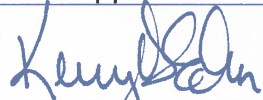





## Administrative Policy


<b>Title: Seat Belt Use</b>				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.014	07-15-91 (N/A)	01-03-17		

This Policy had been numbered Policy 200.13. 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 200.13  
 Issued: 07-15-91  
 Revised: N/A

# ADMINISTRATIVE POLICY

<b>SUBJECT:</b>		<i>Page 1 of 1</i>		
<b>SEAT BELT USE</b>				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
200	.13	July 15, 1991		

## POLICY:

The City of Corona requires all employees to wear seat belts whenever they drive or ride in a City owned motor vehicle, or when traveling in their own private vehicle on City business. When driving, employees are responsible for requiring passengers to fasten their seat belts prior to the start of travel.

## PROCEDURE:

1. Department Heads are responsible for emphasizing and requiring compliance with this policy.
2. Employees are responsible for reporting defective seat belt assemblies in City vehicles to their supervisors.
3. Supervisors are responsible for seeing that vehicle maintenance is performed to repair seat belts.
4. Vehicles are not to be driven until seat belts are functional for the driver and all passengers.
5. There are no exceptions to this policy.

CITY OF CORONA