



VEHICLE USE POLICY

This policy has been prepared as an orientation on what is expected of you in the operation and maintenance of District vehicles. Bear Mountain Recreation and Parks District will provide you with safe, dependable transportation when needed to perform your job duties. In turn, you are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary to continue to drive a District-provided vehicle on District business.

Any driver of a District vehicle (or driving on District business in any manner) must meet the following requirements:

- Possess a valid driver's license;
- Maintain an acceptable driving record per District policy; and
- Follow the guidelines stated in this policy at all times.

Use of Vehicle

When needed, you will be provided a District vehicle to assist you in your job. Its use is strictly limited to business purposes. It may not be used for personal reasons.

Loaning the vehicle to friends, neighbors, relatives or anyone else is in violation of District policy.

From time to time, you may have a need to carry business associates; however, transporting strangers or hitchhikers is a violation of District policy.

GPS has been affixed to each company owned vehicle. The system allows Bear Mountain Recreation and Parks District to monitor vehicle movement, starts/stops, speed, idling, braking and accelerating. As such, the District reserves the right to monitor the geographic location of its employees during work hours (including a specific description of the days and times that GPS tracking may be monitored). Employees may not disable or interfere with the GPS (or any other) functions on a District vehicle. Employees should have no expectation of privacy for their physical location during work hours and while operating a District vehicle. Any violation of the "Global Positioning System (GPS) Tracking Policy" could result in disciplinary action or termination of employment and civil and criminal penalties.

Vehicle Care

All District-provided vehicles are designated as “non-smoking” areas. You are expected to keep your vehicle in a clean, well-maintained condition.

All minor dents or scratches must be reported to Driver’s supervisor and/or the District’s General Manager. Additionally, the Driver must document the damage on the vehicle’s “turn-in” sheet.

Tire Care and Replacement

Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All of these factors are under your control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear.

Maintenance and Repair

Neglecting to maintain a vehicle could result in the driver being charged for any resulting repairs. Unusual wear and tear above industry average or neglecting to maintain the District-provided vehicle may result in the loss of your ability to use District vehicles and further disciplinary action.

It is the driver’s responsibility to have the following scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

- Change oil according to manufacturer’s suggested maintenance schedule;
- Keep tires inflated to the proper PSI rating;
- Have tires rotated every 10,000 miles;
- Frequently inspect belts and hoses for cracks, leaks or loose fittings.

Driver safety checklists should be performed in writing at least once per month. Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

Federal Motor Carrier Safety Regulations

Maintain records of all maintenance performed on vehicles in accordance with Federal Motor Carrier Safety Regulations, Part 396 (Inspection, Repair and Maintenance). A separate file for each vehicle should be maintained to document the repair and maintenance history of each vehicle.

Vehicles subject to Federal Motor Carrier Safety Regulations (DOT vehicles) should have written pre-trip and post-trip safety inspections by the driver according to Part 396.11.

Accidents

A valid insurance card and vehicle registration shall be carried in the vehicle at all times. In the event that you are involved in an accident, please follow the following instructions:

- When an accident involves another vehicle, obtain the following information:
 - Driver's name (and owner's name if different from the driver);
 - Address;
 - Telephone number;
 - Name of insurance company and policy number;
 - VIN, vehicle year, make and model;
 - Vehicle license plate number
- If possible, obtain names, addresses and telephone numbers of any witnesses, including name, badge number, department name and address of any investigating law enforcement agency.
- Identify yourself and show your driver's license and insurance identification card. Do not discuss Bear Mountain Recreation and Parks District's insurance policy. Do not assume the blame for the accident, and do not agree to any settlement.
- Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is the District's preference.
- Note if there are any injuries reported by anyone involved in the accident.
- It is your responsibility to notify any state and/or local agency (police, etc.) of the accident and to file the appropriate written report as required by state law, in addition to notifying Bear Mountain Recreation and Parks District's management, or your supervisor.
- If an adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to Bear Mountain Recreation and Parks District's General Counsel, Nathan Hodges.

If you are found to be under the influence of drugs or alcohol at the time of the

accident, regardless of whether you are found at fault or not, your employment will be terminated.

Traffic and Parking Violations

Three minor violations within a 12-month period or five minor violations during a three-year period may result in your privilege of driving on District business, in any manner. It may also subject you to further disciplinary action, including possible employment termination.

Minor violations include:

- Speeding, at any increment over the posted speed limit, up to 25 mph over the limit;
- Failure to wear seat belt; and
- Failure to stop at a stop sign or stop light.

If you receive a major driving violation conviction, you will lose the privilege of driving on District business in any manner. It may also subject you to further disciplinary action, including, but not limited to employment termination.

Major violations include:

- Driving under a suspended or revoked license;
- Hit and run or leaving the scene of an accident;
- Vehicle theft due to negligence (including failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock doors, leaving keys in plain view, or leaving a vehicle running while unattended);
- Vehicular manslaughter, homicide or assault arising out of the operation of a motor vehicle;
- Use of false motor vehicle documents, such as license or registration;
- Failure to obey school crossing guard or any school bus violation;
- Passing on the wrong side, on a hill or where prohibited;
- Reckless, careless or negligent driving;
- Driving on the wrong side of a divided highway;
- Participating in racing or a speeding contest;
- Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving while under the influence of drugs, whether prescription drugs or any controlled/illegal substances
- Implied consent or refusing the test
- Speeding more than 25 mph over the limit
- Eluding a police officer
- Failure to keep an acceptable motor vehicle record

District provided vehicle privilege or driving on company business in any manner may, at the discretion of management, be reinstated after 12 months from the date of the loss

of privilege, provided a clean driving record (no moving violations or at-fault accidents) has been maintained.

Each driver is responsible for prompt payment of any fine incurred as a result of unlawful operation or illegal parking of the company vehicle. If an unpaid fine reaches judgment status, the fine plus a \$25.00 penalty will be deducted from your paycheck.

Safety

It is District policy that seat belts be used at all times, not only by the driver but by all passengers as well. Drivers are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. It is the guideline to not carry more passengers than the number of occupant safety restraint systems in the vehicle. Drivers are responsible for wearing and enforcing the use of safety restraints by all occupants.

Driving is a full-time job. Avoid all distraction. Concentrate on the other driver by assuming that person will not do what is expected.

Roads are crowded. Consider all vehicles as potential accidents looking for a place to happen.

Beware when entering intersections. Always count "one-two-three," and then look left, right left, before entering an intersection from a stoplight or stop sign.

Signal entry onto freeways and stay in the center or inside lane for ease of emergency maneuvering.

Do not insist on the right-of-way. Assume the other driver will.

During winter driving, use caution as bridges are slippery and freeze before roads because they lack the warmth of the ground under them.

Drivers must operate a vehicle at the lesser of the designated speed or the speed appropriate to the road, traffic and weather conditions.

Loose items that could blow out of pickup truck beds must be secured before driving the vehicle by use of a cargo net.

Prior to backing a vehicle with trailer, or a large truck/van, the driver should get out of the cab and assess the area into which the vehicle is to be backed. Look for obstructions, low hanging electrical wires, tree branches, parked cars, pedestrians or people in the area and any potential for traffic to pass behind while backing. Roll down the window and turn off the radio while backing so any warning sounds can be heard. Drivers must obtain a "spotter" to help back into the space.

Use turn signals for parking, lane changes, and all turns in shopping and office center parking lots.

Always keep a full level of windshield washer solvent. Before night driving, wipe off your headlights. If you are wondering whether or not you should turn on your headlights, turn them on.

Cell Phone Usage

Bear Mountain Recreation and Parks District prohibits the use of all handheld mobile devices including telephone, data, personal organizer, or other devices while operating a motor vehicle. Employees may not use a hands-free device while driving. Bear Mountain Recreation and Parks District requires employees to pull over, place the vehicle in park, and set the emergency brake prior to using a cell phone. Texting while operating a vehicle is strictly prohibited.

Any accident resulting from negligence due to usage of a phone or a hands-free device will be subject to the at-fault conditions as described in the accident section of this manual.

Other Company Policies

Firearms or other weapons are not allowed in District vehicles. Possession of weapons on District property or in District vehicles by anyone without the proper licensing is grounds for termination.

Drivers are not to transport any hazardous material or waste in District vehicles or in any vehicle while on District business unless such hazardous materials are ordinarily handled by the District as part of normal business operations. Non-hazardous materials transported in a District vehicle or in any vehicle while on District business that may potentially cause injury because of sudden impact must be properly secured.

Employees using personal vehicles on behalf of the District must provide a certificate of insurance from their personal auto carrier with minimum limits of \$100/300/100 or \$300,000 CSI.

Vehicles should be locked when parked on the premises, job sites, stopping temporarily such as at convenience stores or anytime that the vehicles are left unattended.

Under no circumstances should radar detectors, laser detectors or any other radar-detecting devices be used in a company vehicle.

Damage due to smoking will be charged back to the driver.

If you are negligent in the care of a company-provided vehicle, resulting in financial loss or excessive repair, Bear Mountain Recreation and Parks District, will charge back to you the fair market value of that cost.

District provided vehicles shall not be taken to or parked in the parking lots of bars or strip clubs at any time. Violation of this policy is grounds for loss of driving privileges and other discipline, including, but not limited to, termination.

Idling at the job location, on Bear Mountain Recreation Parks District's property, or while doing paperwork is prohibited. Violation of this policy is grounds for loss of driving privileges and other discipline, including, but not limited to, termination.

Motor Vehicle Record Check

Continued eligibility to drive a District-provided vehicle, or driving on District business in any manner, requires each driver to maintain a safe and clean driving record. This means that Bear Mountain Recreation and Parks District reserves the right to review driving records at least once every year.

Acknowledgement Form

I have read and agree to abide by all the policies and procedures in Bear Mountain Recreation and Parks District's Vehicle Use Policy and I understand my responsibilities to drive safely and maintain a safe vehicle. I give permission to Bear Mountain Recreation and Parks District to secure my driving record at any time. Additionally, I understand that while I operate a District provided vehicle, I have no reasonable expectation of privacy.

Name (please print)

Signature

Date

Date of Birth

Social Security Number

Driver's License #

State Issuing License