



Section Name: Employee Relations
Section Number: 400
Policy Number: 021
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Effective Date: September 20, 2010
Date of Revision: October 21, 2013

Subject: Driver's and Commercial Driver's License Policy

1. Purpose. This policy sets the standards for those employees who are required to maintain a valid State of Michigan driver's license, Commercial Driver's License (CDL), and CDL medical certification when operating City fleet vehicles, as well as personal vehicles, when used for "City business".

2. Statement of Policy.

The City of Monroe has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the right to drive for failure to meet the standards. This policy defines the minimum standards for all employees. Nothing herein shall limit individual departments from setting higher standards that may be needed to meet their particular needs.

3. Definitions.

City Vehicle: Any owned, leased or rented passenger car, pick-up, truck, trailer or other similar type vehicle in or by which a person or property is or may be transported or drawn on public highways or roads. This definition includes personal vehicles when operated on "City business".

Driver: An individual who is authorized and/or required to use a city vehicle as a part of their job duties.

4. Application. This policy applies to all employees of the City of Monroe who have reason to operate a City vehicle or who operate personal vehicles on employer-related business or who are required to drive as a necessary part of their job responsibilities.
5. Responsibility. The City's Driver's and Commercial Driver's License policy depends on the participation and cooperation of employees at all levels of the organization. The specific responsibilities of the employees are identified below.

Department Heads and designated Supervisors – Department Heads or their designees shall:

- Ensure that all employees are informed of this policy.
- Ensure the safe maintenance and operation of all City vehicles.
- Ensure that all vehicle operators are trained in the safe operation of all assigned motor vehicles.
- Enforce City-wide and departmental vehicle operating standards and procedures.
- Ensure that all assigned vehicles are inspected as prescribed by the administration and any applicable State or Federal requirements.
- Ensure that thorough and timely accident investigations are conducted and reported.

- Identify all employees who operate a vehicle on the job and those who must possess a Commercial Driver's License (CDL).
- In cooperation with the HR Department, ensure that all employees who operate vehicles have a valid State of Michigan driver's license.
- In cooperation with the HR Department, ensure that all employees who are required to possess a CDL for the vehicle types driven have a valid and appropriate Commercial Driver's License with any necessary endorsements, and a current CDL medical certification card.
- Ensure that any individual departmental policies that define how unsafe vehicle operators will be disciplined are consistent with the overall intent of this policy.
- Promptly report in writing to the department head and the HR Department any situation, event or circumstances that might constitute a violation or deviation from this policy.

Employees – All vehicle operators shall:

- Safely operate their assigned City vehicles.
- Not operate City vehicles when their license and/or any associated medical certification has been lost, suspended, revoked or expired.
- Perform safety checks on vehicles at the beginning of each work-shift as described in departmental policies.
- Promptly report in writing to the supervisor and the HR Department any physical or medical condition that would prohibit, disqualify, or may interfere with the safe operation of a vehicle. Failure to report such impairments may result in discipline up to and including employee dismissal.
- Promptly report to a supervisor any vehicle safety defect found during inspection. Failure to report safety defects found during inspection may result in discipline up to and including employee dismissal.
- Properly use furnished seat belts and/or other vehicle safety restraints.
- Avoid using cellular telephones and other electronic devices while driving or at times when such use might be distracting to the user or otherwise cause a dangerous situation.
- Employees shall not read, manually type, or send a text message on a wireless 2-way communication device that is located in the employee's hand or in the employee's lap, including a wireless telephone used in cellular telephone service or personal communication service while operating a motor vehicle that is moving on a highway or street, including while temporarily stationary due to traffic, a traffic control device, or other momentary delays. Exceptions include drivers who: 1) report a traffic accident, medical emergency, or serious road hazard; 2) report a situation in which the person believes his/her personal safety is in jeopardy; 3) report or avert the perpetration or potential perpetration of a criminal act against the individual or another person; and 4) carry out official duties as a police officer, public safety officer, law enforcement official, firefighter, or operator of an emergency vehicle.
- Employees compelled to use cellular telephones while driving are required to use a "hands-free" apparatus or safely pull to the side of the road and stop to conduct a phone call.
- Employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or electronic devices at all times.
- Avoid using tobacco products while in any city vehicle.

All employees who must possess a CDL for the types of vehicles driven shall:

- Maintain and provide the Employer with a valid Commercial Driver's License (CDL) and a valid State of Michigan driver's license (correct license/endorsement for the type of vehicle(s) driven as part of job duties.)
- Maintain and provide the Employer with a copy of a current Commercial Driver's License medical certification card. Drivers are required to carry a current copy of his/her medical certification card on their person at all times while on duty.
- Advise the supervisor and the Human Resource Department in writing within thirty (30) days when his/her CDL medical certification is due to expire and to coordinate the scheduling of the required medical exam with the supervisor and the HR Department, prior to the expiration. Failure to comply may result in discipline up to and including dismissal.

Human Resources Department – The Human Resources Department shall:

- In cooperation with other departments and affected employees, ensure that all employees who operate vehicles have a valid State of Michigan driver's license, and when required for the types of vehicles driven, a valid Commercial Driver's License with the proper endorsements and a current medical certification card.
- Assist with scheduling required medical, training and testing appointments or programs.
- Assist with maintaining files, databases and schedules related to vehicle operator licensing.
- Report driving record activity to the City's Safety Committee and the employee's supervisor for review and policy compliance.
- Provide consultation and training to the departments as needed.

6. Administrative Procedures:

General

- All individuals who operate City vehicles or operate personal vehicles on employer-related basis and who receive payment related to vehicle expenses, and/or are required to drive as a necessary part of their job must possess and maintain a valid State of Michigan driver's license, and when required for the types of vehicles driven, a valid Commercial Driver's License and a current CDL medical certification card, as required, when operating City fleet vehicles.
- Individuals who drive City vehicles or are required to drive, as a necessary part of their job must notify their immediate supervisor in writing if they receive a ticket/citation that affects and/or restricts their right to operate a motor vehicle. Such notification must take place immediately upon reporting for work after receipt of the citation.
- Individuals are prohibited from operating a City vehicle or personal vehicle on business when their driving ability has been impaired for any reason, including but not limited to the ingestion of drugs, medication, or alcoholic beverages; physical impairment or restrictions; or other situations/conditions within the individual's control. Any illegal use of controlled substances is strictly prohibited.
- All employees shall use seatbelts or other safety restraints provided whenever they are operating or riding in a vehicle.
- Only those employees who are determined to be safe operators will be allowed to drive a vehicle on behalf of the City.

- All federal, state, and local laws or DOT Motor Carrier Safety Regulations must be obeyed.

Vehicle Use

- Use of City vehicles shall be for official City business only. Use of City vehicles at conventions, conferences and training programs shall be considered official City business.
- Department Heads will specify, by position title, which employee may take City vehicles home, and specify the reasons for approval. A copy of all approvals will be provided to the Finance Director and the City Manager.
- Employees who live outside the city limits are prohibited from taking City vehicles home, unless specifically approved by the City Manager.
- Employees who operate their own vehicles on City business will be reimbursed at the established IRS mileage rate.
- The Human Resources Director will request that the Secretary of State conduct driving record review of all employees who operate City vehicles or personal vehicles on City business.
- City vehicles should not be utilized to transport non-employees who are not on City business.

Corrective Action, Including Discipline

The City's HR Director is responsible for reviewing the overall driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of the City's vehicles, and/or personal vehicles on City business. The HR Director shall also provide the City's Safety Committee with a copy of the accident/injury report, along with his/her recommendations. The goal of corrective action is to ensure that employees who are entrusted with the operation of vehicles are properly licensed and safe drivers. Awareness and knowledge through training are the keys to safe driving. Whenever possible, training should be a first step in a corrective action program. Discipline may also be an appropriate form of corrective action.

The Human Resources Director will identify employees who develop unacceptable driving records and will be responsible for notifying the Department Head.

Failure to properly notify the supervisor or the HR Department in writing of driving convictions or loss of driving privileges or failure to comply with any part of this policy will result in discipline, up to including termination. This applies any time driving privileges are revoked, suspended or limited in any way by any court, the Michigan Department of Motor Vehicles, any Administrative agency of the State of Michigan, any state jurisdiction, or the City's physician.

Any supervisor who fails to report the information outlined herein will be subject to appropriate disciplinary action.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated September 20, 2010.

Revised pursuant to action of the Monroe City Council, dated October 21, 2013.