



CITY OF ROCKLIN

Administrative Policy – Vehicle Use and Driving Standards Policy

I. PURPOSE

This policy sets forth rules regarding the use and operation of vehicles while on official City business. The Vehicle Use & Driving Standards Policy has been developed to protect the City of Rocklin's employees and resources, to ensure compliance with state and federal regulations, and to guard against and reduce potential liabilities from accidents. Both City-owned and privately-owned vehicles are used by City employees and volunteers to accomplish City business transactions. The City's Fleet Division of the Department of Public Services shall manage all City-owned vehicles. The following policies are in line with generally accepted best practices and legal requirements for safe motor vehicle operations under Section III:

- A. Employee Driving Requirements and Standards.
- B. Use of City-Owned Vehicles.
- C. Use of Personally-Owned Vehicles for City Business.
- D. Responsibilities
- E. Accident Procedure

II. APPLICATION

- A. This Policy shall apply to all City employees, appointed officials, volunteers, and other individuals performing approved City government functions, herein after in this policy referred to as "covered persons."
- B. All covered persons shall also abide by any guidelines adopted by their departments regarding the assignment and use of City vehicles.

III. POLICY

A. DRIVING REQUIREMENTS AND STANDARDS

This Policy applies to all covered persons who are required to drive City-owned and/or personally-owned vehicle(s) for City business and as it pertains to City employees, in accordance with Section 2-01 (3) General Qualification of Employees in the [City of Rocklin](#)



[Personnel Rules](#). The Human Resources Division will oversee the requirements within this section.

1. Driver License

The covered person must possess a valid California driver license to legally operate the class of vehicle(s) they operate during the course of employment and/or while performing City business.

2. Motor Vehicle Records

All employees and designated volunteers who operate a City vehicle must have a good driving record, as determined by the City, as set forth in this policy. The City will consider all relevant driving record information, regardless of whether or not the driving occurred while driving for City business.

The City will monitor employees and volunteers whose duties or class specification require possession and maintenance of a valid California driver's license via the California Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program. Such persons will be placed in the DMV Employer Pull Notice Program and required to complete the DMV Employer Pull Notice Program Authorization for Release of Driver Record Information Form allowing enrollment in the pull notice program.

All such employees and volunteers are subject to the DMV Negligent Operator Treatment System (NOTS) driving criteria¹.

The City of Rocklin's criteria for intervention level is²:

- Receiving a DUI citation or two or more violation points¹ in twelve (12) months; or
- Three or more violation points¹ in twenty-four (24) months; or
- Four or more violation points¹ in thirty-six (36) months

When a covered person's Motor Vehicle Report violation point value reaches intervention level, the employee will be counseled and/or disciplined, advised of the consequences of accumulation of more than 5 points, shall be required by the City to attend a defensive driving class, and the City may initiate one or more of the following actions:

- a. Shift the covered person to a non-driving position, if allowed within class specifications.
- b. Restrict or eliminate use of privately-owned vehicles for City of Rocklin business.



- c. Other intervention strategies which may be appropriate and approved by Human Resources and Department Director.

A covered person who has more than one DUI citation or accrued five (5) or more points¹ on one's license within the preceding 36 months is excluded from coverage under the City's Risk Pool insurance coverage², and the City shall therefore disqualify any such covered person from driving on City business regardless of whether the violation points were acquired outside of, or within, the course of employment. If a covered person's class specification requires the covered person to drive on City business, then appropriate disciplinary action may be taken consistent with the Personnel Rules or applicable Memorandum of Understanding.

The DMV conviction date shall be considered as the criteria starting date. The criteria apply to all violation points, whether or not the driving occurred while driving for City business.

In addition to the above, the City's "Incident Review Process" will apply for any incidents experienced while driving a vehicle for City Business and may result in disciplinary action.

3. Moving Violation, Tickets and License Restrictions

- a. Moving violations, toll evasion, and parking citations or any other citations incurred as a result of covered person's allegedly improper and/or illegal operation of a City vehicle or driving a personal vehicle on City business are the responsibility of the driver receiving the citation and should be resolved in a timely manner.
- b. A driver must report any citation or ticket (e.g., moving violation, driving under the influence (DUI), unsafe vehicle condition, etc.) while driving a City vehicle to their Department Director or designee no later than the next business day. The Department Director or designee shall provide this information to Human Resources the day it is received. If the Department Director or designee is notified by Human Resources (via the Employer Pull Notice program) after the fact, this may be grounds for discipline up to and including termination from employment or dismissal from the volunteer program.
- c. A driver operating a City vehicle or personal vehicle for City business must report a DUI citation, driver's license restriction, suspension, or revocation to

¹ As valued and enumerated on the CA DMV's Vehicle Code Violations used in Negligent Operator Counts.

² Pursuant to the City's Risk Pool Coverage Memorandum, NCCSIF Risk Management Policy & Procedure RM-2.



his/her Department Director or designee no later than the next day the driver is at work. The Department Director or designee shall provide this information to Human Resources the day it is received. If the Department Director or designee is notified after the fact of suspension of driving privileges and the driver has continued to drive on City business, this may be grounds for discipline up to and including termination from employment or dismissal from a volunteer program.

4. Compliance with Laws and Regulations

All employees and volunteers who drive on City business, and anyone in a City vehicle, are required to comply with all applicable state laws and regulations.

5. Record Keeping

The City of Rocklin maintains the following documentation for at least three years:

- a. Defensive driver training for each employee, including employee's name, training dates, type of training, and training providers;
- b. Vehicle insurance information from drivers who use their personal vehicles on City of Rocklin business;
- c. Documentation regarding employee driving intervention;
- d. Annual employee acknowledgment of the "Vehicle Use & Driving Standards Policy".

6. Driver Safety

(This section does not apply to those covered by a Police Department or Fire Department vehicle use policy.)

Drivers shall not operate a City vehicle or personal vehicle to perform City business when unable to drive safely due mental or physical impairment, or after consuming an alcoholic beverage or any other substance or medication that impairs the ability to safely operate the vehicle.

It is the driver's responsibility to perform a basic safety inspection of a vehicle prior to operation and to not operate an unsafe vehicle. For City commercial vehicles, the Fleet Division or Department shall provide a vehicle safety checklist to be used by City vehicle drivers.

The driver shall ensure the vehicle is used in an appropriate safe condition, free of reasonably observable or known hazards. For City vehicles, the driver shall report



all mechanical defects to the appropriate Department Director or designee for notification and scheduling or repair through the Fleet Division.

7. Wireless Telephone and Electronic Wireless Communications Device Use

The City of Rocklin recognizes the practical and beneficial use of wireless telephones and other electronic devices. When used safely, these devices enhance communication, information storing, and information sharing among government employees and members of the public.

State law regulates the use of wireless telephones and electronic wireless communications devices ([Vehicle Code sections 23123 - 23125](#)). This Policy is designed to address state law while driving on City business, including reading, dictating, transcribing, or sending text or other messages. Safe practices while operating motor vehicles leads the City to include the use of all electronic devices in this policy.

- a. A covered person shall not operate a City vehicle or any personal vehicle on City business while using a handheld wireless telephone or other electronic wireless communications device unless the device is specifically configured for hands free operation and is used in that manner while driving.
 - For purposes of this section, "electronic wireless communications device" includes, but is not limited to, a broadband personal communication device, a specialized mobile radio device, a handheld device or laptop computer with mobile data access, a pager, or a two-way messaging device.
- b. Covered persons, without the ability for hands free operation, may use a wireless telephone or other electronic wireless communications device only when a vehicle is parked or in the event of an emergency, as discussed below.
 - Persons under the age of 18 are prohibited by state law from using a wireless telephone or electronic wireless communications devices while driving, except for emergency purposes, as set forth below.

Exemptions to Wireless Telephone and Electronic Wireless Communications Device Use

The following uses are exempt from the restrictions above:

- a. Using a wireless telephone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity



- b. Emergency service professionals' (i.e., Police Department and Fire Department employees) use of handheld wireless telephones, a specialized mobile radio device, or electronic wireless communications devices while operating an authorized emergency vehicle (as defined in California Vehicle Code section 165) in the course and scope of their duties.
- c. Other exemptions as set forth in the California Vehicle code as written or amended.

8. Seat Belt Use

Safety belts shall be used by the driver and all passengers while the vehicle is in operation, with the exception of members of law enforcement who follow Vehicle Code 27315.5.

9. Training

Unless other driver safety training is required for the position, covered employees and volunteers shall complete defensive driver training no later than 6 months after hire or being assigned to a position required driving duties, and as needed thereafter.

B. USE OF CITY-OWNED VEHICLES

(This section does not apply to those covered by a Police Department or Fire Department vehicle use policy.)

This section governs the use of City-owned vehicles. It is the policy of the City to provide, at its discretion, vehicles for use by employees to assist in the efficient performance of their duties. It is the goal of the City to procure and provide those vehicles that are best suited for their intended purpose. It shall remain a management right to determine if a vehicle will be provided and the types and numbers of vehicles to be provided.

- 1. City-owned vehicles shall only be used for City business.
- 2. Employees may use a City "pool" vehicle only if the use is approved in advance by the employee's Department Director or designee, and the employee has been cleared pursuant to Section III.A.1 and III.A.2. of this Policy.
- 3. Stops for rest and/or meal periods during work hours by an employee who is operating a City-owned vehicle assigned by his/her Department Director or designee are considered incidental and therefore permitted.
- 4. The use of City vehicles shall be authorized for the following purposes:



- Performance of assigned duties;
 - Transportation between work locations;
 - Transportation within and outside of the City to attend meetings, seminars, special events, and conferences that have been appropriately authorized;
 - Transportation to procure supplies, equipment, materials, or services for City use;
 - Transportation to make deliveries related to City business.
5. City vehicles shall only be used by:
- a. City employees and or appointed City officials over 18 years of age;
 - b. Volunteers and other individuals performing approved City government functions may operate a City-owned vehicle if they are over 18 years of age and such operation is deemed to be in the best interest of the City;
 - c. An assigned City-owned vehicle may be used by a covered person to transport non--City employees only if such transportation is consistent with the business use of the City-owned vehicle.
6. City-owned vehicles may be driven to employee personal residences with prior Department Director or designee approval under the following scenarios:
- a. Designated "on-call duty" employees.
 - b. Temporary overnight (take-home) retention, not to exceed one week, when such action would clearly be in the best interest of the City.
 - c. Permanent assignment (take-home): Employees who are permitted to use a City-owned vehicle to commute to/from their personal residence and worksite are not authorized to use the vehicle for personal purposes other than commuting. Minimal personal use, such as stopping for a personal errand on the way between the employee's residence and worksite is authorized; Internal Revenue Service (IRS) taxable fringe benefits may apply.
 - d. Employees who take a vehicle home (temporary or permanent) shall not allow a family member or others to ride in or operate the City vehicle.
7. Smoking, chewing tobacco, or use of vapor type electronic devices of any type is prohibited in or within 25 feet of a City vehicle.
8. All drivers who operate a City vehicle on a street or highway shall assume responsibility for the following:



- a. Security of the vehicle, including locking vehicles when not in use and not leaving keys in unattended vehicles;
 - b. Immediately reporting mechanical failures or safety device malfunctions to the Fleet Supervisor;
 - c. Immediately reporting any accident, collision, theft, damage to the vehicle, or damage caused by the vehicle to the employee's immediate supervisor and the appropriate law enforcement agency pursuant to Section III.E. of this policy;
 - d. Parking the vehicle in a proper and/or safe location at all times;
 - e. Maintaining high standards of care and cleanliness.
9. City employees who are assigned a vehicle for regular use shall relinquish the vehicle regularly for routine safety checks or for regular scheduled preventative maintenance by City Fleet personnel.
 10. Commercial City vehicles will be equipped with an inspection log where issues or concerns are documented for City Fleet personnel.
 11. City Employees are responsible for keeping the interior of City vehicles in a clean and tidy condition with all personal trash removed daily.

C. USE OF PERSONALLY-OWNED VEHICLES FOR CITY BUSINESS

This section governs the use of privately-owned vehicles ("Personal Vehicles") for City business. This policy is applicable to all covered persons.

NOTE: In the event of an incident involving a personal vehicle being used for City business, the covered person's personal automobile insurance is primary (see item 9. below).

1. It is the policy of the City to provide covered persons with suitable transportation to conduct City business. In most cases, this will be a City vehicle; however, there may be times when it is necessary or expeditious for covered persons to use personal vehicles in the course of City business.
2. Except as provided in this policy, covered persons are not permitted to use personal vehicles in conducting City business without approval of the appropriate City Department Director or designee.
3. Before authorizing a covered person to use a personal vehicle for City business, each City Department Director or designee shall determine that:



- a. The business purpose is valid;
 - b. Use of a personal vehicle is in the best interest of the City;
 - c. The covered person has been approved pursuant to Section III.A.1 and III.A.2, Employee Driving Requirements and Standards.
4. No covered person shall be permitted to use a personal vehicle in conducting City business unless:
 - a. Such vehicle has in effect an automobile liability insurance policy providing a minimum of \$50,000/\$100,000 bodily injury coverage and \$50,000 property damage coverage.
 5. If the City's Risk Pool increases the insurance requirements that are required for covered persons using their personal vehicles, covered persons will be notified by the City and shall comply with any additional requirements.
 6. The City shall not be responsible for any costs associated with obtaining and maintaining the appropriate insurance for a personal vehicle.
 7. Prior to use of a personal vehicle for City business, the Human Resources Division will require employees to complete a Verification of Liability Insurance Form that meets the City's minimum automobile liability insurance requirements, as required by Section III.C.4. above. Verification of insurance is required upon hire and annually thereafter or upon expiration.
 8. If the personal vehicle insurance coverage is decreased, canceled, terminated, lapsed, or curtailed for any reason, the covered person shall immediately notify the Human Resources Division. The vehicle shall not be used for City business until Human Resources determines the insurance coverage meets the minimum requirements.
 9. In the event that a covered person is involved in an accident while using a personal vehicle for City business, the personal insurance carrier of the covered person shall respond to defend the covered person. The covered person shall be responsible for all deductible costs from personal insurance coverage. Should a claim exceed the limits of the covered person's insurance policy limits, the City would respond in an excess capacity.
 10. The City shall not be responsible for any increase in a covered person's insurance premium as a result of an accident.
 11. Covered persons shall be aware of the provisions of this policy and are responsible for compliance with this policy and the following conditions:



- a. The vehicle shall be a conventional four-wheel, enclosed vehicle (motorcycles or similar transportation are excluded);
 - b. The vehicle shall be equipped with seat belts; and
 - c. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
12. Authorized travel by personal vehicle shall be consistent with the City's Travel Policy adopted by the City Council.
13. Under no circumstance shall a covered person be compelled to use a personal vehicle for conducting City business if the covered person believes it is not in their interest to do so.

D. Responsibilities

Department Directors are responsible for:

- Ensuring department compliance with all provisions of this policy.
- Ensuring all covered persons within their department who drive vehicles on City business have received and read this policy and have signed the acknowledgment form.
- Ensuring that City vehicle services, safety inspections, and other required maintenance schedules are met, as well as vehicle cleanliness and proper care of City property.
- Ensuring that all drivers identified by Human Resources (via the Employer Pull Notice program) whose license is expired, revoked, or suspended will not drive for any reason on City business in any vehicle, including personally-owned.
- Department staff members who are required to drive any vehicle in the course of City business receive defensive driver training or other driver safety training required by the position.

The Fleet Division is responsible for:

- Managing and maintaining the City vehicles in a safe, reliable, and cost-effective manner.
- Coordinating vehicle procurement and disposal.
- Monitoring compliance with applicable provisions of this policy. Instances of non-compliance shall be reported to the affected Department Director or designee for



resolution or corrective action. Instances of unresolved or repeated non-compliance shall be reported to the City Manager.

The City will review the Vehicle Use and Driving Standards Policy on a periodic basis to meet ongoing legal and operational needs.

E. Accident Procedure

Vehicle accident procedures must be followed in the event of an accident, collision, or incident involving City-owned vehicles or personally-owned vehicles while being used for City business. This includes minor incidents and collisions involving a pedestrian, bicyclist, other vehicle, stationary object (e.g., fence, sign, tree, wall, etc.), or animal, even if there do not appear to be any injuries and/or property damage.

All covered persons who drive City-owned vehicles or personally-owned vehicles authorized for City business use are required to keep a copy of these procedures and the Vehicle Accident Report form in the vehicle. In the event of a collision, the City driver is required to review the procedures, complete the Vehicle Accident Report form, and turn it into his/her supervisor, Fleet, and HR at Fleet.Vehicle.Accidents@rocklin.ca.us as soon as feasible.

- Take Steps to Prevent Further Accidents
 - Park safely out of traffic flow if vehicle is operable.
 - Turn on hazard lights.
- Remain Calm
 - Do not argue, accuse, or accept blame for the accident.
 - Be courteous and show your driver license willingly.
 - Discuss details only with law enforcement, your employer, and our insurance adjuster or investigator with Sedgwick.
- Call 9-1-1 if there are injuries
 - Do not attempt to move an injured person.
 - Provide basic first aid only, excluding Fire Personnel.
 - If an employee or volunteer is injured, also complete workers' compensation paperwork.
- Contact Law Enforcement
 - Report all accidents involving City vehicles or while driving on City business to law enforcement.



- For minor collisions within Rocklin, call the non-emergency dispatch line at (916) 625-5400 (press option #1). If outside the city, contact the local jurisdiction.
- Exchange Information
 - Driver's name/address/telephone number
 - Driver's license number/vehicle license number.
 - Insurance policy number, agent, and insurer – photograph front and back of insurance card.
 - See accident report form for details.
- Obtain Witness(es) Information
 - Name(s), Address, and Telephone numbers.
- Vehicle Accident/Collision Report Form
 - Make note of street names, directions, and landmarks.
 - Complete the form at the time of the accident, if possible, or as soon as feasible.
 - If safe to do so, photograph the accident scene and all sides of all vehicles involved, including documenting any damage.
- City Vehicle Removal
 - If the City vehicle is safe to operate, drive the vehicle to Fleet.
 - If unsafe or not operable, contact the local jurisdiction to access their tow list and have the vehicle towed to Fleet Services at the Corp Yard (4081 Alvis Ct., Rocklin, CA 95677). If outside of working hours the tow company will need to call (916) 871-6909 to get after-hours access to the yard.

IV. POLICY EXCEPTIONS

The City has the right to add to, delete from, or amend this policy at any time. The City Manager reserves the right to make an exception to this policy if he/she believes such an exception is in the best interest of the City. The City Manager reserves the right to withdraw the approval of an employee or volunteer to drive a City-owned or personal vehicle for City business.

Responsible Department(s): Department of Administrative Services and Public Services

Dated: May 19, 2023

City Manager: _____



Vehicle Accident/Collision Report Form

Employee and Vehicle Information (Vehicle #1)		
Employee Driver Name:	Driver License #:	Phone #:
Department/Division:		Supervisor Name:
City-Owned Vehicle <input type="checkbox"/>	Make & Model:	License Plate #:
Personally-Owned Vehicle <input type="checkbox"/>		

Accident Date, Time, Place		
Date:	Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>
City	County	State
Highway Description/Street Address:		
Photos taken:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Video taken: YES <input type="checkbox"/> NO <input type="checkbox"/>

Those involved (Fill in info or attach photos of CDL and insurance cards)

OTHER VEHICLE (VEHICLE #2)		
Make & Model:	Tag No. & State	
Driver Name:	DL:	Phone:
Address:		
Insurance Co.	Policy No.	

OTHER VEHICLE (VEHICLE #3)		
Make & Model:	Tag No. & State	
Driver Name:	DL:	Phone:
Address:		
Insurance Co.	Policy No.	



WITNESSES (persons seeing the accident may be of service to our driver)

Name:	Phone:
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Address:

Name:	Phone:
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Address:

INVESTIGATING LAW ENFORCEMENT OFFICER

Name:	Phone:
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Badge No.:	Agency:
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What Happened?

Describe damage to:

Your Vehicle –

Other Vehicles –

Cargo –


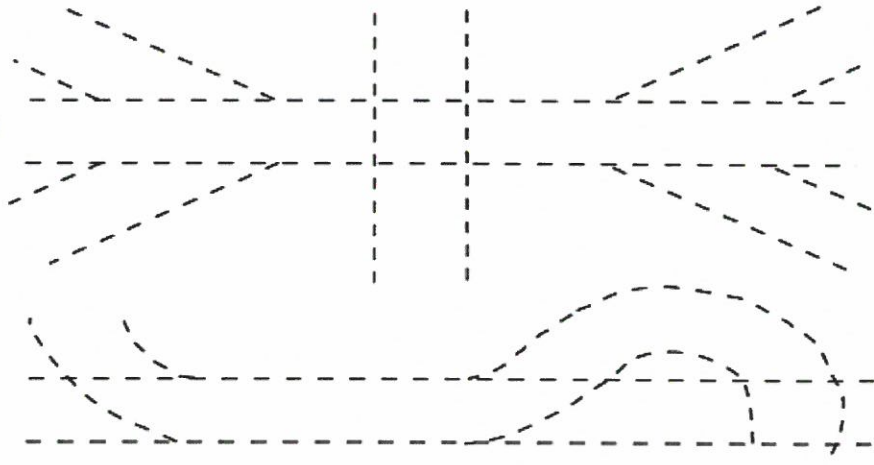




Property –

Describe in your own words the circumstances of the accident:

[Empty space for drawing or notes]

ACCIDENT SCENE

Fill in dotted lines to correspond with road at accident site or draw a diagram below. Show position of all vehicles, pedestrians, etc.

Your vehicle			
Other vehicle(s)		Numbered successively	
Pedestrian		Traffic signal 	
Traffic sign			

Send completed form to: Fleet.Vehicle.Accidents@rocklin.ca.us