



OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor
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CITYWIDE VEHICLE USE POLICY

Mission Statement

During the past five Fiscal Years, excluding Police, Fire and MUNI, City departments have been involved in 942 vehicle incidents that have resulted in claims against the City. The City has paid over \$2.3 million as a result of those claims. In 2010, the City adopted a Driver's Guide as a first step towards creating a Vehicle Use Policy ("VUP"). To date, many departments have supplemented the Driver's Guide by implementing comprehensive VUPs, while other departments have policies which are strong in some areas, but would benefit from changes in certain elements to take advantage of best practices.

The purpose is to set forth practices for the safe operation of motor vehicles owned or operated by all City departments, excluding sworn (uniformed) staff of SFPD, Sheriff, and SFFD. Departments often have responsibilities that may require the operation of vehicles in areas off public roads; therefore specific addenda will be added by each department on an as-needed basis in order to address unique operational needs. However, this standardized policy will be incorporated into each department's standard operating procedures.

The VUP will serve as a baseline for departments' vehicular operations policies and as an enhancement to the existing 2010 Driver's Guide. As such, the VUP will focus on the operation of licensed motor vehicles primarily operated on public roads.

Policy

The City's VUP outlines the City's commitment to maintaining a safe vehicle fleet, and concern for the safety of people, the protection of property, and minimizing impacts upon the environment by City vehicle operations. VUP focuses on the safe operation of licensed motor vehicles primarily operated on public roads.

The following City VUP, to be administered under the auspices of the Office of the City Administrator, will be implemented by departments through the adoption of a Motor Vehicle Incident Prevention Program, the recommended minimum requirements of which are stated in Appendix A.

Nothing in this citywide VUP shall be interpreted or applied to interfere with, restrict or supersede departmental vehicle use policies or a Memorandum of Understanding ("MOU").

Definitions

Specific definitions for relevant terms shall be clearly defined and communicated to all staff authorized to drive a vehicle. Appendix A includes typical terms and standard definitions that shall be included within each department's Motor Vehicle Incident Prevention Program ("Program").

Management, Leadership and Administration

Each department's senior management is responsible for demonstrating a commitment to safe vehicle use by allocating sufficient resources to manage its Program. The Program should be an integral component of each department's overall written safety program and managed by a designated staff person. The policy shall include language stating the department's commitment to maintain a safe vehicle fleet, and management's concern for the safety of people, the protection of property, and minimizing impacts upon the environment by City vehicle operations. It is also the responsibility of each department's Program to ensure that all elements of the Program be adhered to by staff as well as adherence to local, state and federal laws and regulations as they relate to vehicle operations.

Written Plan

Within thirty (30) days of the effective date of this Policy, each department must adopt Appendix A: Minimum Requirements of a Written Plan as their Motor Vehicle Incident Prevention Program. Depending on the operational and/or business needs, departments may add to this Program to make it more strict, specific, or stringent, but may not make changes that lessen the effect of the Program.

At a minimum, the Program shall detail a system of responsibility and accountability related to vehicular use which shall be established throughout the organization. The written plan shall document all elements of the Program including the assignment of drivers, performance management, training, incident investigation, discipline (where appropriate), and cost associated with the Program. If requested, this data should be made available in a format that is standard across all departments. Should a citywide coordinator position be staffed, a comprehensive annual report addressing those elements shall be submitted to the City Administrator and other department heads in order to evaluate the performance of the City's Programs. Based upon the annual report, specific recommendations should be made to address shortcomings in an effort to improve overall safe vehicle use.

DMV Review – FOR INFORMATIONAL PURPOSES

Departments shall participate in the California Department of Motor Vehicles [Employer Pull Notice \(EPN\) Program](#) and enlist all new employees whose job description requires possession of a valid California driver's license with no restrictions. The EPN Program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. Departments shall also require that all drivers be obligated to report any change in their DMV license status within twenty-four (24) hours or by the next business day upon such notification.

Training

Each department will provide drivers' training curriculum for all employees required to drive as a condition of their employment. The minimum curriculum is defined in Appendix B. Drivers shall receive training biannually to refresh their knowledge and be informed of new rules, regulations, and best practices, or on an as-needed basis based upon a driver's involvement in an incident. All training records shall be maintained by departments.

Communication

At a minimum:

- Departments shall communicate the requirement that employees sign the Business Use Declaration of the Program (Appendix C).
- Departments shall communicate training opportunities to employees.

Minimize Vehicular and Fuel Use

The City's "Transit First Policy" provides opportunities for employees to use public transit, providing technology for video conferencing, encouraging employees to carpool, and use bicycles whenever practical.

Departments shall work closely with GSA-Fleet when ordering vehicles in order to specify vehicles that will perform efficiently, minimize greenhouse gas emissions, and meet the organizational needs of the department. Requests for specially equipped vehicles shall be reviewed by GSA-Fleet in the context of the department's ability to safely use the vehicles and whether the department has trained staff to use the vehicle.

Consistent with the City's environmental goals and to reduce operating costs, City employees are not allowed to idle an engine for more than five (5) consecutive minutes. For passenger vehicles in general, if an employee is likely to idle one minute or longer, he/she should turn the engine off and restart when he/she is ready to move the vehicle. Diesel vehicles, per California law, must not idle for longer than five (5) minutes. GSA-Fleet can assist departments with exemptions as needed.

For City Hall and nearby departments, and as more vehicle pools become available, departments should utilize City vehicle pools rather than assigning vehicles to individuals. As an example, the City Hall vehicle pool is available for daily use. GSA-Fleet can assist departments with vehicle pools and how to best minimize vehicle usage.

Business Use Policy

Vehicles owned, leased or rented by the City and County and assigned to, or under the jurisdiction of, any department of the City and County, shall be used only in the discharge and transaction of City business. (See Appendix D Administrative Code Section 4.11.) Volunteers and contractors are not authorized to use City vehicles. However, after approval by the Department Head or designee, volunteers and contractors deemed to be essential to municipal functions may be allowed as passengers in City vehicles.

Toll citations, parking violation fees, traffic fines, and other citations associated with vehicle use shall be the sole responsibility of the vehicle operator. Each department shall hold accountable employees who accrue tolls, citations, and fines associated with their use of a vehicle unless otherwise specified in a MOU. Employees may seek toll and parking reimbursements in accordance with departmental policies and applicable Controller's Office Travel Reimbursement Guideline.

City vehicles are a resource whose use is limited by law. There is zero tolerance for vandalism of a City vehicle, including but not limited to graffiti, hate crime and defacement committed against City property without permission.

Incident Analysis and Reporting

A standardized incident response for drivers involved in an incident is described in Appendix A and shall be utilized by all departments.

Departments should analyze vehicle incident rates on at least an annual basis. Data from this analysis should be maintained for a period of five (5) years from the date of the incident.

Recognition Program for Employee Safe Driving

Each department should recognize employees who have adhered to the department's Program and who have not been involved in a preventable incident for the past fiscal year. These employees should be recognized in a fair and uniform manner from amongst their peers. Volunteers amongst this select group of exemplary vehicle operators should be utilized to assist drivers within the department who have not been able to achieve this status. Volunteers shall not be a replacement for formal defensive driver's training programs.

Appendix A
Minimum Requirements of a Motor Vehicle Incident Prevention Program
Template

CITY AND COUNTY OF SAN FRANCISCO
[DEPARTMENT]

MOTOR VEHICLE INCIDENT PREVENTION PROGRAM

1.0 POLICY

In order to promote safe driving and to reduce motor vehicle incidents, the [Department] establishes a Motor Vehicle Incident Prevention Program. The Program must include a written plan, definitions, DMV license review, vehicle operator training, communication, incident reporting, recordkeeping, and recognition for safe driving. This Program applies to employees driving [Department] vehicles on City business and it is expected that all employees either operating a City vehicle or who supervise an employee operating a City vehicle shall adhere to this Program.

1.1 DEFINITIONS

Aggressive Driving. Driving in a selfish, bold or pushy manner, without regard for the rights or safety of other users of the roadway.

Collision. An incident in which the first harmful event involves a motor vehicle in motion coming in contact with another vehicle, other property, person(s) or animal(s).

Crash. An incident involving one or more motor vehicles in motion.

Defensive Driving. Driving safely, in spite of the conditions around you and the actions of others.

Department Vehicle. Any vehicle owned, leased, or rented on behalf of the Department.

Distracted Driving. Diversion of the driver's attention from the task of operating a motor vehicle by activities, objects or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation, or the use of mobile electronic devices.

Employee. An individual in the employ of the City and County of San Francisco, with any type of Civil Service status.

GSA-Fleet. Currently located at 1800 Jerrold St. and is responsible for the maintenance of the majority of CCSF's passenger and truck fleet. They can be reached at (415) 550-4600.

Incident. An undesired event that did or is claimed to have resulted in personal harm or property damage, or in any undesirable loss of resources, including moving violations.

Incident Rate. The number of incidents per some unit of measurement or the purpose of assessing safety performance over time or comparing performance with other organizations.

Injury. Physical harm or damage to a person resulting in the marring of appearance, personal discomfort and/or bodily harm, impairment or death.

Motor Vehicle. Any licensed mechanically or electrically powered device (except one designed solely to move by human power), not operated on rails, designed to be operated primarily on public streets and roads, Cargo and/or attachments (trailers, etc.) to a motor vehicle are considered part of that vehicle.

Passenger. A person, other than the driver of the vehicle, who is in or on a motor vehicle.

Preventable Collision. One in which the driver failed to do everything that reasonably could have been done to avoid the collision.

Regular. An employee who is required to drive at least once during their regular daily shift in order to complete their assignment.

Remedial Training. Training required following an incident to upgrade and renew skills and demonstrate proficiency.

Shall. The word is intended to indicate a mandatory practice.

Should. The word is intended to indicate a recommended practice.

Motor Vehicle Incident Prevention Program. Each Department's written policy that defines how vehicles are safely used, trains employees on their safe use, documents and investigates incidents, and maintains data to further safe vehicle use.

2.0 RESPONSIBILITIES

It is the City's expectation that all employees adhere to the Program. Each Department shall establish clearly defined roles for enforcing these Standards. The following tasks should be assigned to specific staff including at a minimum a senior manager, human resources staff, safety staff, or Department fleet manager, front-line supervisors, and vehicle operators, as well as other appropriate staff in order to ensure the Program functions as intended.

- General:
 - Implement the [Department] Motor Vehicle Incident Prevention Program and Vehicle Use Policy
 - Review vehicle use by task to:
 - Maximize the use of alternative transportation in conformance with the City's Transit First Policy and Carpooling resources
 - With the assistance of GSA-Fleet determine suitability of vehicles for designated operations

- Training:
 - Provide for training of personnel under their jurisdiction, consistent with the organization and personnel needs
 - Budget expenditures for motor vehicle incident prevention including training (behind the wheel, etc), classroom training, instructors, etc.
 - Coordinate and track scheduling of employees for Defensive Driving Training.
- Business Use Policy:
 - Have employees review and endorse the Business Use Declaration of the Program and forward the signed copy to the human resources unit
- Incident Prevention:
 - Participate in the CA DMV EPN Program for all new employees assigned to drive a vehicle
 - Review DMV records as needed and inform the employee's supervisor of any changes in an employee's driving status
 - Maintain a database of all authorized drivers' DMV status and incident history for the Department
- Incident Response:
 - Process and review Vehicle/Equipment Incident Reports to determine preventability
 - Investigate, determine cause of motor vehicle incidents, document findings, and implement actions to prevent future incidents
 - Carry out appropriate disciplinary action for violation of safe driving practices
- Incident Analysis and Reporting:
 - Prepare quarterly and annual statistical reports for Department management with recommendations for reducing preventable incidents
 - Include a review of the driver's safety record as a part of the annual performance evaluation

2.10. Employees of [Department] are responsible for the following:

- Maintaining a valid California driver's license and notifying their supervisors immediately if they receive any notification from the Department of Motor Vehicles (DMV) that affects their ability to drive a City vehicle.
- Reviewing and endorsing the Department's Business Use Declaration of the Program.
- Conducting a pre-operation vehicle inspection each time a vehicle is to be operated to ensure equipment operates safely. Report unsafe conditions immediately. GSA-Fleet can provide an inspection check list for departments.
- Using a City vehicle on City business if one is provided.
- Informing supervisor(s) of motor vehicle incidents, including traffic violations and parking violations, before the end of work shifts.
- Reporting motor vehicle incidents by following the procedures in Section 4.0.
- Attending required trainings, including but not limited to Defensive Driving Training, as scheduled.
- Wearing a seat belt when riding in or operating a City vehicle.
- Knowing and obeying State motor vehicle laws and defensive driving rules.
- Prohibiting the transportation of any personal guest in a City vehicle, unless approved by the Department Head and if the guest is essential to municipal functions.

- Not transporting animals in a City vehicle, unless the animal is associated with City business and the vehicle is properly equipped to do so.
- Not using hand-held or hands-free phones or any other hand-held or hands-free mobile technology while driving on City business.
- Not smoking in City vehicles.
- Cooperating with incident investigators and complying with corrective actions, that could lead to progressive discipline for violation of safe driving practices.
- Paying any citations, tolls, and fees in a timely manner or be subject to potential disciplinary procedures.¹

3.0 TRAINING

Employees, supervisors and managers who drive on City business, shall be included in a Defensive Driving Training Program. The training frequency is:

- Drivers
 1. Provide Defensive Driving training for new employees prior to assignment.
 2. Provide refresher Defensive Driving training and evaluation every two (2) years for regular drivers.
 3. Complete refresher training on safe practices annually.
- Drivers who have a motor vehicle incident while driving a City vehicle in the past three (3) months may repeat Defensive Driving training prior to being allowed further use of a vehicle for business use.

See Appendix B for the [Department] minimum training material and requirements.

4.0 INCIDENT REPORTING

All employees must utilize the following procedures when involved in a vehicle incident:

- Call 911 immediately for an injury incident, indicate that you are a City employee, and follow the dispatcher's guidance.
- For a non-injury incident on a street or highway, call (415) 553-0123, indicate that you are a City employee and request that an officer come to the scene to make a collision report. After calling, employees should wait 1 hour for an officer to arrive. All City vehicle incidents on a street or highway require a police report. If the police do not respond, go to the nearest police station and file a report to document the incident facts.
- For an incident off of a street highway that involves property damage to another party, call (415) 553-0123, indicate that you are a City employee and request that an officer come to the scene to make a collision report. After calling, employees should wait one (1) hour for an officer to arrive. If the police do not respond, go to the nearest police station and file a report to document the incident facts.
- For an incident off of a street or highway that does not involve property damage to another party, comply with the Department's Vehicle/Equipment Incident Reporting Procedures, a police collision report is not required.

¹ Taken from 2010 Driver's Guide

- For non-injury incidents that occur outside of the City and County of San Francisco, contact the local police agency, or Highway Patrol to file a report and document the incident facts.
- Notify your supervisor.
- If there is serious property damage or personal injury to the public, contact the On Call Investigator in the City Attorney's office at (415) 554-3900.
- Exchange information with other driver(s). Do not discuss fault, guilt, or liability.
- Be courteous and obtain the other driver's name, address, phone number, license plate number, driver's license number, insurance company, and policy number. Obtain the names, addresses and phone numbers of any witnesses. Provide the Notice of Self-Insurance card, or other form of proof of insurance. Per Government Code §990, the City and County of San Francisco is self-insured.
- Take pictures, if possible.
- If you need a tow truck, call the City's contracted towing company. For passenger vehicles or for trucks under 1-ton, call Golden Gate Tow at (415) 826-8866. For trucks of 1-ton or more, call Atlas Towing at (415) 673-4242.
- Complete a Department Vehicle/Equipment Incident Report prior to end of your work shift and make distribution according to your department's instructions. Send one copy of the report to: Office of the City Attorney, Claims Office – 7th Floor, 1390 Market Street (Fox Plaza), San Francisco, CA 94102.
- Substance Abuse Prevention Policy's Post Accident provision – check specific MOU governing test procedures and follow through.

If the City vehicle is damaged, obtain an estimate of repair from Central Shops, or from your department designated source within forty-eight (48) hours. Do not wait for an estimate before completing and sending the Vehicle/Equipment Incident Report.

5.0 License Suspensions and Revocations

When official notification from the California Department of Motor Vehicles is received stating that an employee has a suspended or revoked license, the manager must:

1. Notify the employee of the information received from the EPN Program.
2. Request that employee rectify the situation by obtaining the California Department of Motor Vehicles Driver License/Identification Card Information Report that states their license is valid and provide original to their supervisor. The Report can be obtained at:

Department of Motor Vehicles
1377 Fell Street
San Francisco, CA 94115
(415) 557-1170

3. Supervisor shall send a copy of the report to Department Personnel.

If employee is unable to rectify the situation, then the Department shall immediately remove the employee from driving duties, until driver status is restored. The Department may, depending on employee's work assignment, approve an employee's request for

personal leave, compensation time off, vacation, or temporary assignment to another job that does not require driving.

If the employee's driver's license is suspended or revoked, the employee will have ninety (90) days to rectify his or her driving status. During this time they will not be allowed to drive a City Vehicle. It will be up to the Department Head or designee whether the employee will be allowed to continue to work during that period to perform their assignment. At the discretion of the Appointing Officer or designee, at the end of ninety (90) days, an employee who has not been able to correct licensure revocation or suspension may be released from employment for failure to meet the minimum requirements of his/her employment.

If employee meets the DMV negligent driver criteria, he/she will not be eligible to drive on City business. A negligent driver is defined as one who has recorded four (4) traffic violation point counts within twelve (12) months, six (6) points within twenty-four (24) months, or eight (8) points within thirty-six (36) months.

6.0 Recordkeeping

Department staff assigned to implement the Program shall maintain motor vehicle incident reports for five (5) years and defensive driving training records for three (3) years.

7.0 Recognition for Safe Driving

Employees who routinely drive on City business will be recognized for their safe driving performance by their managers in a fair and uniform manner.

Appendix B

Vehicular Training Curriculum (Minimum Standards)

[Department]

Minimum Motor Vehicle Incident Prevention Program and Vehicle Use Policy Training Curriculum

The training program shall address requirements for new drivers (e.g., orientation), continuing education of existing drivers, and instances where remedial training shall be required. The training program should include both classroom and behind-the-wheel training.

Consideration should be given to the following topics:

- Defensive driving
- Substance abuse
- Distracted driving (e.g., cell phone use, mobile technology use)
- Aggressive driving (e.g., tailgating)
- Vehicle inspection
- Commodity specific training (e.g., hazardous materials, material handling, cargo securement)
- Safety regulations
- Security procedures
- Emergency equipment
- Post-incident procedures and incident reporting
- Vehicle inspection/maintenance
- The Department's Business Use Declaration of the Program
- Using a City vehicle on City business if one is provided
- Seat belt use
- State motor vehicle laws
- Personal guests and animals in City vehicles
- Prohibition of smoking in city vehicles
- Paying tolls, tickets, and citations

A. Substance Abuse/Drug-Free Workplace

Be aware that, with the exception of MTA, departments employing miscellaneous employees are covered by either the Citywide Substance Abuse Prevention Policy ("SAPP") (<http://sfdhr.org/index.aspx?page=52>) or MOU provisions that closely follow that policy (<http://sfdhr.org/index.aspx?page=54>). Additionally, there are specific classifications who are covered by the Department of Transportation ("DOT") drug testing procedures.

Under such policies, you may not manufacture, distribute, dispense, possess, use or be under the influence of alcohol or illegal drugs in workplace. This prohibition includes prescription drugs which may impair the operator or used improperly (e.g., those prescribed or not for the user). As stated in such policies, violation of this policy may be grounds for discipline up to and including dismissal.

If you perform activities in your job that are funded by a federal grant, you must notify your Department Head of any drug convictions for violation of drug laws that took place in the workplace within five (5) days of any such conviction. Employees in certain safety-sensitive positions, or in positions where testing is required by federal law, may be required to submit to periodic drug tests. All employees may be required to submit to drug testing under certain circumstances consistent with federal, state, and local laws and applicable City policies (e.g., Substance Abuse Prevention Policy) and MOUs.

B. Distracted Driving (Consistent with 2010 Drivers Guide and City Administrator's Memo dated 8/21/13, Re: Rules and Guidelines Regarding Use of City Vehicles)

1. Cell phone use is prohibited while operating a motor vehicle. (This includes wireless, hands-free devices.) Do not text while driving; do not use a laptop, notebook, GPS device, or netbook while driving. It is recommended that you limit over-air communications whenever possible. It is recommended that you record a voicemail message for your phone specifically for when you are driving to let others know you will return their call as soon as it is safe to do so.
2. Smoking or eating while operating a vehicle shall be prohibited.
3. The use of head phones for audio entertainment shall be prohibited.
4. Unless authorized by management, non-employees are prohibited from riding within or on vehicles.
5. Unless authorized by management animals are prohibited from riding within or on vehicles.

C. Aggressive Driving

Speeding, failure to observe traffic laws, tailgating, multiple lane changes, and excessive use of horn, verbal arguments with other drivers or pedestrians, and obscene gestures shall be prohibited while operating a vehicle

D. Vehicle Inspection/Maintenance

1. Fueling (taken from 2010 Drivers Guide):

For emergency readiness, always keep your vehicle fuel tank at least $\frac{1}{4}$ full or the minimum set by your department. Emergency and public safety vehicles should be at least $\frac{3}{4}$ full at end of shift.

Unless authorized by your supervisor, use City-operated refueling stations for your city vehicle. City refueling stations shall be used solely for City vehicles. Stations require the use of an asset management refueling key. Each City vehicle has an individually assigned Fuel Key to access any of the City-operated automated self-serve refueling stations. To obtain a new or replacement Fuel Key, contact your departmental fleet coordinator or Central Shops.

Refueling instructions are posted at each station. The basic steps are:

1. Key in the mileage reading + "Enter" at the Sentry post.
2. Insert your refueling key to identify the vehicle.

3. Choose the pump you want to use, and key in the pump number + “Enter”.
4. Then pump gas as at a regular service station.

Before drivers use a CNG (compressed natural gas) vehicle, they must attend a thirty (30) minute safety training course. Contact your departmental fleet coordinator or Central Shops to sign up for training.

1. At a City-operated CNG station, use the asset management key. No smoking or open flame shall be allowed within fifty (50) feet of the fueling area or at any time in the vehicle.
2. Shut the engine off.
3. Set the vehicle’s hand or emergency brake.
4. Remove the protective cap on the vehicle refueling receptacle (if applicable).
5. Remove the fueling hose from the dispenser.
6. Inspect the fueling hose and connector prior to making a connection.
7. Make a connection and ensure the connector is locked in place.
8. Open the refueling valve.
9. Turn the dispenser on.
10. Turn the dispenser off after flow stops registering on it.
11. Shut off the refueling valve.
12. Place the fueling hose back on the dispenser.

2. Car Wash

Under certain circumstances car washes are available to City vehicles, and require a numbered voucher issued by Central Shops. Standard washes include outside wash and dry, interior vacuum and windows. Follow your department’s policy regarding car washes, and adhere to the City’s goal of reducing water usage and car washing expenses by at least fifty percent (50%).

3. Maintenance

A City vehicle receives scheduled preventive maintenance at regular intervals to ensure safe, cost effective operations and to comply with warranty requirements. A preventive maintenance notice is distributed each month in advance of the due date to departmental fleet coordinators and/or drivers. A “Next Service Due” decal is placed on the upper left hand corner of the windshield to assist you in maintaining the City vehicle. For service appointments, contact your departmental fleet coordinator or Central Shops.

You can request service at other times as needed. If you notice warning, service, check engine, oil change lights, leaks, overheating, worn tires, etc., contact your departmental fleet coordinator or Central Shops. Keep your vehicle clean, inside and out.

Appendix C
Business Use Declaration of the Program

[Department]
Motor Vehicle Incident Prevention Program
Driver Acknowledgment

Operating an organizational vehicle is a privilege. All drivers will be responsible and accountable for the following:

1. Possess a valid motor vehicle driver's license issued by the State of California. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
2. Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the organization.
3. Operate motor vehicles in a safe manner at all times.
4. Comply with all applicable federal, state, and local laws and regulations.
5. Report any mechanical or safety defects immediately.
6. Comply with maintenance schedules as prescribed by the Department.
7. Report moving violations or parking citations to their supervisor by the end of their work shift.
8. Upon notification report changes in driver's licensure status to their supervisor within twenty-four (24) hours or by the next business day to their supervisor.
9. Accurately record and report vehicle mileage in accordance with organization procedures.
10. Participate in required driver safety education and training Programs including an annual review of the Driver's Guide.
11. Require all occupants to use seat belts, child safety seats, booster seats or other age or weight appropriate restraint devices at all times.
12. Pay all tolls, moving/parking violation fines, and fees in a timely manner, unless otherwise specified in a MOU.
13. Not alter in any way without their supervisors' approval vehicles or equipment within a vehicle leased, owned or rented by the organization in any way.
14. Special permission is required to transport children in City vehicles. If you are authorized to transport children in your City vehicle, always transport children under age thirteen (13) in the back seat. Infants in rear-facing infant seats and other children under age thirteen (13) should never be in the front passenger seat facing an airbag.
15. Never operate a computer or other electronic device while driving a motor vehicle.
16. Pull off the road to a safe location prior to making or receiving phone calls or using an electronic device.
17. Do not transport any personal guest in a City vehicle, unless approved by the Department Head and the guest is essential to municipal business. Department vehicles specifically utilized for the purpose of transporting clients of the Department shall be exempt from this requirement.
18. Do not transport animals in a City vehicle, unless the animal is associated with City business and the vehicle is properly equipped to do so.

19. The City reserves the right to install GPS systems in order to complement the City's Asset Management Program. GPS data may be used during the course of vehicular incident or personnel disciplinary investigations.

Operating privileges shall be revoked if:

1. Driver does not adhere to responsibilities listed above.
2. The driver's license is revoked, suspended, withdrawn or denied.
3. Driver refuses to undergo drug or alcohol testing in accordance with organizational policies or as required by applicable state or local jurisdiction.
4. Operating outside the limitations of a restricted license.

I, _____, have read and understand the Business Use Policy established by [Department], I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Appendix D
Administrative Code Section 4.11

FOR INFORMATIONAL PURPOSES ONLY

SEC. 4.11. USE OF CITY-OWNED VEHICLES.

- (a) Vehicles owned, leased or rented by the City and County and assigned to, or under the jurisdiction of, any department of the City and County, shall be used only in the discharge and transaction of municipal business. No officer, employee or authorized volunteer of the City and County shall use any such vehicle without the consent of the head of such department. The head of the department which has jurisdiction over any such vehicle may not assign any such vehicle to any individual officer or employee unless a written request justifying the need for personal assignment is made by the individual officer or employee and approved by the Director of Administrative Services.

- (b) No vehicle owned, leased or rented by the City and County and assigned to, or under the jurisdiction of, any department of the City and County shall be used for transportation to and from an employee's place of residence except as provided below:
 - (1) The employee resides in or both resides and works outside of the City and County and is on call for work after his or her normal workday is completed and the nature of the work has required the use of a City and County vehicle after hours on at least five (5) occasions in the preceding twelve (12) month period; or

 - (2) The employee resides in or both resides and works outside of the City and County and must leave his or her residence prior to 8:00 a.m. on City and County business away from his or her normal place of work; or

 - (3) The employee resides in or both resides and works outside of the City and County and would return to his or her normal place of work from an appointment on City and County business after 6:00 p.m. or on a weekend; or

 - (4) The employee is a member of the San Francisco Police Department or San Francisco Sheriff's Department, or an employee of the San Francisco Water Department, San Francisco Department of Public Works, San Francisco Department of Emergency Services, San Francisco Office of Citizen Complaints or San Francisco District Attorney's Office, and has the prior written permission of the department head to use a vehicle equipped with emergency equipment for such purpose, subject to such restrictions and regulations as the Chief of Police, Sheriff, Director of Emergency Services, Director of the Office of Citizen Complaints or District Attorney may provide for the respective departments. The departments shall keep detailed records of all vehicles used pursuant to this paragraph; said records shall be open to inspection by the Office of the Mayor and the Board of Supervisors; and provided further that the number of vehicles so exempted shall not exceed:

San Francisco Water Department	42
San Francisco Police Department	33

San Francisco Sheriff's Department	5
San Francisco Department of Emergency Services	2
San Francisco Department of Public Works	17
San Francisco Office of Citizen Complaints	4
San Francisco District Attorney's Office	8

- (5) The employee is a forensic pathologist employed by the Office of the Medical Examiner and has prior written permission of the Medical Examiner to use a City and County vehicle and is on call before or after normal work hours in order to respond to and investigate death scenes. The Medical Examiner shall keep detailed records of all vehicles used pursuant to this subsection; said records shall be open to inspection by the Director of Administrative Services and the Board of Supervisors; and provided further that the number of vehicles so exempted shall not exceed two vehicles; or
- (6) The employee is a resident of the City and County of San Francisco and is driving the vehicle to and from the employee's place of residence solely for the purpose of garaging the vehicle at his or her place of residence during nonworking hours, with the approval by resolution of the Board of Supervisors, upon the recommendation of the Director of Administrative Services, where the head of the department which has jurisdiction over such vehicle finds that the public interest will be best served by permitting the employee to take the vehicle home, rather than require the City to garage the vehicle.
- (c) Penalty. Any employee violating the provisions of this Section shall pay to the City and County an amount equal to three times the City and County's mileage reimbursement rate times the number of miles driven in violation thereof.
- (d) Except as otherwise provided by ordinance, an authorized volunteer, while operating a motor vehicle owned by the City and County pursuant to authorization by the head of the department to which said vehicle is assigned or which has jurisdiction over said vehicle, shall be deemed to be an employee of the City and County solely for purposes of California Vehicle Code Section 17001 and Division 3.6 of Title 1 of the Government Code of the State of California, and for no other purpose; provided, however, that nothing herein contained shall be deemed to permit the authorization to operate a motor vehicle owned, leased or rented by the City and County contrary to the provisions of the Vehicle Code of the State of California.

(Amended by Ord. 562-79, App. 11/16/79; Ord. 358-93, App. 11/15/93; Ord. 278-96, App. 7/3/96; Ord. 410-97, App. 10/31/97; Ord. 35-04, File No. 031934, App. 3/19/2004)