



City of San Bernardino Municipal Water Department

Fleet Policy & Regulations

Rev. July 2021

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1. General

It is the Department's policy to establish and maintain a Department Vehicle Use and Driving Standards Program. The Department has developed and shall maintain minimum standards in the use of vehicles for Department business. These standards are designed to comply with applicable law, to maximize safety and minimize risk to life, health, and property. Department employees and other applicable parties will comply with these program standards. All drivers are to adhere to California laws and regulations and all other Federal laws applicable while driving for the Department.

1.2 Mission

Fleet Services is dedicated to providing and maintaining safe, fuel-efficient vehicles, and equipment; implementing the latest in service and repair technology; and striving to enhance the San Bernardino Municipal Water Department's mission to provide trusted, quality service to our customers.

1.3 Defensive Driver Training

Employees shall complete Defensive Driver training through the Safety Section prior to being authorized to operate a Department vehicle.

- Refer to the Driver Safety Policy

While traveling on Department business or for Department sponsored training/events employees shall follow Department safety policies and procedures as applicable (i.e., safe driving practices, etc.).

1.4 Emergency or After-Hours Call

After-hours calls should be directed to the Fleet Supervisor, or designee

During normal business hours the Safety Regulatory Analyst shall be called for all accidents or incidents, they can be reached at (909) 453-6021 or (909) 915-8996. After hours the Safety Manager shall be called for all accidents or incidents, they can be reached at (909) 453-6025 or (909) 915-8995

2. Acquisition of Vehicles and Equipment

2.1 Department Owned Vehicles/Equipment

All vehicle and equipment acquisitions must be reviewed and approved by Fleet Services and purchased through the Purchasing Section. Requests for modifications must be approved in advance by Fleet Services.

- A. All vehicles/equipment will be standardized for type, color (white) and decal placement. No employee shall affix any decals, bumper stickers, transfers, etc. to any Water Department vehicle or equipment unless approved by the Fleet Supervisor.
- B. All Water Department vehicles, except those driven by the General Manager, Deputy General Manager, Division Directors and certain managers, will display the Water Department logo and motto on the front doors with vehicle unit numbers in two-inch black numbers on each front door at all times. These decals are to be installed by Fleet staff only.
- C. No employee shall install or have installed any specialized equipment on any Department owned vehicle /equipment without receiving authorization from the Fleet/Warehouse Supervisor. This includes, but is not limited to, electronic and mechanical devices, radios, speakers, fans, phone accessories, scanners, etc.

2.2 Vehicle and Equipment Rentals

Only Purchasing Section personnel are authorized to contact vendors and arrange rentals of vehicles / equipment.

- A. To process a request for a rental vehicle / equipment:
 - Section Supervisors must first contact Fleet Services to determine if a pool vehicle is available before requesting a rental vehicle.
 - All rentals are subject to prior review and evaluation by the Division Director and the Deputy General Manager.

- B. Any rental equipment should include an Operating Manual or instruction pamphlet which the operator must review prior to use.
- C. Section Supervisors must sign and legibly print name for receipt of rental equipment and keys. No other signatures will be accepted. Receipts must then be hand delivered to the Purchasing Section for processing.
- D. Section Supervisors must evaluate and verify proficiency and proper licensure in operating a rental unit before employees are allowed to operate the unit without direct supervision.
- E. Employees who drive or operate a rental vehicle / equipment are responsible for daily inspection of the rental unit for maintenance items, (fuel, oils, water, grease, etc.), safety items, (glass, lights, buzzers, horns, etc.), and cosmetic appearance, (body damage, paint, etc.), under the same standards as if the unit were Department owned.

3. Assignment of Vehicles / Equipment

All vehicles/equipment will be assigned by Fleet Services in cooperation with Water Department Management and shall be maintained in such condition as to be returnable to Fleet Services without notice. The Department reserves the right to monitor the operation of all Department vehicles with a Global Positioning Satellite (GPS) system to ensure proper maintenance and use. GPS capabilities may also be used to measure compliance with Department policies and procedures.

3.1 Types of Assignments

- A. **Individual assignment:** Department owned vehicles may be assigned to an employee for official Department business.
- B. **Section assigned (pool) vehicles/equipment:** Department owned vehicles or equipment may be assigned to sections within the Department for official business use. These assets are not for continuous use by one employee and must be made regularly available to all

persons in the section they are assigned to as well as any other sections if needed.

- C. **Temporary assignment:** Department owned vehicles or equipment may be temporarily assigned to individuals or sections for Department business needs or while assigned vehicle/equipment is being repaired. Temporary assignment of vehicles/equipment will be determined by Fleet Services and must be for a specific purpose and returned to Fleet Services at the end of the assignment.

3.2 Requests for Assignment/Reassignment

- A. Requests for Assignment or Reassignment of Vehicles/Equipment between Sections or Divisions

Division Directors may submit requests for vehicles/equipment to be assigned to individuals or sections by submitting a request in writing or by email to Fleet Services at least 10 days prior to the requested start date. Requests to change addresses, other driver information, or to change the name of the driver when a new employee takes over an assigned vehicle shall be forwarded immediately to Fleet Services for processing.

Reassignment may also be made at the direction of Fleet Services in cooperation with Department Management.

- B. Requests for Temporary Assignment of Vehicle/Equipment between Sections or Divisions

All Unassigned, Special, and Temporary Use Vehicles/Equipment are Department Assets and designated as "Pool" vehicles/equipment under the management of Fleet Services.

1. Requests for temporary assignment of vehicles/equipment shall be made by Section Supervisors to their Superintendent by submitting a request in writing or by email. The Superintendent will forward approved requests to Fleet Services. If the request is for a temporary

vehicle while a permanently assigned vehicle is being repaired, no Superintendent signature is required.

2. "Pool" vehicles are dispatched from Fleet Services and are assigned on a "first come-first served" basis unless prior reservations have been made. Temporary assignments are intended to meet the needs of all Department employees who require specialized equipment, or transportation on a short-term (1 to 10 days) or trip basis. All temporarily assigned vehicles / equipment shall be returned to the Corporate Yards, and all keys and paperwork turned in to Fleet Services immediately upon completion of a trip or at the end of use. If an employee returns after hours, the keys and paperwork must be placed in the drop box located on the wall outside of the Fleet Services facility.

3.3 Removal of Vehicle / Equipment from Individual or Section Assignment

Vehicles/Equipment, assigned or temporarily assigned to Individuals, Sections or Divisions may be recalled if any of the following occur:

- A. The vehicle is used for any purpose other than official Department business.
- B. Inspection reports are not submitted to Fleet Services, or if the reports are inaccurate, incomplete, or unacceptable to Fleet Services.
- C. False information is willfully and knowingly submitted on any report or request.
- D. Vehicle/equipment abuse. Abuse includes but is not limited to, improper care and maintenance of the vehicle/equipment including cleanliness, willful damage to the asset, (destruction of interior or exterior with foreign objects), excessive number of accidents, reckless disregard for the proper operation of vehicle/equipment, excessive moving or standing violations. Vehicle abuse also includes failure of a

driver to immediately report and turn in an assigned vehicle that is exhibiting a safety or regulatory compliance related problem such as faulty brakes, worn tires, oil leaks, Maintenance-Indicator-Lights (MIL or "Check-Engine Light(s)"), Diesel-Particulate Filter (DPF) status indicator light(s).

- E.** Substantiated violations of motor vehicle laws.
- F.** These or other vehicle-related rules, regulations, and policies are willfully violated.
- G.** Lack of effective vehicle use. Vehicles should be driven at least 300 miles per month for a rolling 12-month period. Vehicles not meeting the minimum use standard will be evaluated by Fleet for potential re-assignment or return to the pool.

3.4 Return or Replacement of Vehicle / Equipment

Fleet Services will schedule replacement of vehicles / equipment based on mileage, time in service, economy, and nature of use of asset in accordance with Policy 51.060, *Vehicle and Equipment Replacement Policy*. If turn-in or replacement is required, all vehicles or equipment will be returned to Fleet Services. When returning an asset, all manuals and materials issued to that specific asset (drivers logs, first aid kit, fire extinguisher, etc.) must also be returned.

3.5 Auto Allowance Rates and Billing

The Internal Revenue Service assesses the Department a Vehicle Allowance charge for all vehicles that are used for commuter or "take-home" purposes. Currently, these rates are a percentage of employees' pay rate and are subject to variation if driven more than 13 miles one way. IRS guidelines and rates are subject to change which may result in revised methodology. Changes will be communicated to affected employees via interoffice memo, email, or by policy revision.

- A.** All Department vehicles shall not regularly be used for commuter purposes beyond the 13-mile radius from the permanent workstation of the employee.

- B. Any employee that receives written authorization from the General Manager for commuting purposes beyond the 13-mile limit will reimburse to the Department, a vehicle allowance charge for the miles in excess of the 13-mile limit, by multiplying those miles by one half of the applicable IRS. rate.
- C. When a Department-owned vehicle is not available for use by an employee on official business, the Division Director and Deputy General Manager may authorize a mileage reimbursement for personal vehicle use, as approved in the respective Memorandum of Understanding by the Water Board.
 - o *Refer to Water Department Policy; 53.010*

4. Insurance and Fuel

4.1 Liability Insurance

Liability Insurance will be provided for Department-owned vehicles/ equipment and authorized Drivers

4.2 Fuel Station and/or outside fuel purchases

- A. The Department fueling station is located at the Corporate Yard. All Department owned on-highway vehicles and most equipment must use this fueling station only, except when vehicle is used out-of-area, beyond the range of one (1) full tank of fuel.
- B. All requests for reimbursement of out-of-area fuel purchases for Department owned vehicles/equipment are subject to review and evaluation by Fleet Services, Purchasing, and the Deputy General Manager.
- C. Only under emergency circumstances are on-highway vehicles to fuel from any fuel tank dedicated to storage, equipment, or Department facility use (including five-gallon cans).
- D. Since the Department fleet must be ready to use in an emergency, all Department vehicles must be maintained and/or returned to the Department with no less than $\frac{1}{2}$ tank of gas.

5. Maintenance and Care of Vehicles / Equipment

5.1 General

Fleet Services is responsible for the maintenance, service, and repair of all Department-owned assets. Fleet Services will coordinate all service and repairs done by outside vendors.

5.2 Routine Inspections

Drivers are responsible for checking their assigned vehicles/equipment daily to ensure proper oil level, water and antifreeze for radiators, water for batteries, proper inflation of tires, etc. and must submit a completed weekly inspection sheet (see Exhibit A) to Fleet Services.

5.3 Vehicle Cleanliness and Washing

It is the responsibility of the employee assigned a Department vehicle/equipment to keep the asset clean, including the interior. The Department has authorized each vehicle to be washed at a local automated car wash, up to once per week, as needed. Requests for detailing vehicles require prior authorization by Fleet Services. Unauthorized washes or details will require reimbursement to the Department. If a Department vehicle/equipment is found to be in unacceptable condition by either Fleet Services/a supervisor/or Division Director discipline may result. Unacceptable condition includes excessive trash, stained upholstery/carpets, old food, grease, mud or other residue, etc.

5.4 Preventive Maintenance

Preventive maintenance on vehicles is to be performed at scheduled intervals established by Fleet Services. The proper interval is noted on windshield stickers. If maintenance is not performed within plus-or-minus 300 miles, vehicle assignment is subject to termination.

In certain cases, preventive maintenance checklists may be prepared by Fleet Services in cooperation with Department management for specialty vehicles. In such cases, the checklists shall be completed, signed, and submitted in the frequency established for the individual checklist(s).

5.5 Vehicle Damage and Accident Reporting

All drivers are responsible for reporting any and all damage or accidents as required by the Accident/Incident Investigation Policy and Driver Safety Policy.

5.6 Keys

One set of keys will be issued to drivers or Section Supervisors for each assigned vehicle / piece of equipment. If keys are lost or additional keys are needed, the cost will be the responsibility of the Section to which the vehicle / equipment is assigned. Failure to comply with any of the rules below may result in disciplinary action, up to and including termination.

- A.** No employee shall take any key for any Department-owned vehicle / equipment home for any reason.
- B.** All requests for replacement or additional keys will be forwarded to the Fleet Supervisor for authorization. Employees may not have additional keys cut without Fleet Services authorization for any reason.
- C.** If an employee is locked out of a Department-owned vehicle, Fleet Services will provide spare keys to a section Supervisor to respond to unlock.
- D.** No employee shall maintain keys to vehicles not currently assigned to them, unless specifically approved in advance by Fleet Services.

6. Vehicle / Equipment Use

6.1 Official use only

Department-owned vehicles / equipment shall be operated by Department employees on official Department business only. Commuting privileges approved by the General Manager are considered Department business.

6.2 Smoking / Use of Smokeless Tobacco Products

- A.** Is not permitted in Water Department Vehicles at any time. Failure to comply with any of the rules below may result in disciplinary action, up to and including termination.
- o Refer to Water Department Policy; 33.020

6.3 Commuting Privileges

- A.** All requests for commuting privileges must be from Division Directors, in the form of an interoffice memo indicating the operational need, driver's name, type of assignment, type of vehicle, miles to be driven and justification submitted to the General Manager for approval.
- B.** The assignment or temporary assignment of Department-owned vehicles for commuter use is based on the following criteria;
- Employee is regularly and frequently subject to calls for emergency response and has specific expertise and must respond with a specially-equipped vehicle.
 - Employee provides regular and frequent supervision where no subordinate has been designated to act.
 - Employee is required to begin or end his/her normal daily work activities at a location other than the normal workstation an average of 50% or more of a normal work week.
 - Employee attends frequent morning and/or evening meetings or performs field work on a regular basis.
 - Department vehicles are intended for official Department business and personal use of Department-owned vehicles should be limited to commuter/incidental trips.

C. Carpooling/Ridesharing

- An employee who has been assigned a Department-owned vehicle may participate in an authorized carpooling/ridesharing program, provided that no other provisions of this policy is violated.
- Any monetary incentives provided as the result of participation in a carpooling/ridesharing program must either be declined by the participating employee or must revert to the Department.
- Any employee who has been assigned a Department-owned vehicle and who is participating in a carpooling/ridesharing program must immediately notify his/her supervisor in writing and must receive authorization from the General Manager to participate.
- The Department has an absolute right to refuse authorization to participate in a carpooling/ridesharing program and may, at any time, withdraw authorization previously granted.

6.4 Commuting Responsibilities

- A. Division Director:** Each Director must submit written justification in the form of an interoffice memo for approval to the General Manager for commuter vehicles, changes to commuter vehicles and driver changes. The Division Director will ensure that every employee whose duties require operation of a vehicle on Department business has a valid California Driver's License of the appropriate classification for the driven vehicle. Failure to comply with the procedures and guidelines in this policy may be cause for disciplinary action, up to and including termination.
- B. Employee:** Any Department vehicle used for commuting purposes shall be adequately protected against loss, or damage. The employee will exercise due diligence to secure any tools, equipment, materials, or supplies, on or attached to the vehicle. The employee shall accept full responsibility for any fines or tow fees incurred as a result of any driving, parking, or traffic violations. Only the employee or another Department employee may operate a Department-owned vehicle. Family members, friends, or volunteers are not

authorized to drive Water Department vehicles at any time.

6.5 Seat Belt Use

In accordance with California state law and Water Department regulations, the driver and all passengers must wear seat belts, (lap and shoulder belts, even if vehicle is equipped with air bags), whenever the vehicle/equipment is in motion.

- A.** All vehicles/equipment designed to carry an operator are equipped with seat belts which must be used at all times when the vehicle/equipment is being driven or operated.

6.6 Cellular Telephone

- A.** Employees shall not text message, email, surf the internet, or use cell phones while operating a Department vehicle or while operating a private owned vehicle to conduct Department business unless the Department issues a hands-free device for the employee's use.

- Refer to the Driver Safety Policy

6.7 Facility Gate Access

All Department Facilities (City Hall, Corporate Yards, WRP, RIX, reservoirs, pump stations, etc.), are closed to employees at the end of the workday or shift. On-call and duty personnel are the only persons allowed entry without Supervisory level or above authorization.

- A.** Entry to gated parking areas must be via electronic keypad or remote-control activation. Employees who need to regularly enter secure parking areas or facilities will be issued Department gate openers. Employees are not authorized to program personal remotes to activate Departmental facility gates. Parking areas will be monitored, and disciplinary action may be initiated for failure to comply.

6.8 Toll Charges

Driver shall submit for reimbursement of any toll charges incurred in the course of business in accordance with *Policy 53.010*.

6.9 Parking Citations

Excessive parking citations may constitute vehicle abuse and may result in termination of the assignment.

- Refer to the Driver Safety Policy

6.10 Motor Vehicle Laws and Ordinances

A. All employees are required to follow all motor vehicle laws, ordinances, and regulations while operating Department vehicles/equipment.

- Refer to the Driver Safety Policy

6.11 Parking and Storage of Vehicles / Equipment

A. All Department-owned vehicles equipment must be parked or stored at the Water Department Corporate Yards, Water Reclamation Plant, or the RIX Facility every evening. All employees and Sections are responsible for the safe and secure parking and storage of Department-owned assets.

B. On occasion, a particular job may require more than 1 day's use of an asset. If a Department satellite site (reservoir, pump station, or other fenced facility) is close by, it may be utilized to park an asset **temporarily** (2 to 5 days) with approval of Fleet Services. For extended jobs, equipment must be brought back to one of the three main facilities mentioned above, every Friday or end of work week, and before holidays or vacations.

C. No equipment (except traffic signboards) shall be left on any state highway, municipal non-residential or residential street, or worksite overnight unless due to mechanical failure or emergency.

- D.** All Department vehicles/equipment will be locked when unattended, including when located inside the three main facilities. Any employee using a Department vehicle/equipment is responsible for securing the asset and its contents at all times. When leaving an asset for any length of time, the asset and any toolboxes, containers, and small unattached equipment must be secured, and locked.
- E.** All vehicles/equipment shall be securely locked, windows rolled up, and/or locking covers engaged, and keys deposited in their designated place at the end of each work shift.

6.12 Alcoholic Beverages and Drugs

- Refer to the Drug and Alcohol Policy for Employees Who Drive Commercial Motor Vehicles 45.020
- Refer to the Drug, Alcohol and Substance Use 33.035

6.13 Hitchhikers

Hitchhikers are not allowed to ride in any Department-owned vehicle.

6.14 Immediate Family Members

Significant-partners and children are permitted to accompany Department employees on trips in Department owned vehicles, when sufficient space is available, and when all travel is strictly for Department business.

- A.** Family pets are not permitted in Department owned vehicles.

6.15 Non-Water Department Employed Persons

Non-Department employed persons may accompany Department employees driving Department owned vehicles when they have an interest in the purpose of the trip and their presence is related to Department business. However non-department employed

persons are not allowed to drive or operate Department owned vehicles or equipment.

6.16 Travel

When an employee is required to use a Department vehicle for travel, the travel shall be limited to the actual business destination only, except as necessary to secure lodging and meals.

- A. Refer to Policy 53.010 - Reimbursable/Allowable Travel Expenses

6.17 Out of State Travel

All requests for authorization to travel within the continental United States for Water Department business using a Department owned vehicle will be in written form, or email, forwarded to Fleet Services for approval by the General Manager. General Manager signature/approval is required.

7. Termination of Vehicle / Equipment Assignment

7.1 Termination Procedures

Water Department Management shall revoke the assignment or require the Division Director to revoke the assignment of a Department-owned vehicle/equipment, when any of the Conditions set forth in; Section 3.3 paragraphs A-F have been established to a reasonable degree.

- A.** Department Management will review the allegation and verify all documents supporting the allegation. Management will review the response received from the Section Supervisor and/or the alleged offender.
- B.** After a full evaluation of the allegation and response, the General Manager will determine if the vehicle / equipment assignment shall be revoked. No revocation will occur based upon an anonymous call or report without further evidence.
- C.** Department Management may terminate a vehicle/equipment assignment during the course of an investigation. Termination of assignment will occur

when a driver has received a citation of driving while impaired or under the influence or driving without a valid driver's license, or any other major allegation as determined by the General Manager.

- D. If a vehicle/equipment assignment is revoked, a new request for assignment will require General Manager approval.

Policy Review

Board Approved:

5/8/2018

No Changes:

7/2019

No Changes:

7/2020

Minor Changes GM Approved:

7/2021

Attachment A

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
WEEKLY VEHICLE INSPECTION CHECK LIST

Vehicle No. _____ Date _____
By _____ Mileage _____

UNDER HOOD
Oil Water Battery Hoses Belts
Brake Fluid Automatic Transmission Fluid Power Steering Fluid

LIGHTS
Head Lights Low High Rotating Dome Safety Light Brake Lights
Turn Signals (4) Emergency Flashers Backup Lights

Brakes Parking Brake Steering Tire Wear Tire Pressure
Mirrors Vehicle Washed Vehicle Fuel

CHECK TO SEE IF IN VEHICLE
Fire Extinguisher First Aid Kit Registration Card
Accident Forms

OTHER DEFICIENCIES FOUND: _____

ACTION TAKEN BY GARAGE: _____

CITY OF SAN BERNARDINO
FORM 3000 (REV. 07/04) 5-01 2-7