

ORIGINAL

ORDINANCE 2012 - 10

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF SUNNYSIDE, WASHINGTON,
ADOPTING A HUMAN RESOURCE POLICY
REGARDING VEHICLE USE**

WHEREAS, the City of Sunnyside is currently developing and/or revising a series of human resource policies for review and consideration by the City Council; and

WHEREAS, given the City's commitment to ensuring appropriate use of city vehicles, the timely adoption of Vehicle Use policy will promote the general health, safety and welfare;

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, as follows:

Section 1. That the City Council of the City of Sunnyside hereby adopts the Vehicle Use policy, attached hereto as Exhibit "A"; and

Section 2. Said Vehicle Use policy and any amendment thereto shall be included in all future comprehensive Human Resource Policies of the City of Sunnyside as adopted by the City Council; and

Section 3. This ordinance shall be effective five days after passage, approval and publication by law.

PASSED this 14th day of May, 2012.



MIKE FARMER, MAYOR

ATTEST:



DELILAH SAENZ, CITY CLERK

APPROVED AS TO FORM:



MENKE JACKSON BEYER EHLIS HARPER & PLANT, LLP
Attorneys for the City of Sunnyside



Human Resource Policy Manual

Vehicle Use – Policy No 1023:								
Personnel Policies & Procedures								
Subject: Use of City Vehicles							Initial Effective Date: June 1, 2012	
Approved								
Revised								

The following Administrative Policy is effective June 1, 2012 and supersedes Policies dated prior to this effective date.

I. PURPOSE:

The purpose of this Policy is to clarify the use of City vehicles by City employees; to prescribe the official circumstances under which City vehicles may be used; to regulate the use of cell phones when using a City vehicle, and direct these regulations to apply to any employee using a City vehicle on the job.

II. DEPARTMENTS AFFECTED:

All

III. REFERENCES:

RCW 46.61.667 and 46.61.668

IV. CONDITIONS FOR TAKE HOME PRIVILEGE:

The City Manager has determined there are no take home city vehicles.

V. APPROVED USE STANDARDS:

An employee, once approved by the City Manager for a take home vehicle, shall use the vehicle during duty hours, or off-duty hours, for the following purposes only:

EXHIBIT "A"

- A. During Duty Hours (Travel):
1. Driving associated with the official purpose of the employee's job designation is permissible during duty hours.
 2. Driving to official job-related meetings in the area, after getting the advanced approval of the department director, is permissible.
 3. Driving to out-of-area locations requires the approval of the City Manager if it concerns a department director. For any other employee, the department director of that employee is authorized to grant this permission if the use is for official purposes.

VI. RESTRICTIONS ON USE OF CITY VEHICLES BY CITY EMPLOYEES AT ALL TIMES:

The following uses are specifically forbidden:

- A. Taking a City vehicle to social or recreational functions for non-city business is forbidden.
- B. Using a City vehicle to take children to and from school is forbidden.
- C. Using a City vehicle for shopping (including side trips on way back and forth from work) is forbidden. This does not apply to the Fire Department when a City vehicle is used to get provisions for the station kitchens.
- D. Taking a City vehicle home for lunch is not authorized if the employee lives outside of Sunnyside city limits unless it can be shown that it would be cost effective to the City to do so. Under these circumstances, it would be necessary to obtain special permission from the City Manager, in writing, authorizing a vehicle to be taken home for lunch.
 1. If out in a City vehicle at or near the lunch hour, the employee may stop at the nearest restaurant in town without violation of this Order. Or he/she may proceed home to lunch if within the City limits of Sunnyside.
- E. Hauling friends or strangers in a City vehicle at any time is forbidden unless there is a direct work-related requirement to do so. If in doubt, the employee should check with his/her department director.
- F. Joyriding in a City vehicle during duty hours or off-duty hours is forbidden.
- G. Taking a City vehicle anywhere which has no job-related connection is forbidden.

EXHIBIT "A"

- H. If not part of the usual and customary duties in a job description, using a City vehicle during work hours or off-duty hours requires the advanced approval of the employee's department director.

VII. USE OF CELL PHONES WHILE OPERATING CITY VEHICLES:

Definitions:

- A. Using a wireless communication device while driving.

Hands-free mode: The use of a wireless communication device with a speaker phone, headset, or earpiece.

As of June 1, 2012, City employees may only use a cell phone in hands-free mode (speaker phone, headset, earpiece) while operating a moving City vehicle. Operation of a moving City vehicle while holding a wireless communications device to the ear is a violation of this policy which will result in discipline. Only the following exception will be permitted: driving an authorized emergency vehicle (those equipped with lights and sirens).

- B. Sending, reading, or writing a text message while driving.

City employees are not to operate a moving City vehicle while sending, reading or writing a text message. Violation of this requirement will be grounds for discipline. The following exception will be permitted: use of a voice-activated global positioning or navigation system that is permanently affixed to the vehicle.

PENALTIES FOR MISUSE: The penalty for misuse will depend on the nature of the infraction and may range from a letter of reprimand up and/to termination of employment.