



ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT
Departmental Policy

Subject: **Fleet Procedures and Driving Privileges**

Policy No. **3-6**
Effective Date:
November 2, 2011

1. AUTHORITY

1.1 Code of Ordinance Article XVI, Section 2-503, Director--Powers and Duties; and Administrative Procedure 2-2, Motor Vehicle Assignment and Use.

2. PURPOSE

2.1 It is the purpose of this policy to establish procedures that will provide for employee safety, fleet accountability and best practices in regards to driving while on City business.

3. OBJECTIVES

- 3.1 To centralize ARA fleet management and clearly delineate the roles of divisions within the Department.
- 3.2 To establish the criteria involved that allows one to drive on City business.
- 3.3 To explain fleet documentation procedures and timelines.
- 3.4 To provide guidance on department-wide pool car issuance.

4. DEFINITIONS

- 4.1 Authorized Driver – A person eligible to drive on City business. This requires completion and submission of all applicable documents as described in §8.1.
- 4.2 Business Day – For the purpose of this policy, a business day constitutes the operational parameters of the Administrative Services Division, which is Monday through Friday from 8 a.m. to 5 p.m. and excludes City Council approved holidays.

5. SCOPE

- 5.1 This policy applies to all:
 - 5.1.1 Administration & Regulatory Affairs (ARA) employees; and
 - 5.1.2 Persons authorized for use of ARA vehicles.

Approved:

Date Approved:

11/02/2011

Page 1 of 5

6. RESPONSIBILITIES

6.1 Department Fleet Coordinator is responsible for:

- 6.1.1 Conducting random audits on divisions and forwarding findings to the Department Director. Each division should be audited twice per year at a minimum.
- 6.1.2 Maintaining a master list of authorized drivers based on the information supplied by divisions.
- 6.1.3 Obtaining new and annual MVR reports on individual authorized drivers when requested by the division fleet liaison.
- 6.1.4 Acting as liaison with the Legal Department on all vehicle incidents.
- 6.1.5 Ensuring each division has a liaison.
- 6.1.6 Compiling quarterly department-wide Vehicle Usage Logs and ES-1 Forms.
- 6.1.7 Acting as liaison for his/her division.
- 6.1.8 Maintaining all Form D, Request for Vehicle Allowance, department-wide.
- 6.1.9 Suspending driving privileges as needed. See §8.4.

6.2 Division Fleet Liaison is responsible for:

- 6.2.1 Ensuring that all documentation required under §8.1 has been accounted for and a copy is available for inspection by the Department Fleet Coordinator. Safeguards shall be in place to maintain the confidentiality of these documents.
- 6.2.2 Sending the Department Fleet Coordinator a list of all authorized drivers within their division every six months.
- 6.2.3 Submitting individually scanned Vehicle Usage Logs for all division vehicles quarterly or upon request of the Department Fleet Coordinator.
- 6.2.4 Immediately notifying the Department Fleet Coordinator when an employee's driving privileges are suspended.
- 6.2.5 Submitting ES-1 Forms on each vehicle to the Department Fleet Coordinator annually.

6.3 Employees and Authorized Drivers

- 6.3.1 An authorized driver is responsible for taking the initiative in keeping their driving documentation up to date and submitting this documentation to their division fleet liaison.
- 6.3.2 Authorized drivers must immediately report all accidents, civil citations, and moving violations to their supervisor who will then notify the division fleet liaison.
- 6.3.3 Employees that are not authorized to drive must submit a waiver §8.1.2.

7. POLICY

- 7.1 An employee must be granted permission as an authorized driver before he/she drives on City business. Authorized drivers are not limited to ARA personnel.

- 7.2 The discretion of authorizing an employee to become an authorized driver ultimately rests with the employee's supervisor. While it is a requisite for some positions, others may not necessitate this need. Supervisors are strongly encouraged to identify the need for an employee to drive on City business prior in advance as authorization shall not be granted until all documentation has been received.
- 7.2.1 An employee's supervisor may suspend an employee's driving privileges without giving the division fleet liaison an explanation. This does not excuse the supervisor from any division justification that may be required.
- 7.2.2 The division fleet liaison should immediately notify the Department Fleet Coordinator of any suspended driving privileges.
- 7.3 An employee is considered driving on City business anytime driving occurs during a shift. This includes rest breaks but does not include meal breaks.
- 7.4 Drivers are financially responsible for any automobile related violations that may be incurred, include but not limited to parking tickets and toll way violations.
- 7.5 Use of non-City vehicles on City business is not reimbursable unless authorized by the Director. This permission is unlikely to be given if an ARA vehicle is available.

8. PROCEDURE

8.1 Driving Documentation

- 8.1.1 Driving while on City business requires certain documentation be completed and provided. These documents are:
- 8.1.1.1 Defensive Driving Certificate (DDC) – Provided upon successful completion of a certified defensive driving course. The cost for this course shall not be reimbursed by the City. However, the City provides free courses upon request. This certificate is valid for three years from the date of completion.
- 8.1.1.2 Texas Drivers License (TDL) – A valid Class C Drivers license issued by the State of Texas.
- 8.1.1.3 Proof of auto liability insurance – A document that represents proof that the minimum state auto liability financial requirements is being met.
- 8.1.1.4 Motor Vehicle Driving Report (MVR) – A report generated by the state listing a history of motor vehicle violations. This report must be run annually.
- 8.1.1.5 Form D – Request for Vehicle Allowance form used by employees authorized by the Director to routinely use a personal vehicle for more than 300 miles per month while on City business. This form must be renewed annually.
- 8.1.2 Waivers
- 8.1.2.1 Insurance Waiver (Attachment B) – This waiver removes the requirement for an authorized driver to present auto liability insurance. Submission of this waiver precludes the use of any non-City owned

vehicle during the employee's shift, to include the employee's personally owned vehicle. This wavier is good for one year.

8.1.2.2 Non-driver Acknowledgment (Attachment C) – The acknowledgement is required for all employees that are not granted driving privileges and must be renewed annually.

8.2 Vehicle Logs

8.2.1 All ARA fleet vehicle usage shall be captured on the Vehicle Usage Log (Attachment A) even if no usage occurred.

8.2.2 All Vehicle Usage Logs shall be forwarded to the Department Fleet Coordinator on a quarterly basis.

8.3 Pool Cars

8.3.1 The vehicles assigned to the Administrative Services Division shall be designated as department-wide pool cars available to all authorized drivers.

8.3.2 Department-wide pool cars shall be reserved using Microsoft Outlook on a first-come, first-serve basis. The naming convention within Outlook shall be "ARA Shop XXXXX Make Model." For example, ARA Shop 40432 Toyota Prius.

8.3.3 Department-wide pool cars are available for check-out and turn-in during the course of the business day. An employee may be granted permission to maintain possession of a department-wide pool car overnight on a case-by-case basis, which may include home storage payroll deductions. See Administrative Procedure 2-2 for more information.

8.3.4 A vehicle is not considered turned in until its keys and documentation binder have been returned.

8.3.5 Only the authorized driver who reserved a given department-wide pool car may drive that vehicle.

8.3.6 Department-wide pool cars may not be returned with less than a quarter tank of gasoline. The primary pumping location for all ARA vehicles is the Fire Station located at 1205 Dart Street.

8.4 Driving Privilege Suspension

8.4.1 An employee's driving privileges may be suspended by supervision or the Department Fleet Coordinator under the following conditions:

8.4.1.1 The employee receives three or more automobile related violations within a single calendar year. In flagrant cases, suspension is authorized on the first or second occurrence. Moving violations may not be held against the driver until a court finds the driver at fault.

8.4.1.2 Receiving a DUI in accordance with A.P. 2-2.

8.4.1.3 Damage that has occurred to or caused by an ARA vehicle that Safety personnel deem as preventable.

8.4.1.4 Failure to comply with the administrative guidelines set out in this policy.

- 8.4.2 A typical driving suspension shall typically be in effect for ten business days, but can enforced for a longer period if the situation warrants, including permanent suspension of driving privileges.
- 8.4.3 Divisions may take measures to accommodate an employee that has lost driving privileges, but is not obligated to do so. If the ability to drive is an essential function of the employee's job duties, further corrective action may be applicable, to include indefinite suspension or termination of employment.
- 8.4.4 When an authorized driver has had driving privileges suspended, the Department Fleet Coordinator shall ensure that the employee's supervisor and division fleet coordinator, if applicable, has been informed. This includes authorized drivers employed outside of ARA.

8.5 Culpability

- 8.5.1 All persons who take possession of City property are responsible for said property. If preventable damage or loss occurs, the person responsible for the property should be held financially liable. For the purposes of this policy, driving a vehicle signifies possession.

8.6 Cross-division Exchanges

- 8.6.1 A division may lend a vehicle to another division to bridge temporary shortfalls if the arrangement is mutually agreed upon by division heads or at the direction of the Director. The receiving division fleet liaison shall assume all responsibilities illustrated in this policy for said vehicle in these cases.
- 8.6.2 If an employee wishes to borrow a vehicle from another division, the division fleet liaison must obtain confirmation of driving eligibility from the Department Fleet Coordinator.

9. COMPLIANCE

- 9.1 Failure to comply with this policy can result in disciplinary action up to and including indefinite suspension or termination.

10. ATTACHMENTS

- 10.1 Attachment A – Vehicle Usage Log
- 10.2 Attachment B – Insurance Waiver
- 10.3 Attachment C – Non-driver Acknowledgment

Attachment A
Vehicle Usage Log

Attachment B
Insurance Waiver



ACKNOWLEDGEMENT

No Auto Liability Insurance

Whether it is for personal reasons or a lack of documentation in general, I, (print) _____, Employee I.D. # _____, am aware that I have not submitted proof of auto liability insurance to the Administration & Regulatory Affairs Department. As a result, I understand that I may not operate any privately owned vehicle, or any vehicle not owned by the City of Houston, while I am on City time; this includes driving to training, to meetings or to the store on break.

I understand that, even without proof of auto liability insurance, I am able to drive any City fleet vehicle that I have the authorization, qualifications and training to drive.

Employee's Signature

Date

Supervisor's Signature

Date

Attachment C
Non-driver Acknowledgement



ACKNOWLEDGEMENT

Don't Drive for the City of Houston

I, (print) _____, Employee I.D. # _____,
do not drive on City business or drive to any functions sponsored by the City of Houston
including compensated training classes. I am aware that training classes and driving to
the store during my shift are considered City business.

To protect the City's and employees' benefits, it is extremely important for the
Department to comply with the AP 2-2.

Employee's Signature

Date

Supervisor's Signature

Date