

City of Abbeville Vehicle Use Policy

1. Only City employees, possessing a valid State of Louisiana driver's license appropriate for the vehicle, are authorized to operate City vehicles.
2. All City employees must immediately notify their Department Head any time their license is denied, suspended, or revoked, or any other administrative proceeding with the division or agency that regulates driving records.
3. Employees shall not operate a City vehicle while under the influence of drugs or alcohol.
4. Employees shall not transport any persons other than City employees in a City vehicle, except during official business.
5. Employees and authorized passengers are expected to observe all traffic regulations, including seatbelt usage, and all policies and procedures of the City, while operating the vehicle.
6. All incidents involving City vehicles must be reported to the law enforcement office of the appropriate jurisdiction, the employee's supervisor, and to Risk Management immediately. Employees with City vehicles will provide copies of any accident reports, citations, etc., concerning the vehicle or its operation, to the supervisor and/or Risk Management.
7. Employees will not operate the vehicles in such a way as to cause public criticism or nuisance. This includes vehicle parking when not in use.
8. Employees are expressly prohibited from making any cosmetic or mechanical modifications to any City owned vehicle without approval.
9. City vehicles may only be used for conducting City business and may not be used for personal or private use.
10. Unattended City vehicles shall be legally parked and locked at all times, except in emergency circumstances. Employees shall not leave sensitive information or public documents (other than reference material) in the vehicle while off duty.
11. City vehicle emblems must be easily identifiable while employees are conducting City business.
12. Employees are responsible for the maintenance of the City vehicles. City vehicles must be kept clean and truck beds must remain free from debris which may fly out and litter property. Scheduled maintenance will be coordinated with the Supervisor/Department Head. Employees may be subject to disciplinary action for failing to maintain the vehicle in proper working order or if there are signs of mechanical abuse or uncleanness.
13. City vehicles are equipped with GPS devices. Employees may be subject to disciplinary action for tampering with GPS devices.
14. The use of cell phones (including texting, reading, and sending messages) while behind the wheel of a moving vehicle being used by City employees is strictly prohibited.
15. Smoking is prohibited in City vehicles.

I have read and will abide by the conditions as stated in this document regarding the operation of any City vehicle.

Name (printed) _____

Signature _____ **Date** _____