



Administrative Policy

Title: Vehicle Use Safety and Procedures Policy				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.013	01-03 (10-27-14)	01-03-17		



This Policy had been numbered Policy 200.47. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.47
 Issued: 01-03
 Revised: 10-27-14



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200	47	Jan 2003	10/27/2014		

ARTICLE I - PURPOSE

Section 1.1 - General Purpose

The City has a vital interest in protecting the health and safety of its employees and that of the general public, as well as avoiding costly losses due to auto accidents and other vehicle related incidents occurring in the course and scope of employment or other authorized activities (e.g. Employee Carpool Program). This policy establishes responsibilities and procedures designed to ensure that all City Employees who drive as a part of their duties are provided clear direction and are informed of policy obligations to carry out their duties in a proper manner.

Additionally, this policy describes the GPS mechanism by which the City will monitor fleet efficiency, vehicle location, and driving activities and behavior to better maximize the value of the City's assets while reducing costly losses.

Section 1.2 - Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

- Unnumbered policy (Vehicle Policy/Use and Safety) administered by Risk Management and last updated in 02-10;
- Policy 100.20 (Employee Carpool Guaranteed Ride Home) administered by the Public Works Department; and
- Policy 400.03 (Taxation of Take-Home Vehicles) administered by the Finance Department and last updated on 09-28-09.

ARTICLE II – DEFINITIONS AND SCOPE

Section 2.1 - Definitions

- A. City Driving Activities** shall mean a City Employee driving a City Vehicle or a non-City vehicle during the course and scope of their employment.
- B. City Employee** shall mean all persons employed by the City of Corona, including without limitation elected officials, as well as volunteers authorized to perform City Driving Activities.
- C. City Vehicle** shall mean a vehicle that is owned or leased by the City, including without limitation those vehicles assigned to individual employees, the carpool program, the general use pool and commercial or construction vehicles.

Section 2.2 - General Scope

Unless otherwise stipulated herein, this policy applies to all City Employees who perform City Driving Activities. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those City Employees under their authority. It is the responsibility of all City Employees to drive safely, to adhere to all applicable laws and to follow all provisions outlined in this policy.

Section 2.3 - Additions and Exclusions

This policy will be in addition to any vehicle use or vehicle related requirements provided for in the applicable Memorandum of Understanding for all represented employee groups, as well as the Management/Confidential Group Employee Resolution and the Executive Group Employee Resolution.

This policy shall not apply to City Employees within the Fire and Police Departments, to the extent such employees are governed by departmental policies regarding the same

subject matter. Fire and Police vehicle use, driver selection and driving safety are addressed in specific departmental policies which supersede this policy for City Employees subject to such policies.

This policy also shall not apply to the buses managed by the Transportation Division of the Public Works Department, to the extent that such buses are operated and maintained by a private contractor through an agreement with the City. This policy shall apply whenever a City Employee is driving such buses.

ARTICLE III - EMPLOYEE REQUIREMENTS/PROCEDURES

Section 3.1 – Licensing and Human Resources Monitoring Programs

- A. Any City Employee who is authorized to perform City Driving Activities must possess a valid California Driver's License in good standing appropriate to their position, as specified in the City Employee's job description.
- B. City Employees who do not have a valid California Driver's license may not perform City Driving Activities.
- C. It is the responsibility of all supervision to promote accident prevention and driver training, and to assure that each City Employee or applicant offered employment possesses the appropriate driver's license for the employment position they hold or for which they are applying in advance of allowing such City Employee to perform City Driving Activities.
- D. City Employees in certain employment positions who regularly or periodically drive commercial vehicles shall obtain and maintain a valid Class "A" or "B" license with appropriate endorsements.
 - a. All Class A or B license holders will be enrolled in the Department of Transportation (DOT) random drug and alcohol testing program as mandated by DOT 49 CFR Part 382.301.
- E. In the event that the status of a City Employee's driver's license changes, including without limitation a suspension, revocation, cancellation or disqualification, the City Employee shall notify his or her immediate supervisor in writing before the earlier to occur of the following: (1) the City Employee performs any City Driving Activities; or (2) the end of the City Employee's next working day. Failure to notify the supervisor may result in disciplinary action, up to and including termination.

- a. Supervisors are responsible for notifying their Department Head and the Human Resources Department immediately upon their knowledge that a City Employee has such a change in status to their license.
- F. The Human Resources Department will administer both the DMV Pull Notice Program (discussed in Section 3.2 below) and the DOT random drug screen program (discussed in Section 3.1(4)(a) above). City departments will be notified by Human Resources of City Employees who do not qualify to perform City Driving Activities based on information provided from the DMV Pull Notices or the DOT random drug screening programs.

Section 3.2 - DMV Pull Notice Program

The Human Resources Department will enroll City Employees in the DMV Pull Notice Program at the time of hire, by providing the employee's name and driver's license number to the DMV and identifying them as a City Employee. Initial and subsequent DMV Pull Notice records will be reviewed by the Human Resources Department to determine that the following basic requirements are met:

- A. The City Employee's license is valid.
- B. The appropriate classification of license is valid.
- C. The City Employee has less than, and maintains less than, 3 points within the last seven years on the DMV report.

If a City Employee's DMV report fails to meet one of the three conditions listed above, the Human Resources Department will forward the information to the employee's Department Head and may recommend further action be taken, including without limitation the elimination of the City Employee's right to perform City Vehicle Activities and, if appropriate, other disciplinary action, up to and including termination. City Employees will be permitted, at their own expense, to provide evidence of a clean DMV record from the court or DMV directly.

NOTE: Failure to maintain a valid and appropriate California Drivers' License, as provided for in the City Employee's job description, may result in disciplinary action, up to and including termination.

Section 3.3 - Training

All City Employees performing City Driving Activities must participate in the City's online Defensive Driving Class within one (1) week of their appointment or assignment to a position that requires that they perform City Driving Activities.

- A. City Employees must repeat the online Defensive Driving Class every two years.
- B. A City Employee who is deemed to be “at fault” for an accident while performing City Vehicle Activities (according to a Police or CHP Report or through other credible evidence) will be responsible for scheduling and participating in the online Defensive Driving Class within one (1) week of the accident. Supervisors are responsible for ensuring that this mandate is completed within the time period indicated.

NOTE: City Employees who are deemed to be “at fault” for an accident while performing City Vehicle Activities (according to a Police or CHP Report or through other credible evidence) may be subject to disciplinary action, up to and including termination.

Section 3.4 – Employee Driving Safety

Section 3.4.1 - Backing

Taking all reasonable steps to know what is behind your vehicle prior to moving is a responsibility of all drivers. To reduce the risk of backing accidents:

- A. Avoid backing whenever possible. Plan ahead and locate your vehicle to eliminate the need to back-up.
- B. Prior to backing, conduct a complete “walk around” the vehicle.
- C. Use your passenger or another person (if available) to be a “spotter” when backing is unavoidable.
- D. Always back-up slowly, continuously looking and listening.
- E. Be sure to use all mirrors and turn your head to see as much as possible.

Section 3.4.2 – Distracted Driving

Motor vehicle collisions are the leading cause of work-related injuries and the highest risk of liability to third parties. According to the National Highway Traffic Safety Administration, driving distractions are a substantial factor in most vehicle crashes. Staying focused when behind the wheel requires concentration. Many accidents occur when drivers let their eyes and mind wander. Stay aware of your surroundings.

Section 3.4.3 – Cell Phone Use in Vehicles

It is now illegal in California, except in very limited circumstances, for a person to do either of the following: (1) to drive a motor vehicle while using a wireless telephone, unless that telephone is specifically designed and configured to allow hands-free listening and talking, and it is used in that manner while driving; or (2) to drive a motor vehicle while using an electronic wireless communications device to write, send or read a text-based communication, unless the electronic wireless communications device is specifically designed and configured to allow voice-operated and hands-free operation to dictate, send or listen to a text-based communication, and it is used in that manner while driving (refer to California Vehicle Code sections 23123 and 23123.5).

It is also now illegal in California, except in very limited circumstances, for a person under the age of eighteen (18) to do any of the activities described in the first paragraph, even if their telephone or other electronic device is equipped with a hands-free device (refer to California Vehicle Code sections 23124).

It is also illegal in California, except in very limited circumstances, for a person to drive a school bus or transit vehicle, as defined in subdivision (g) of Section 99247 of the Public Utilities Code, while using a wireless telephone (refer to California Vehicle Code sections 23125).

Other laws, including federal laws, may be applicable to the use of telephones or other electronic devices while driving. City Employees are presumed to know and understand all such applicable state and federal laws.

All City Employees who use a personal electronic device while performing City Vehicle Activities are required to follow these guidelines.

- A. Non-Commercial – Applicable Laws: City Employees performing City Vehicle Activities in non-commercial vehicles must comply with all applicable state and federal laws governing the use of telephones or other electronic devices while driving, including without limitation those described above. City Employees are presumed to know and understand all such applicable state and federal laws. Activities not allowed under applicable law shall be performed only when the vehicle is stopped and only after safely pulling off the road to a safe location.
- B. Non-Commercial – No Texting: Notwithstanding A (Non-Commercial – Applicable Laws) above, City Employees performing City Vehicle Activities in non-commercial vehicles are strictly prohibited from driving a motor vehicle while using an electronic wireless communications device to write, send or read a text-based communication, including without limitation text messaging, instant messaging, or electronic mail. These prohibited activities shall be performed only when the vehicle is stopped and only after safely pulling off the road to a safe location.

- C. Commercial – No Electronic Devices: City Employees performing City Vehicle Activities in commercial vehicles (requiring Class A or B license) or construction equipment with or without trailers are strictly prohibited from using any electronic devices, either hand-held or hands-free, while the vehicle is in operation. These prohibited activities shall be performed only when the vehicle is stopped and only after safely pulling off the road to a safe location.
- D. Departmental Supply: Departments requiring employees to be available by phone while on the road shall endeavor to provide hands-free and voice activated devices.
- E. Passengers: If there is a passenger in the vehicle, the passenger may make and receive calls and/or operate any electronic device, so long as they do not do so in a manner that distracts the driver.
- F. Headphones: Headphones of any kind shall not be worn when operating a vehicle.

Section 3.5 – Taxation of Take-Home Vehicles

City Employees assigned a take home City Vehicle, such as a small pick-up truck, passenger car, utility truck or SUV, which is used for commuting to and from home and work (including responses to on-call or standby duty) and which do not meet the conditions for a “qualified non-personal use vehicle” as set forth by the IRS, will be taxed on the use of the City Vehicle for commuting to and from home and work. These taxable values are calculated using the Commuting Rule as allowed by the IRS (currently \$1.50 per one-way commute or \$3.00 per day for round trip). City Employees shall not use the City Vehicle for personal purposes, except for commuting to and from home and work, as well as de minimis personal use as allowed by the IRS. The Finance Department will notify City Employees if the rule and rate for determining the taxable values changes. City Employees must account for this taxable fringe benefit by including the appropriate pay code on their time sheet.

City Employees who have a take home City Vehicle with specialized equipment for responding to calls and meets the conditions set forth by the IRS to be “qualified non-personal use vehicles” will not be taxed on the use of the City Vehicle.

Section 3.6 – Employee Carpool Program

Section 3.6.1 - Authority

The Transportation Division of the Public Works Department is responsible for the management and operation of the City’s employer sponsored carpool program.

Section 3.6.2 – Mission Statement

The program shall operate in accordance with Air Quality Management District (AQMD) program guidelines and shall endeavor to: (1) maximize the return on investment of grant funds (including those provided pursuant to AB 2766); (2) operate in an efficient, fair and equitable manner; and (3) result in an overall reduction of motor vehicle emissions produced by City personnel.

Section 3.6.3 – Safety & Required Notifications

City Employees who choose to participate in the program shall:

- A. Notify the Fleet Maintenance Division at (951) 279-3523 and the Transportation Division at (951) 736-2266 immediately if there is a safety or mechanical concern with a vehicle (see also Section 4.3.1 below).
- B. Notify the Fleet Maintenance Division at (951) 279-3523 as soon as possible in the event of minor issues with a vehicle (see also Section 4.3.1 below).
- C. Notify the Fleet Maintenance Division at (951) 279-3523 in the event a vehicle breaks down or becomes unsafe to drive during normal Vehicle Maintenance Shop hours (Monday-Friday 7:00 am – 4:00 pm).
- D. Notify the Fleet Services Supervisor directly on his or her cell phone (currently (951) 545-0002) in the event a vehicle breaks down or becomes unsafe to drive after normal Vehicle Maintenance Shop hours. The Fleet Services Supervisor will arrange for the appropriate tow or repair service.
- E. Contact the local police department and notify City Risk Management at (951) 736-2209 immediately if the vehicle is involved in an accident. Notify the Transportation Division at (951) 736-2266 as soon as practicable thereafter.
- F. Receive training on CNG fueling prior to fueling a CNG vehicle.

Section 3.6.4 - Taxable Fringe Benefit

City Employees who choose to participate in the program understand and agree to the following:

- A. Participation is subject to a federal taxable fringe benefit of \$35 per month, which amount will be added to the City Employee's gross salary (state taxes are currently not applicable) once the employee joins the program.

- A. Removal of the taxable fringe benefit for participants voluntarily withdrawing from the program occurs only semi-annually in January and July. Requests to remove the taxable fringe benefit for non-voluntary withdrawals will be processed as soon as possible once they occur. Non-voluntary withdrawals shall be determined by the Finance Department and may include, for example, the elimination of a carpool route or a new employment position with a schedule no longer compatible with a carpool route.

Section 3.6.5 – Program Rules and Responsibilities

City Employees who choose to participate in the program understand and agree to the following:

- A. Participants must ride a minimum of three times per week or ten days per month (excepting holidays and annual leave days).
- B. A carpool without three regularly riding participants will be given two months to enroll a third regularly riding participant. In the event a third participant is not enrolled within this two-month period, the carpool route will be discontinued.
- C. To maximize program performance and ensure grant funds are used in support of ridesharing, carpool vehicles shall only be used for shared ride commute trips. Therefore, no solo commute trips are permitted when there is reasonable time to avoid them, including without limitation when a driver knows or has reason to know before leaving home that the other employees in the carpool will not be commuting to work that day, on flex-Fridays or for scheduled or unscheduled overtime or weekend work. Participants must use personal vehicles for solo trips.
- D. No carpool participant has exclusive use of a carpool vehicle. Access among fellow carpoolers must be shared in an equitable manner for City business during City business hours and for personal use during lunchtime and other approved breaks. Personal use during lunchtime and other approved breaks is not considered to be within the course and scope of employment for which the City is responsible, but such use shall comply with this policy and shall be strictly limited to short errands and lunch within the City's geographical boundaries.
- E. Other than as specified in Section 3.6.5(D) above, carpool vehicles shall never be used for personal uses, including without limitation after arriving at home after work or on any weekend or holiday.
- F. Participants shall notify fellow carpoolers in advance when not riding (e.g., vacation, overtime, sick days, offsite assignments, etc.).

- G. Participants are responsible for returning a City Vehicle to the City in any of the following situations: (1) whenever a route is terminated for any reason within the discretion of the City; (2) when the participant is leaving City employment; or (3) at any other time determined necessary by the Transportation Division. Participants are also responsible for arranging their own transportation in the following situations: (1) when a carpool or other City Vehicle is not available to provide to the carpool for any reason within the discretion of the City; and (2) after returning a vehicle to the City for any reason.
- H. The City may choose to terminate a carpool route or the entire program at any time and for any reason.

Section 3.6.6 - Driver Rules and Responsibilities

City Employees who choose to participate in the program and drive a carpool vehicle understand and agree to the following:

- A. Drivers must possess a valid California Driver's License in good standing.
- B. Drivers must operate vehicles in a safe and legal manner at all times, and shall otherwise comply with this policy.
- C. All City Employees who may drive a carpool vehicle must execute and return the Vehicle Use Safety and Procedures Policy Acknowledgement Form attached hereto as **Appendix "E"** and incorporated herein by reference, which form in part expressly acknowledges an understanding and acceptance of the terms of this Section 3.6 (Employee Carpool Program).
- D. When not available to drive, the primary driver must arrange for the secondary driver to have access to the vehicle to ensure uninterrupted carpool service.
- E. The primary driver is responsible for ensuring that completed carpool logs are submitted each week to the Transportation Division at a date and time designated by the Transportation Division. This requirement is applicable even when the carpoolers are using a loaner vehicle.
- F. The primary driver is responsible for maintaining a current list of participants, pick-up and drop-off locations, schedules and primary and secondary driver(s). Any change in participants, pick-up and drop-off locations, schedules or driver(s) must be approved by the Transportation Division. Changes must be communicated to Transportation Division at least three days in advance of the change.

Section 3.6.7 - Establishing New Routes

City Employees who choose to participate in the program and drive a carpool vehicle understand and agree to the following:

- A. Prospective carpool participants must “test drive” carpooling for 4 workdays prior to the assignment of a carpool vehicle.
- B. A minimum of three regularly riding City Employees is required to form a carpool.
- C. A list of City Employees interested in carpooling will be maintained by the Transportation Division. A group of employees already carpooling (e.g., private vehicle use) will be given priority on the interest list. Assignment of a carpool vehicle will be done as to efficiently and effectively achieve reductions in motor vehicle emissions.
- D. To maximize program efficiency, the Transportation Division will designate the primary driver to be the carpooler located closest to a centralized pick-up/drop-off location.

Section 3.6.8 – Emergency Guaranteed Ride Home

When an emergency prevents a carpool participant from riding home with their carpool and the participant is otherwise unable to secure their own alternative ride home, the participant shall notify his or her department head or their designee who shall arrange for the City to secure a ride home for the participant or reimburse the participant for the cost of a ride home.

The City will first make every effort to provide a City Vehicle to the participant from its general use pool. As a last resort, the department head or their designee can authorize the City to reimburse the employee for an on-demand car-service ride home from a third party business chosen by the participant, such as a traditional taxi, Uber or Lyft. The participant shall use reasonable means to obtain a reasonable price for the ride home, given the available market for such services, and shall be solely responsible for the business chosen.

The participant must receive approval prior to requesting a pool car or arranging for an on-demand car-service.

If the primary driver of a carpool encounters such an emergency and secures an alternative ride home under this section, he or she shall notify the other carpool participants and ensure that another driver is provided the keys to their carpool vehicle.

For purposes of this Section 3.6.8, emergencies covered include the following, or similar events approved by the department head or their designee:

- Personal illness
- Illness of a family member
- A death in the family
- Unscheduled overtime required by the participant's supervisor

For purposes of this Section 3.6.8, events not covered include the following, or similar events as determined by the department head or their designee:

- Personal errands
- Scheduled medical/dental or other appointments
- Scheduled overtime

ARTICLE IV - CITY VEHICLE USE REQUIREMENTS/PROCEDURES

Section 4.1 - General Rules

- A. When performing City Vehicle Activities, all City Employees and passengers will at all times wear their seat and shoulder belts.
- B. Smoking is not allowed in any City Vehicle.
- C. The operating speed of a vehicle when performing City Vehicle Operations should be governed by the basic speed law, the prima facie speed limits and the posted speed limit signs.
- D. Driving safely is dependent on good driving attitudes, consisting of skillful, defensive driving, obedience of traffic laws and courtesy. City Employees performing City Vehicle Activities should be "conservative" in their driving practices.
- E. City Vehicles are to be used for official City business only. Use of a City Vehicle for any or all use outside City business will be considered misuse of the vehicle and the City Employee may have the vehicle removed and/or may be disciplined, up to and including termination. Employees will be held liable for actual costs resulting from misuse.
- F. Transportation of passengers in City Vehicles must be limited to those persons involved in the performance of assigned City functions. In an emergency, family members may be allowed to drive or be transported in a City Vehicle. The Department Head will be notified for approval, if possible, or as soon as possible

after the emergency is resolved. Family members do so at their own risk; the City does not accept liability for any loss, injury or fatality to family members as a result of such use of a City Vehicle.

NOTE: The public expects City drivers to practice safe driving skills and courtesy at all times.

Section 4.2 - Global Positioning System (GPS) Monitoring

City Vehicles will be equipped with GPS. GPS will be used to track all City Vehicles in an effort to maximize the value of City assets, while reducing the cost of the vehicle fleet by providing a mechanism to monitor fleet efficiency, vehicle location and driving activities and behavior. GPS will better enable the City to: (1) monitor vehicle MPG, diagnostic data, speed, location, routing, idling and utilization; (2) identify the location of stolen vehicles; (3) provide aid to City Vehicles that break down, thus increasing employee safety; and (4) efficiently manage field resources by accurately identifying employee locations and adherence to routes and assignments.

The City Manager, Assistant City Manager, Department Heads, the Deputy Director of Human Resources and their designees shall have access to the GPS system information, may monitor activities of City Employees and City Vehicles through the GPS systems, and may utilize the information obtained for City business purposes.

The following general rules will apply:

- A. City Employees who drive a City Vehicle understand and acknowledge that the City Vehicle they operate may be equipped with a GPS tracking device and that they have no reasonable expectation of privacy regarding information which may be obtained from GPS devices attached to a City Vehicle.
- B. All City Employees who may drive a City Vehicle must execute and return the Vehicle Use Safety and Procedures Policy Acknowledgement Form attached hereto as **Appendix "E"** and incorporated herein by reference, which form in part expressly acknowledges an understanding and acceptance of the terms of this Section 4.2 (Global Positioning System (GPS) Monitoring).
- C. City Employees who drive a City Vehicle understand and acknowledge that they will abide by all applicable Federal, State and Local laws, rules and regulations, including without limitation City policies and procedures, when performing City Vehicle Activities, such as when driving a City Vehicle. Failure to do so may subject the employee to disciplinary action, up to and including termination.
- D. Tampering with, disabling or removing any GPS equipment in a City Vehicle is expressly prohibited.

- E. Information obtained from the GPS devices shall be stored in a secure network to which only the City Manager, Assistant City Manager, Department Heads, the Deputy Director of Human Resources and their designees shall have access.
- F. Information obtained from the GPS devices shall be used for City business purposes, including City Employee adherence to all applicable Federal, State and Local laws, rules and regulations, including without limitation City policies and procedures. City Employees may be subject to disciplinary action, up to and including termination, based upon information obtained by the GPS devices.

Section 4.3 – City Vehicle Safety Procedures

Driver safety is in part dependent upon the safety of the vehicle being driven. Proper care of City Vehicles is essential to job performance.

Section 4.3.1 – All Vehicles

City Employees who drive a City Vehicle shall assure that all operating systems are in proper working condition, as indicated by the instrument panel, and that tires are in good condition and properly inflated before operating the vehicle.

City Employees should also note and report any damage found on the City Vehicle at the beginning of their shift. City Employees who use City Vehicles from the general use pool should also note and report any damage found as soon as possible following discovery. The report should be made on the “Property/Vehicle Damage Report” form (RM03), a current copy of which is attached hereto as **Appendix “A”** and incorporated herein by reference.

All physical damage and any mechanical problem must be referred to the City. Notify the Fleet Maintenance Division at (951) 279-3523.

NOTE: It is the responsibility of the City Employee who will be driving the City Vehicle to ensure that the vehicle is in safe operational condition before operating the vehicle.

Section 4.3.2 – Commercial/Construction Vehicles (Daily Vehicle Inspection)

Prior to beginning a work shift or assignment, and at the end of the work shift, a City Employee assigned to a commercial vehicle or construction equipment will conduct and document a Daily Vehicle Inspection utilizing the “Driver’s Vehicle Inspection Report” form, a current copy of which is attached hereto as **Appendix “B”** and incorporated herein by reference.

Refer to the Vehicle Inspection Report Flow Chart attached hereto as **Appendix "C"** and incorporated herein by reference for the daily vehicle inspection process, which is generally described as follows:

- A. The Daily Vehicle Inspection will be completed by the driver before and after operating a vehicle or construction equipment that is a "commercial class" vehicle. Each line will be marked twice, once before use and once after use.
- B. When no defects are discovered, the driver shall complete the Driver's Vehicle Inspection Report and submit the "Original" (white) and "Office" (yellow) form to the supervisor at the end of shift. The supervisor shall submit the "white" copy to the Fleet Maintenance Division and keep the "yellow" copy for the departmental file.
- C. Defects (Items marked FAIL) found during the Daily Vehicle Inspection shall be recorded on the Driver's Vehicle Inspection Report.
- D. Vehicles found to have defects will be driven to Fleet immediately, unless it is unsafe to do so. When a defect compromises the safety of driving the vehicle, contact Fleet who will dispatch a technician to the parked vehicle for service.
- E. When the defect is corrected, the "Original" (white) Driver's Vehicle Inspection Report form will be signed by the driver and Fleet Technician.
- F. Defects found during the shift are to be noted on the Driver's Vehicle Inspection Report form prior to the end of the shift.

NOTE: It is the responsibility of the City Employee who will be driving the City Vehicle to ensure that the vehicle is in safe operational condition before operating the vehicle.

Section 4.3.3 – Idling Limit for Diesel Fueled Vehicles

California Air Resources Board regulations requires an operator of applicable off-road vehicles (self-propelled diesel-fueled vehicles of 25 horsepower and above that are designed to be driven off-road) to limit idling to no more than five minutes (Reference California Code of Regulations Title-13 §2449(d) (3) Idling).

No off-road vehicles may idle for more than 5 consecutive minutes, whether a City Vehicle or acquired from a rental company. However, the idling limit does not apply to:

- Idling when queuing;
- Idling to verify that the vehicle is in safe operating condition;
- Idling for testing, servicing, repairing or diagnostic purposes;

- Idling necessary to accomplish work for which the vehicle was designed (such as operating a crane);
- Idling required to bring the machine system to operating temperature; and
- Idling necessary to ensure safe operation of the vehicle.

Section 4.3.4 – Vehicle Wheel Chock Usage

A wheel chock is defined as a molded rubber chock or laminated rubber chock of appropriate size, tethered together with approximately 28” inches of chain and stored on the vehicle in such a manner to prevent loss. The chock size should be at least the minimum size recommended by the equipment manufacture that will adequately prevent unintentional movement of the vehicle.

Use of wheel chocks is the responsibility of City Employees assigned to the following vehicles or pieces of equipment, whether a City Vehicle or acquired from a rental company:

- A. Commercial Vehicle of 1 ton or larger, requiring a Class A or Class B drivers' license to operate or with a “CA #” on the vehicle.
- B. Trailers.
- C. Heavy mobile equipment outfitted with a power take off (PTO) designed to be used while the vehicle is stationary.
- D. When required in the original manufacture’s operations manual.

On the above described vehicles and equipment, wheel chocks will be used in the following situations:

- A. When parked.
- B. When stationary (or in neutral) with the power-take-off (PTO) engaged.
- C. Anytime a vehicle engine is required to be running in order to power equipment or tools.

NOTE: Buses managed by the Transportation Division of the Public Works Department are excluded from having to carry and use wheel chocks when in public transit service. As used herein, “public transit service” is defined as operating a bus outside of the City’s corporation yard complex. While Public Safety Way is a City street, it is considered part of

the City's corporation yard complex for purposes of this provision. While inside the City corporation yard complex, such buses shall use wheel chocks while parked.

NOTE: City Employees are prohibited from operating any of the above vehicles or pieces of equipment, whether a City Vehicle or acquired from a rental company, without vehicle wheel chocks on-board and without utilizing them as required.

Section 4.3.5 – Vehicle Wheel Chock Purchases & Procedure

Chocks will be purchased by the Fleet Maintenance Division, with funding from the responsible Department, as part of the initial purchase of the vehicles and equipment identified above.

Replacement chocks will be billed by the Fleet Maintenance Division to the responsible Department.

To safely chock a vehicle:

- A. Use caution when exiting the vehicle or equipment.
- B. Ensure that the parking brake is set and the vehicle or equipment is at a complete standstill.
- C. Position chocks at the left rear axle wheel, one chock securely in front and one in back of the tire – UNLESS parked in a situation where this would place the driver in traffic. When parking on a street with traffic, chocks should be placed on the right rear axle wheel.
- D. The chocks must be retrieved and replaced in the designated location on the vehicle or equipment prior to leaving the site.

Drivers returning to the yard without assigned chocks in place on the vehicle or equipment must report the missing chocks to their supervisor and to the Fleet Maintenance Division.

The chocks must be replaced before the vehicle or equipment may be assigned for further use.

Lumber, cinder blocks, rocks, or other make shift items shall not be used as vehicle or equipment chocks. Chocks shall be stored and secured in the vehicle or equipment when the chocks are not in use.

ARTICLE V – CITY VEHICLE REPAIR AND MAINTENANCE

No City Vehicle that is in an unsafe condition shall be operated at any time. All City Vehicle repairs and maintenance will be coordinated through the Fleet Maintenance Division; provided, however, as stated in Section 2.3 above, buses managed by the Transportation Division of the Public Works Department are operated and maintained by a private contractor through an agreement with the City.

City Vehicles needing repair or scheduled maintenance shall be turned into the Fleet Maintenance Division in a timely manner. A monthly maintenance calendar can be found on the Infoweb under the “Calendars” tab, “Department Calendars”, “Fleet Services”.

If a City Vehicle is deemed unsafe to drive by the operator or supervisor during normal Vehicle Maintenance Shop hours (Monday-Friday 7:00 am – 4:00 pm), the Fleet Maintenance Division shall be contacted immediately at 951-736-3523. A technician or tow service will be dispatched to make repairs or transport the vehicle to the Vehicle Maintenance Shop at the Corporation Yard Facility.

If a vehicle (other than a carpool vehicle) breaks down or becomes unsafe to drive after normal Vehicle Maintenance Shop hours, contact Police Department Dispatch at (951) 736-2334. Police Department Dispatch will arrange for the towing of the vehicle to the Vehicle Maintenance Shop at the Corporation Yard Facility. The vehicle will be placed in the holding area, which is located due north of the vehicle wash bays (see **Appendix “D”** attached hereto and incorporated herein by reference) and is delineated by painted borders around designated parking stalls. This area is further designated with specified signage posted on the adjacent light poles.

As stated in Section 3.6.3(D) above, if a carpool vehicle breaks down or becomes unsafe to drive after normal Vehicle Maintenance Shop hours, contact the Fleet Services Supervisor directly on his or her cell phone (currently (951) 545-0002). The Fleet Services Supervisor will arrange for the appropriate tow or repair service.

All City Vehicles brought to the Fleet Maintenance Division for repair or scheduled maintenance shall be parked in the “Incoming Parking” section (delineated by a red painted border around designated parking stalls) of the holding area referenced above. During normal business hours, all City Vehicles must be checked-in at the Fleet Maintenance Counter. After-hours drop-offs must be accompanied by a detailed note (left on the driver’s seat) as to the problem with the City Vehicle and must also contain the contact information of the person who left the specific vehicle/equipment for repair. This individual can also elect to report the issue(s) directly to the Fleet Maintenance Counter representative by 7:00 am the following morning.

NOTE: City Vehicles parked in the “Incoming Parking” section or that have been moved to the “Hold Parking” section (delineated by a yellow painted border around the designated parking stalls) of the holding area are presumed to be un-safe for operation and therefore shall not be operated or removed by non-Fleet personnel.

NOTE: Only City Vehicles parked in the “Ready Line” section of the holding area can be removed by non-Fleet personnel. These City Vehicles have been cleared by Fleet as operational and have been placed back into service. This parking area is delineated by a green painted border around the parking stalls.

APPENDIX "A"

PROPERTY/VEHICLE DAMAGE REPORT FORM (RM03)



**CITY OF CORONA
 VEHICLE ACCIDENT AND PROPERTY DAMAGE REPORT**

To be filled out by driver of city vehicle.

CITY VEHICLE INFORMATION	PLEASE PRINT		
	Date _____ Time _____	<input type="checkbox"/> AM <input type="checkbox"/> PM Location _____	
	Driver _____ Dept. _____	Vehicle # _____	Seatbelt? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: _____		
OTHER VEHICLE INFORMATION	Passenger _____ Dept. _____	Vehicle # _____	Seatbelt? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: _____		
	List additional passengers on separate page		Indicate location of damage
	Driver _____ License # _____	State Issued _____	
PROPERTY DAMAGE	Address _____ (Street) _____ (City) _____ (State)		Phone _____
	Insurance Carrier _____	Policy # _____	
	Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: _____		
	Passenger _____	Phone _____	
WITNESSES	Address _____ (Street) _____ (City) _____ (State)		
	Describe Property _____		Indicate location of damage
	Describe Damage _____		
	List additional passengers on separate page		
ACCIDENT DESCRIPTION	Name of Owner _____		
	Address _____ (Street) _____ (City) _____ (State)		Phone _____
	Police Report? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Police Report Number _____		
ACCIDENT DIAGRAM			
Complete the following diagram showing direction and position of automobiles or property involved. Designating clearly point of contact. Select the street group that best represents the location of your accident. Identify the streets.			
Give street names, directions and locations of objects involved.			
Instructions: 1. City vehicle is 1 Other vehicles are 2 3 4 etc. 2. Indicate direction of travel and point of impact.			
ACCIDENT DESCRIPTION (Use additional sheet if necessary)			
Employee Signature _____		Supervisor Signature _____	Dept. Head Signature _____

TO BE FILED FOR ALL INCIDENTS INVOLVING CITY VEHICLES

RM03

Submit to Human Resources

APPENDIX "B"

DRIVER'S VEHICLE INSPECTION REPORT FORM



City of Corona
Driver's Vehicle Inspection Report

Required by Paragraph 396.7 and 396.11 of the Federal Motor Carrier Safety Regulations and Section 12.15 California Motor Carrier Safety Regulations.

Unit Number _____ Date of Inspection _____
 Start Odometer _____ Finish Odometer _____
 Start Time _____ AM PM Finish Time _____ AM PM

VEHICLE INSPECTION:

INSTRUCTIONS: Driver should check (✓) all items as Pass, Fail or N/A and on failed items, provide details in the "Remarks" section below. All failed items must be reported to Fleet Services immediately.

Chassis				In-Cab			
	Pass	Fail	N/A		Pass	Fail	N/A
All Exterior Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gauges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluid Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heater / Defroster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Belts & Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windshield Wipers & Fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tire Pressure/Tread/Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wheels, Lugs & Rims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instrument Panel Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brakes, Drums & Linings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors & Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steering Linkage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Tanks (Straps & Leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spare Fuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Lines & Elect. Connectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Registration & Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive Shaft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seat Belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Batteries and Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adj. Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frame & Cross member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting (Dash & Cab)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Auto Transmission Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Back-up Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Drain All Air Tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fifth Wheel / Pintle Hook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Glad Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fluid Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Loose Dirt on Frame or Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Mud Flaps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Wheel Chocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
UNIT # _____							
Fifth-Wheel Kingpin / Hitch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Coupling Chains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Landing Gear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Tire Pressure/ Tread/Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Wheels, Lugs & Rims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Brakes, Drums & Linings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Glad Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Air Lines & Elect. Connectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Drain All Air Tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Suspension Components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Frame / Cross members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Loose Dirt on Frame or Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Mud Flaps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

COMMENTS: _____

Condition of above vehicle satisfactory: YES NO

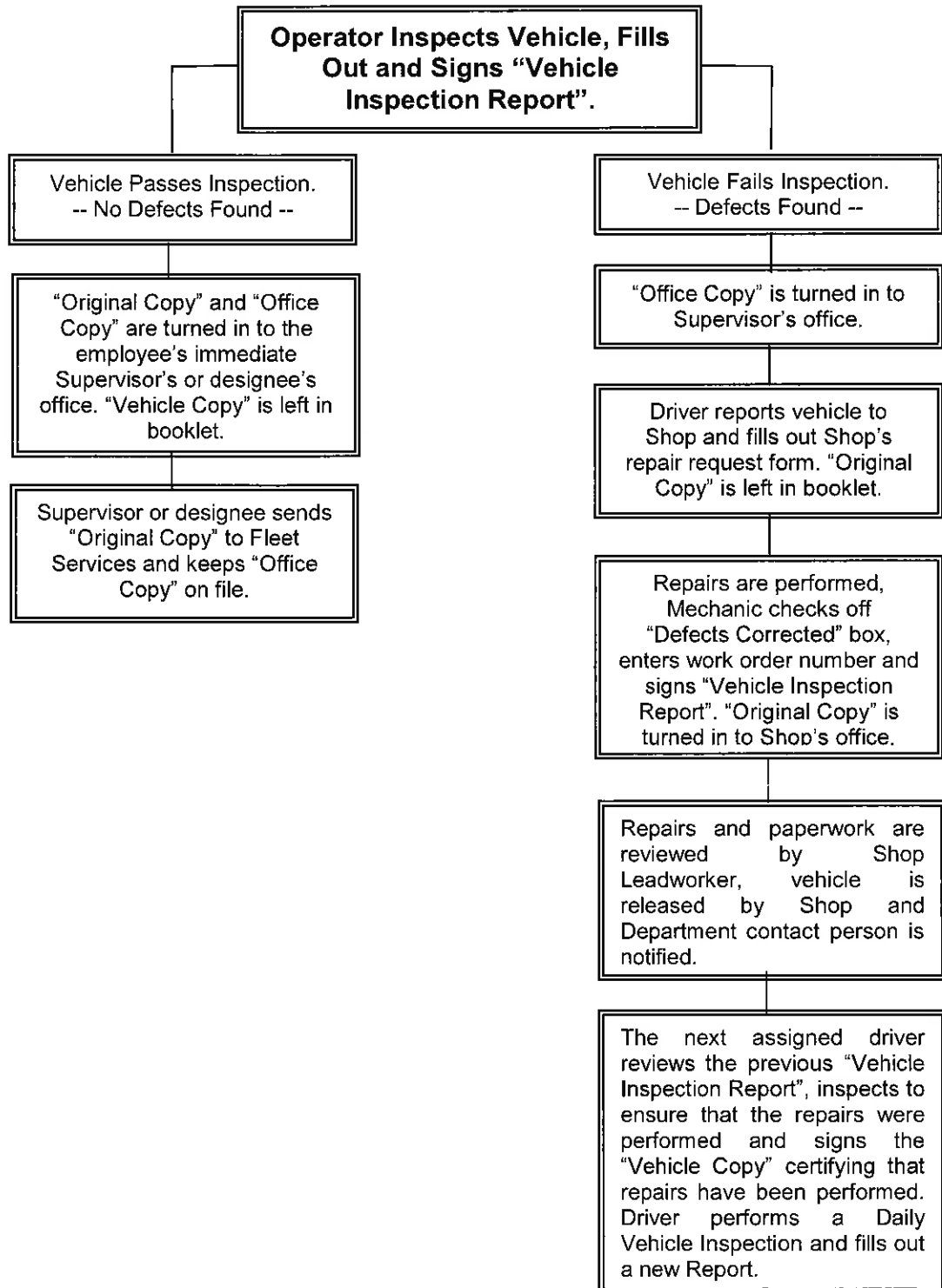
Driver's Signature _____

Above defects corrected: YES NO WO # _____

Technician's Signature _____ Driver's Signature _____

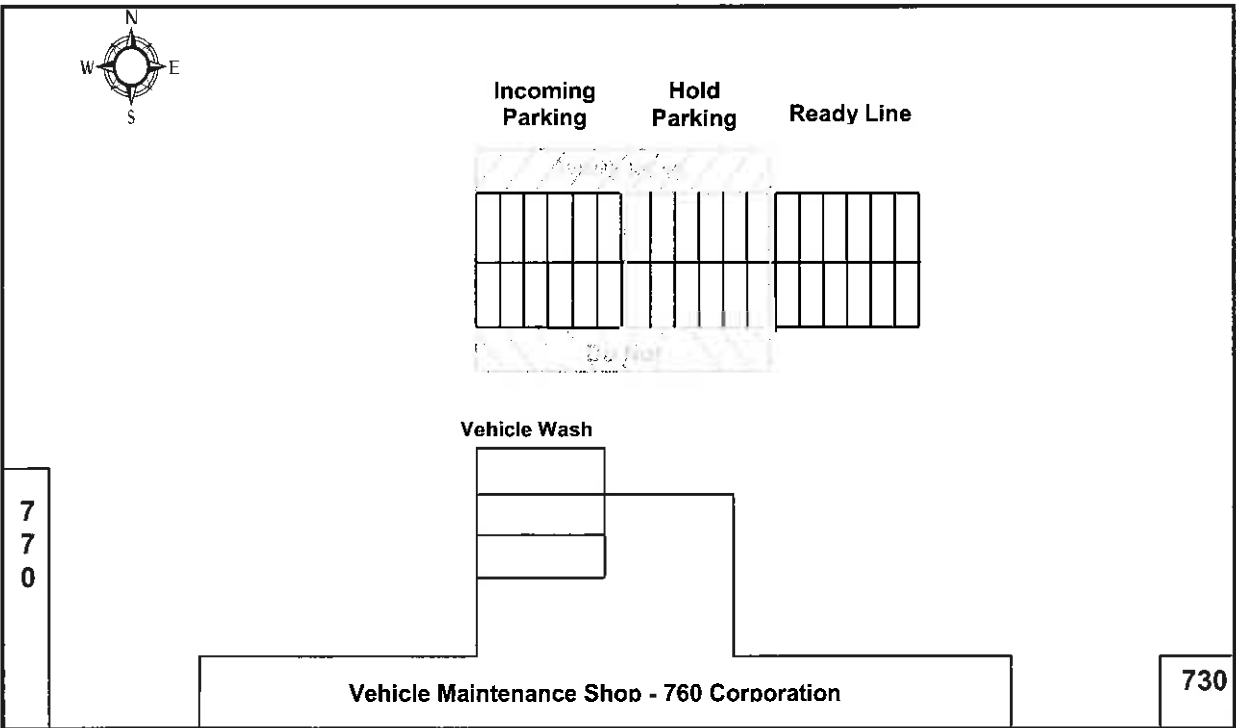
APPENDIX "C"

VEHICLE INSPECTION REPORT FLOW CHART



APPENDIX "D"

MAP TO FLEET SERVICES VEHICLE HOLDING AREA



APPENDIX "E"

**ACKNOWLEDGEMENT FORM
VEHICLE USE SAFETY AND PROCEDURES POLICY**



CITY OF CORONA

**Vehicle Use Safety and Procedures Policy
Acknowledgement Form**

I hereby acknowledge that I have read, understand and agree to comply with City of Corona Policy #200.47 (Vehicle Use Safety and Procedures Policy) (Revision Date 10/27/14), which includes without limitation the following provisions:

- Section 3.6 (Employee Carpool Program); and
- Section 4.2 (Global Positioning System (GPS) Monitoring)

EMPLOYEE SIGNATURE: _____

EMPLOYEE NAME (PRINT): _____

DATE: _____