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## VEHICLE AND EQUIPMENT

### Section 1. PURPOSE

The Bedford Regional Water Authority (“Authority”) realizes that proper driving, operating, inspections, and maintenance of the Authority’s vehicles and/or equipment is crucial to ensuring the safe and dependable operation of these resources; vehicles and equipment play an essential role in meeting the Authority’s responsibility for providing services to the community. It is the objective of this policy to ensure that the Authority is able to provide appropriate vehicles, equipment, training, and supervision for employees that operate vehicles and/or equipment.

### Section 2. AUTHORIZED USE OF AUTHORITY VEHICLES

- A. Travel between the place where the Authority vehicle is dispatched and the area where official Authority business is performed.
- B. Travel within Bedford County where official Authority business is performed.
- C. Authority vehicles are allowed to leave Bedford County under the following circumstances:
  - 1. Out of town or out of state travel to attend an approved meeting, training course, seminar, conference, or other approved Authority business.
  - 2. Employees assigned a vehicle that may be taken home as part of job requirements to maintain an “On Call Status” may take the vehicle outside of Bedford County provided that it is the primary residence of that employee.
  - 3. Travel within 10 miles outside of the Bedford County border.
  - 4. Authority business outside 10 miles of the Bedford County border as approved by Management.
- D. Other uses as approved by the Executive Director or the Board of Directors.

### Section 3. UNAUTHORIZED USE OF AUTHORITY VEHICLES

- A. Employees are prohibited from using Authority vehicles for:
  - 1. Personal purposes other than within the guidelines listed above.
  - 2. Travel or tasks which are beyond the vehicle’s rated capability.
- B. Employees are prohibited from operating Authority vehicles and equipment:
  - 1. When under the influence of illicit drugs or alcohol.
  - 2. When the operator’s driver’s license is suspended, disqualified, or not correctly licensed in the Commonwealth of Virginia.
  - 3. In a manner that may result in an accident due to reckless or dangerous driving.
- C. Authority vehicles may not be used for transporting:
  - 1. Hitchhikers.
  - 2. Any cargo which has no relation to the performance of official Authority business which may cause damage to Authority vehicles and/or equipment and/or may increase the Authority’s liability.

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3. Acids, explosives, weapons, ammunition, or highly flammable material (except by specific authorization from a Manager).
4. Any item or equipment projecting from the side, front, or rear of the vehicle in a way which constitutes an obstruction to safe driving or a hazard to pedestrians or other vehicles.

D. Family members or other non-employees are not allowed to drive Authority vehicles.

### **Section 4. DRIVERS' AND OPERATORS' RESPONSIBILITIES**

A. Employees must:

1. Have in their possession the appropriate classification of a valid Virginia driver's license for the vehicle(s) they will drive.
2. Possess and maintain a favorable driving record as determined by review of their Motor Vehicle Record ("MVR").
3. Notify their Manager of any suspensions or revocations prior to operating *any* Authority vehicle or equipment. The employee must notify their Manager of any other infractions that may be added to their MVR within fifteen (15) working days. The employee's MVR may then be reviewed by the Authority anytime within six (6) months.
4. Possess a valid Virginia Commercial Drivers License ("CDL") as required by Virginia law when operating a vehicle over 26,001 pounds gross weight.
5. Inspect and maintain the vehicle and/or equipment in accordance with this policy.
6. Check out resource vehicles by utilizing the calendar resource feature in Outlook.
7. Ensure the resource vehicle's fuel level is filled above half a tank when returning the vehicle to the office.
8. Comply with the Smoking policy while operating a motor vehicle and/or equipment.
9. Pay any taxes required by the Internal Revenue Service for any authorized personal use. Finance will manage the tax implications with the affected personnel.

B. Employees must operate Authority vehicles and equipment:

1. In a safe manner at all times and obey the traffic laws of the Commonwealth of Virginia.
2. Safely by wearing a seatbelt when the vehicle or equipment is equipped with one; seatbelt use is mandatory for vehicle drivers and all occupants while operating an Authority vehicle or equipment to drive *any* distance. If found in violation, it may be grounds for the denial of *any* workers' compensation claims that may be made if an accident occurs.

C. Employees are prohibited from operating Authority vehicles and equipment:

1. Unless assigned or granted permission to do so by their Manager.
2. When there is a known or suspected safety defects; any defects shall be reported immediately to the Maintenance Manager.

D. Emergency use for vehicles:

1. Emergency lights on trucks, cars, sport utility vehicles, and equipment should be used only as an emergency or if work conditions require. Flasher lights are not to be used inappropriately (to gain right of way, break traffic laws, etc.).

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2. Authority vehicles are supplied with fire extinguishers. Employees may use the extinguisher on Authority vehicles, local utility vehicles, state issued vehicles, Authority equipment, etc., as warranted.
- E. Cellular Phone and Smart Phone use while operating vehicles and equipment:
1. Employees shall minimize the use of cellular phones while driving and operating equipment.
    - a. Employees must use a handsfree device when talking on the phone and driving; there are to be no exceptions to this requirement. If an employee does not have a handsfree device, then a cellular phone should not be used when driving.
    - b. Drivers and operators need to recognize that cellular phone use may create a distraction from safe driving.
    - c. Whenever possible, drivers and operators should pull over or park/stop the vehicle or equipment when using a cellular phone.
  2. Employees shall not dial phone numbers, use contact lists, or otherwise initiate phone calls while the vehicle is moving; if dialing is needed, employees must bring the vehicle to a complete stop or pull off the road to place the call.
  3. Texting, emailing, or using any other application on a cellular phone or smart phone is strictly prohibited while driving a vehicle or operating equipment. These distractions are extremely dangerous, and will not be tolerated under any circumstances.
  4. While driving a vehicle or operating equipment, it is important for employees to focus their attention to safety on the road and/or the project they are working on; ensuring safety should always take precedence over the use of any handheld electronic device.

### **Section 5. MANAGERS' RESPONSIBILITIES**

- A. Managers with the support of Human Resources are required to implement and enforce all of the provisions contained in this policy.
- B. Managers reserve the right to conduct "spot checks" or inspections of vehicles and/or equipment to determine potential problems.
- C. Managers may opt to take a ride-along to evaluate driving and offer the opportunity for correction.
- D. The Maintenance Manager will investigate all Authority vehicle and/or equipment accidents that involve Authority vehicles, equipment, and/or drivers. An accident report will be reviewed with the employee by the Maintenance Manager, the employee's direct Manager, and/or Human Resources.
- E. Managers will evaluate employees driving and/or operating performances by monitoring the following:
  1. Accidents and/or moving violations.
  2. Citizen complaints.
  3. Vehicle and/or equipment maintenance.
  4. Overall attitude of employee towards safe driving.

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- F. Managers must verify that vehicles assigned to their departments are being properly maintained in accordance with this policy. The monthly Vehicle Maintenance Record for each vehicle must be completed, signed by the Department Manager, and turned in to the Maintenance Administrative Support Technician.

### Section 6. VEHICLE CONFIGURATIONS

- A. Markings containing the Authority Logo:
1. Vehicles that are used for oncall personnel will be equipped with non-removable logos.
  2. Vehicles that are used by personnel typically assigned with field duties will be equipped with non-removable logos.
  3. Resource vehicles, which are not assigned to particular personnel, may or may not have logos at the discretion of management.
- B. Emergency Lights (Mounted on Top of the Vehicles):
1. Vehicles that are used for oncall personnel will be equipped with non-removable emergency light bars.
  2. Vehicles that are used by personnel typically assigned with field duties will be equipped with non-removable light bars.
  3. Resource vehicles may or may not have emergency lights installed at the discretion of management.
- C. Global Positioning System (GPS) Equipment: Any Authority vehicles may have GPS equipment installed on them at the discretion of management.

### Section 7. INSPECTION

- A. Service and Resource Vehicles:
1. All vehicles are to be inspected monthly using the Vehicle Inspection Checklist for Service and Resource Vehicles which should be completed, signed, and turned in to the Maintenance Administrative Support Technician; this can be done during clean-up detail.
  2. All Authority vehicles are to be visually inspected each time the vehicle is fueled. Look for worn tires, proper inflation of tires, check fluid levels (oil, antifreeze, etc.), windshield wiper blades, and lights. Note any repairs that are required and report them to the Maintenance Manager.
  3. Vehicles requiring a CDL must be visually inspected before each trip.
- B. Tow Vehicles:
1. The tow vehicles will be inspected semi-monthly by the assigned Maintenance Technician using the Vehicle Inspection Checklist for Tow Vehicles which should be completed and signed at the time of inspection and turned in to the Maintenance Administrative Support Technician.
  2. All Authority vehicles are to be visually inspected each time the vehicle is fueled. Look for worn tires, proper inflation of tires, check fluid levels (oil, antifreeze, etc.), windshield wiper

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blades, and lights. Note any repairs that are required and report them to the Maintenance Manager.

### C. Trailers:

1. Trailers are to be inspected semi-monthly.
2. Trailers should be used with a tow vehicle to tow equipment whenever possible; if this is not possible then a service vehicle may be used.
3. The Vehicle Inspection Checklist for Trailers should be completed and signed at the time of inspection and turned in to the Maintenance Administrative Support Technician.
4. Prior to each use, trailers must be checked to ensure that all lights and brakes are working, and that all loads are properly restrained and secured; any problems should be brought to the immediate attention of the Maintenance Manager.

### D. Equipment:

1. All equipment should be inspected monthly to assure its safe and reliable operation and an Equipment Inspection Checklist should be completed and signed at the time of inspection and turned in to the Maintenance Administrative Support Technician.
2. Prior to each use, equipment must be checked to ensure proper working conditions; any problems or damage noted should be immediately brought to the attention of the Maintenance Manager.

## Section 8. MAINTENANCE

### A. Vehicles:

1. The Maintenance Administrative Support Technician will track and schedule all routine maintenance and repairs of vehicles.
2. Any mechanical or maintenance issues found through daily operation or routine inspections should be immediately brought to the attention of the Maintenance Manager or the Maintenance Administrative Support Technician.
3. All repairs and services are to be conducted by the Bedford County Garage unless authorized by the Maintenance Manager.
4. Any items purchased for vehicles must be pre-approved by the Maintenance Manager before purchasing.
5. All invoices for maintenance or repairs should be delivered to the Maintenance Administrative Support Technician immediately after picking up your vehicle.
6. All vehicles should be cleaned at least once monthly (inside and out).
7. Managers will visually inspect vehicles to assure their cleanliness.
8. Vehicle cleaning should be noted on the Vehicle Maintenance Record.
9. Engine fluid levels should be checked at least every time you fuel up.
10. The Vehicle Maintenance Record should be completed each time you fuel up (at the time of fueling). These records must be completed, signed by the Department Manager, and turned in to the Maintenance Administrative Support Technician no later than the 5th of each month.

### B. Equipment:

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1. All equipment should be pressure washed periodically as assigned by the Maintenance Manager.
2. Routine maintenance will be tracked and scheduled by the Maintenance Administrative Support Technician.
3. All equipment subject to freezing must be winterized or stored in a warm place prior to sub freezing temperatures.

### Section 9. REPORTING AN ACCIDENT

- A. If an accident while operating an Authority owned vehicle:
  1. **CALL 911.**
  2. Request medical assistance for any injured parties.
  3. Protect the accident scene (if you are not injured) – place flares, accident triangles, etc. to alert other motorists of potential danger.
  4. Report the accident to your immediate Manager and the Maintenance Manager.
  5. If you are not injured, take pictures of the accident scene and note the time, weather, location, etc.
  6. Refrain from any discussion concerning insurance or responsibility of the accident.
  7. Gather the names and addresses of any witnesses to the accident.
  8. Refer all communications relative to the accident to your Manager.

### Section 10. MONITORING AND CORRECTIVE ACTION

- A. Motor Vehicle Records (“MVR”) will be reviewed at the time of hire and then on an annual basis, unless otherwise stated herein, by Human Resources to evaluate past driving history. MVR’s will be placed in the employee’s personnel file.
- B. All employees that drive Authority vehicles and/or operate Authority equipment will be required to participate in routine training provided and paid for by the Authority on safe driving and/or proper equipment operation.
- C. Employees that drive an Authority vehicle will be classified in one of the following categories based on their MVR driver point balance and the history of their MVR. Revocations and suspensions addressed herein will be enforced if they are due to traffic or moving violations, unless otherwise stated.
  1. Unrestricted Drivers:
    - a. Defined as employees that have no vehicle restrictions placed upon them.
    - b. Are based on all of the following information being shown on the employee’s MVR:
      - i. A driver point balance equal to or greater than negative four (-4); and,
      - ii. No convictions within the last two (2) years of a driving while intoxicated (DWI) and/or driving under the influence (DUI) and/or a revoked driver’s license; and,
      - iii. At least six (6) months of not having had a suspended driver’s license.
      - iv. No more than one (1) moving violation and/or accident in which the employee was found at fault while operating an Authority vehicle during the past one (1) year.
  2. Restricted Drivers:



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- a. Defined as employees that have vehicle restrictions placed upon them, including but not limited to, the following:
    - i. Authority vehicles may not be taken home for any reason. Employees that are on call, as described in the On Call and Call Out policy, will still be required to perform these duties but will need to provide their own vehicle to get to and from the office.
    - ii. The MVR may be reviewed on a quarterly basis.
    - iii. Non-essential driving, such as driving to training or a conference, may be limited.
  - b. Are based on any of the following information being shown on the employee's MVR:
    - i. A driver point balance between or equal to negative five (-5) and negative seven (-7); or,
    - ii. A conviction between the last one (1) to two (2) years of a driving while intoxicated (DWI) and/or driving under the influence (DUI) and/or a revoked driver's license; or,
    - iii. Having had a suspended license within the past six (6) months; or,
    - iv. Two or more moving violations and/or accidents while driving an Authority vehicle during the past one (1) year where the employee driver was at fault.
  - c. Documentation will be placed in the employee's file for being placed in this category.
3. Prohibited Drivers:
- a. The employee will be required to attend and successfully complete a DMV approved driver improvement clinic on the employee's own time and at their own expense if the infractions on their record are related to driving.
  - b. Defined as employees that cannot drive Authority vehicles for any reason.
  - c. Are based on any of the following information being shown on their MVR:
    - i. A driver point balance less than or equal to negative eight (-8); or,
    - ii. A conviction within the last year of a driving while intoxicated (DWI) and/or driving under the influence (DUI); or,
    - iii. Currently having a suspended or revoked driver's license for any reason; or,
    - iv. Multiple moving violations or substantial/multiple accident(s) in which the employee was at fault while operating an Authority vehicle during the past one (1) year.
  - d. The MVR may be reviewed on a monthly basis.
  - e. Documentation will be placed in the employee's file for being placed in this category
  - f. Employees that are required to drive an Authority vehicle in order to perform their job duties and are classified as prohibited drivers may be subject to termination.
- D. Employees that do not regularly drive Authority vehicles may be classified as restricted or prohibited drivers based on their MVR driver point balance. MVR will still be reviewed for these employees and documentation will be placed in their files.
- E. The level of corrective action given will be dependent on the severity and nature of the violation.
- F. Failure to report an accident involving an Authority vehicle and/or equipment will lead to corrective action.
- G. Employees who operate Authority vehicles and/or equipment must comply with the Drug and Alcohol policy.

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- H. Employees that are categorized as prohibited drivers or restricted drivers by the Authority will be routinely monitored for driving improvement by their Manager and Human Resources and may have their status changed upon the completion of the requirements and the improvement of the MVR to meet the improved classification.

#### **Section 11. REVISIONS**

- A. This policy was approved and adopted by the Authority's Executive Director on February 26, 2013 effective July 1, 2013.