the equipment shall be tested for the presence of alcohol and controlled substances. (Also refer *Drug and Alcohol Free Workplace policy*.)

If the accident involves an employee holding a CDL and operating a commercial motor vehicle at the time of the accident, alcohol and controlled substance testing will further be required if the accident involved bodily injury requiring medical treatment away from the scene of the accident or damage to one or more vehicles requiring the vehicle(s) to be transported by tow truck or another vehicle.

The alcohol test required by this Section shall be administered within two (2) hours of the accident, if possible, or in any event, within eight (8) hours of the accident. The controlled substance test required by this Section shall be administered as soon as practicable, and no later than thirty-two (32) hours after the accident.

A driver or operator who is subject to post-accident testing shall remain readily available for testing if medically possible. A driver who is subject to post-accident testing and who does not remain readily available for testing for reasons other than his own or others' medical emergency need may be deemed by the City to have refused to submit to testing.

- 2.3 Equipment and Uniforms. The City may issue appropriate equipment and tools required for a job and/or issue uniforms to employees required to wear them. Such City-issued equipment, tools, and uniforms are considered to be City property and shall be returned to the supervisor upon separation from employment. If equipment, tools and/or uniforms are not returned, the replacement cost may be deducted from the employee's final payment, unless otherwise approved by the City Manager.