

**CITY OF CENTENNIAL, COLORADO**  
13133 East Arapahoe Road, Centennial, Colorado 80112

---

**ADMINISTRATIVE DIRECTIVE**  
**No. 2013-CM-AD-03**

**VEHICLE USE DIRECTIVE**

---

**I. AUTHORITY:**

Article 2 of Chapter 2 of the City's Municipal Code, provides the City Manager with the authority to carry out the administrative affairs of the City, including promulgating administrative policies consistent with federal, state and local laws.

**II. PURPOSE OF THE DIRECTIVE:**

The purpose of this directive is to ensure that City vehicles are driven in a manner that is safe, responsible, and courteous and to mitigate any potential liability that may arise from City employee use of the City's fleet. The City also intends to comply with CIRSA's Loss Control Standards.

**III. SCOPE:**

This directive applies to all City employees who operate City owned, hired, or leased vehicles of any type on either a regular or occasional basis. This directive does not apply to independent contractors or volunteers.

**IV. DIRECTIVE:**

**A. Permitted Uses**

City vehicles shall be used only in the performance of City business and strictly within the performance of public duties and within the scope of public employment. City vehicles **SHALL NOT** be used for any reason other than City business, including private or personal business. Employees who use a City vehicle for any reason other than City business, divert from City business for personal business, or who are not authorized to use a City vehicle shall be deemed to be acting outside the course and scope of his or her employment and may be personally liable for injuries or accidents arising out of such use. Employees do not have any expectation of privacy in any City vehicle or its contents.

**B. Operating Requirements**

The following requirements must be adhered to while operating a City vehicle:

1. Seat belts must be utilized in compliance with C.R.S. § 42-4-237. All occupants of City vehicles are strongly encouraged to wear seatbelts. The City may periodically conduct checks to ensure that vehicle occupants are in compliance with state law.
2. Only authorized passengers are permitted to ride in City vehicles. Non-City individuals such as volunteers, acquaintances, spouses, and children shall not be passengers in a City vehicle unless they are authorized to conduct City business.
3. The driver must obey all traffic laws at all times. It is incumbent upon operators of City vehicles to follow motor vehicle laws, obey the rules of the road, and operate the vehicle in a safe and courteous manner. The operation of a City vehicle should always lead to positive perceptions by our citizens. The City will not pay traffic tickets or parking fines incurred by employees while driving City vehicles.
4. Employees are prohibited from using or being under the influence of alcohol, illegal drugs, or any drugs or substances that may affect the employee's ability to drive safely.
5. Employees who are driving a City vehicle are prohibited from conducting any activities that may impede their ability to safely operate the vehicle while it is in motion, including, but not limited to, the use of cellular telephones (unless they are equipped with hands-free operation), personal listening devices, cigarettes, cigars, chewing tobacco, and eating.
6. If an employee is involved in a traffic accident while driving or riding in a City vehicle or while performing City business, the employee shall immediately notify the police of the accident, and then shall notify his/her immediate supervisor.

**C. Eligibility to Operate a City Vehicle**

To be eligible to operate a City vehicle:

1. An individual must be an employee of the City of Centennial;
2. An individual must possess a valid State of Colorado Driver's License;
3. The operation of a City vehicle must be necessary to perform a function of the employee's job duties
4. An individual must have a satisfactory Motor Vehicle Record (MVR) according to the criteria established by the Human Resources Division;
5. Regular drivers must complete defensive driving training at least every 2 years.

**D. Motor Vehicle Records Review**

The City will review Motor Vehicle Records (MVR) for employees upon hire. Annually thereafter, the City will review MVRs for employees who are assigned a City vehicle or who regularly operate a City vehicle. The City will comply with the requirements in the Driver's Privacy Protection Act in collecting and retaining MVRs.

**E. Driver's License Suspension, Revocation, or Restriction and Major Conviction**

In the event an employee's driver's license is suspended, revoked, or restricted for any reason, the employee shall promptly notify his/her supervisor with written notice of said suspension, revocation, or restriction within one (1) working day. At that time, the employee's supervisor shall immediately notify the Human Resources Division. The employee shall not operate a City vehicle during the term of the stipulated suspension, revocation, or restriction.

In the event an employee is convicted of a major traffic violation, the employee shall promptly notify his/her supervisor with written notice of said conviction within one (1) working day. At that time, the employee's supervisor shall immediately notify the Human Resources Division. All employees convicted of a major traffic violation shall not operate a City vehicle unless and until they receive the appropriate authorization from their supervisor. The Human Resources Division will define a major traffic violation, and employees are responsible for knowing and complying with that definition.

**F. Revoking Eligibility to Operate a City Vehicle**

Decisions to revoke or reinstate an employee's driving privileges will be made by the Department Director and the Human Resources Department.

**G. Hired/Rented Vehicles**

The City may, on occasion, hire/rent a vehicle for use by City employees. Hired vehicles may only be driven by authorized drivers and for City business purposes.

The City shall not purchase rental car insurance at the time of hiring a vehicle. The City's insurance coverage includes vehicles hired by the City for use in performing City business. This section may be updated due to changes in insurance coverage.

**H. Vehicle Maintenance and Safety**

Employees shall not operate vehicles that are in an unlawful or patently unsafe condition. Employees shall promptly report in writing via email all City vehicle maintenance issues/concerns to the department responsible for managing the City's fleet.

For vehicle safety concerns, employees shall notify the appropriate department immediately.

**I. Violations**

An employee found to be in violation of this Vehicle Use Directive may have their City driving privileges suspended or terminated. The City reserves the right to impose such other remedies, up to and including termination, as is deemed appropriate and reasonable.

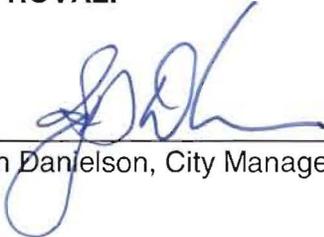
**V. EXCEPTIONS**

The City Manager may grant exceptions to this directive at his/her discretion.

**VI. EFFECTIVE DATE:**

This directive shall be effective upon signature by the City Manager.

**VII. APPROVAL:**

  
\_\_\_\_\_  
John Danielson, City Manager

10/3/13  
\_\_\_\_\_  
Date