



THE CITY OF SPRINGFIELD, MASSACHUSETTS

MAYOR DOMENIC J. SARNO

May 22, 2012

Department Heads:

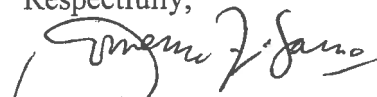
In January 2011, I established a Vehicle Review Committee (VRC) to review the city's motor vehicle usage and inventory. I asked the city's Chief Administrative and Finance Officer, Lee Erdmann, to chair this committee. Under Mr. Erdmann's direction and with help from Department of Public Works Director, Allan Chwalek, Finance Department's Budget Director, LeeAnn Pasquini, the Director of Parks, Buildings and Recreation, Patrick Sullivan, Police Commissioner William Fichet and Fire Commissioner Joseph Conant that process has begun. One of the VRC's primary objectives was to create the city's first Motor Vehicle Policy Manual. I have received and approved the Motor Vehicle Policy Manual. This manual was also adopted by the VRC at its meeting of May 18, 2012.

The contents of this manual are effective immediately.

Please issue a copy of this manual to all employees who have access to city vehicles.

Thank you for your assistance in this matter.

Respectfully,


Domenic J. Sarno

CITY OF SPRINGFIELD
POLICIES AND PROCEDURES GOVERNING CITY MOTOR VEHICLES
PUBLISHED 2/1/2011
UPDATED 4/26/2012

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1. Administrative Policies and Procedures

1.1 Definitions

For purposes of these policies, a city vehicle is any motor vehicle or piece of equipment that is owned, leased, rented, donated or provided to the city under contract. A City vehicle may also be a personal vehicle, properly insured and authorized to carry out City business.

Failure to comply with any of the policies and procedures herein will result in the suspension or removal of privileges of operating city owned vehicles. An employee's failure to comply with any of these policies may be cause for disciplinary action up to and including termination.

1.2 Motor vehicle license

In order to be eligible to drive a City motor vehicle, an employee must be at least eighteen (18) years of age. No employee shall operate a city owned, leased, rented or donated vehicle or vehicle provided to the city under contract or a privately owned one on official business without a valid driver's license in his/her possession for the type and class vehicle the employee would be operating. Also, an employee is solely responsible for keeping valid and current his/her license and right to operate a motor vehicle.

An employee, who operates a motor vehicle as part of his/her official job duties, must inform his/her supervisor immediately of revocation or suspension of his/her driver's license, including any reduction in classification of his/her Commercial Drivers License (CDL). An employee's failure to do so may be cause for disciplinary action up to and including termination.

1.3 Driving performance

All employees operating a vehicle of any kind on city business shall do so in strict compliance with applicable laws and regulation and use defensive driving techniques. This shall include safety checks of vehicle equipment and loads as required by law and city safety and health rules. Vehicles are to be driven in a manner such as to create a favorable impression to the public. All drivers of city owned, leased, rented or donated vehicles are responsible for the proper care and handling of those vehicles while in their custody.

1.4 Parking/Traffic tickets—violations

Drivers must obey all state and local traffic laws and regulations. Any legal action resulting from such violations is the personal responsibility of the affected driver or assigned individual. Any individual, who is found in violation of these laws, could risk loss of city vehicle driving privileges for a period to be determined by the city and in conjunction with the Law Department.

1.5 Alcohol and controlled substances (drugs)

No employee will be permitted to operate a vehicle under the influence of alcohol, controlled substances (drugs), intoxicants, or legally prescribed medications that impair the ability of the driver to properly and/or legally operate a motor vehicle. No employee will operate a city vehicle with alcoholic beverages or controlled substances aboard said vehicle unless either are manifested as cargo or for official city business purposes. Any city employee arrested for operating a city vehicle under the influence of alcohol or any illegal substance will lose all privileges to operate a city vehicle pending the outcome of the trial. If convicted, the employee may lose his/her privilege to drive a city vehicle of any kind. In addition, the employee may be subject to disciplinary action up to and including termination. Commercial motor vehicle drivers are subject to the specific requirements for CDL (Commercial Drivers License) operators under the *U.S. Department of Transportation Rule Part 383 Controlled Substances and Alcohol Use and Testing*. CDL operators are encouraged to review Part 383 and the City's standard operating procedures for affected employees.

1.6 Vehicle and personal radios

City vehicles that are equipped with broadcast radio and/or cassette/CD players must be used in such a manner as not to interfere with the safe operation of the vehicle or impede the driver in any way. Unless a vehicle is equipped by the manufacturer with a communication headset, the use of radio/cassette player ear plugs or headsets when driving is against the law and city safety and health policies and procedures.

1.7 Radar detectors

The installation and use of radar detectors in city vehicles is forbidden.

1.8 Smoking by drivers and passengers

To maintain our smoke-free work environment and as courtesy to other users/passengers, the City prohibits smoking in city vehicles.

1.9 Cleanliness of city vehicles

All users of a City vehicle or piece of equipment are required to keep both the inside and outside of the vehicle clean and free of debris. Vehicles should be washed four (4) times a year. Washing should be done through the use of wash tickets (obtained through the Fleet Manager) or by utilizing the wash bay at 70 Tapley Street. The interiors of vehicles are also expected to be kept clean. A vacuum is available at 70 Tapley Street to assist with this.

1.10 Authorized passengers

An employee cannot transport members of his/her family, personal friends, or non-city employees in a city vehicle without specific permission from the department head. An employee cannot transport any animals (excluding service animals) without expressed written consent from the department head or the DPW's Fleet Manager.

1.11 Motor Vehicle Review Committee

Periodically, the Mayor will appoint members to a committee to review the city's motor vehicle inventory. This committee will analyze every city department's motor vehicle fleet to ensure proper size and function. The committee will review: the utilization of vehicles to help determine appropriate operational needs, if assigned vehicles are warranted, identify any excess inventory that may exist, and identify any inventory deficits that may exist. The DPW Fleet Maintenance Division will provide the committee with any fleet information it has including: departmental vehicle inventory, year, make, model, mileage, and fuel usage.

This committee will periodically meet with department heads to review vehicle inventory levels. Prior to the meeting, the committee will identify and communicate any inventory issues.

1.12 Assignment of City Vehicles

Currently, City vehicles are assigned to department heads holding certain designated positions of responsibility (examples: Police Commissioner, Fire Commissioner, Public Works Director,). Certain city employees are also assigned city vehicles due to the nature of their work or as provided by a collective

bargaining agreement. Below are guidelines regarding the assignment of city vehicles.

1. Department heads may request, in writing, from the Motor Vehicle Review Committee that a city vehicle be assigned to an employee of that department. The department head making such a request should provide the salient reasons why such an assignment is in the best interest of the city. The department head should also state if the assigned vehicle will be used for commuting purposes as well. The Motor Vehicle Review Committee will review and recommend which requests should be granted by the Mayor. The Mayor is the only one authorized to approve or deny such an assignment.
2. Individuals that have been assigned a city owned vehicle are required to attend the city's defensive driving course (Police and Fire Depts. excluded).
3. Individuals that have been assigned a city owned vehicle may also be granted permission to use the vehicle to commute to their domicile if this allows for more efficient performance of their job duties. Permission to use a city owned vehicle for commuting purposes must also be obtained from the Mayor. Use of a city vehicle for commuting will result in a "fringe benefit income" on ones W-2 (see 1.12.7).
4. In every case in which a municipal vehicle is permitted to be used for commuting to an employee's domicile, the vehicle must be driven over the shortest usually traveled route taking into account road and traffic conditions. Such vehicles may be used for incidental personal purposes as long as the purpose doesn't require a significant deviation from the shortest usually traveled route.
5. The Motor Vehicle Review Committee shall periodically, and whenever such position becomes vacant, review the need for the assignment of a city owned vehicle to any employee.
6. All employees (except those listed as exempt in section 1.12.7) who are authorized to use a city owned vehicle for commuting to their domicile and who's domicile is outside the City of Springfield's borders, are required to reimburse the city for each mile traveled outside the City of Springfield borders unless as otherwise provided by collective bargaining agreement. For example, a city employee who is assigned a city owned vehicle and who's domicile is 5 miles outside the city's border is responsible for reimbursing the city for the monetary value of 10 miles (5 miles on the way to work and 5 miles on the way home) every work day. The reimbursement rate will be equivalent to

the rate the city reimburses employees using their personal vehicle for city business. The city's Chief Administrative and Financial Officer shall establish, and review annually, the process to collect the travel reimbursements and help determine the applicable reimbursement rate unless as otherwise provided by collective bargaining agreement.

7. U.S. Internal Revenue Service (IRS) reporting procedures: federal law requires employers, including the city, to include "fringe benefit income" on annual W-2 forms submitted to the IRS for each employee. Such fringe benefit income includes an amount reflecting an employee's use of an "employer provided vehicle" for "commuting." Employer provided vehicles include city owned, rented, leased, or donated vehicles or those provided to city employees by a contractor in connection with a city contract. The IRS provides exemptions for the use of employer provided vehicles it defines as "qualified non-personal use vehicles." The Law and Treasurers Departments should be consulted if questions arise regarding exemptions. The two specific exemptions may be:
 - A. Police and fire emergency response vehicles; and
 - B. Vehicles unsuited for personal use. (Pick-up trucks and vans are NOT exempt).

1.13 Vehicle identification

All city owned vehicles will have a vehicle identification number and city emblems affixed to their exterior. Affixing decals, bumper stickers or any other ornamentation to the exterior of the vehicle is strictly prohibited. Alterations to the interior of city owned vehicle is also prohibited.

All vehicles must have two registration plates that are in good condition and correspond to the vehicle's official registration certificate. In addition, the vehicle must have an up-to-date valid vehicle state inspection sticker on the windshield.

Any vehicle that is found to be not in compliance with the requirements of this section may be refused a vehicle state inspection sticker at the time of inspection.

2. Safety Policies and Procedures

2.1 Safety seat/shoulder belts and other restraints

Where safety seat and shoulder belts and/or other restraints are available, it is mandated by law and these city policies that they shall be fastened and worn properly by all drivers and passengers in all vehicles used for official business when the vehicle is in motion. This also includes employees who are passengers in other's vehicles or transportation services. Further, if a vehicle is equipped with an airbag restraint system, safety and shoulder belts must be utilized. A Human Resources Department approval is required for any and all accommodations and/or exemptions relative to said policy.

2.2 Safe and appropriate seating

No one shall ride in or on any vehicle unless positioned in a safe and appropriate seat intended for that purpose and wearing a seat/shoulder belt, except certain Traffic Division personnel working during street painting operations at speeds no greater than 10 miles per hour, and Refuse Collection Laborers while working off the back of a packer truck at speeds no greater than 15 miles per hour. In addition, Refuse Collection Laborers are required to use the handholds and foot platforms on the rear of the truck designed for this purpose.

2.3 Vehicular accidents

2.3.1 Procedures to be followed

All city drivers involved in an accident with a city provided vehicle, regardless of whether the driver or his/her passenger(s) were injured or whether the vehicle was damaged, must complete a Commonwealth of Massachusetts Operator's Report of Motor Vehicle Accident form as soon as practical for the department head and forward copies to the Law and Human Resources Departments. (See attached forms)

If physically able, the driver must comply with the following procedures at the scene of the accident:

1. Stop immediately, remain calm, activate the 4-way hazard flashers (set out your warning triangles if so equipped) and secure the vehicle at the accident site. In the event the vehicle must be moved out of traffic to a safe place, do so only if the vehicle can be moved safely.
2. Check for injuries to passengers, obtain medical attention, if necessary.

3. Immediately notify the police and your supervisor/department head. Remind your supervisor/department head to notify the Law Department as soon as possible.
4. If necessary, follow first aid procedures or assist passengers.
5. If the employee is a CDL operator driving a commercial motor vehicle that is involved in an accident, there are special requirements mandated by federal DOT that must be followed (see City Standard Operating Procedures for CDL operators).
6. If another vehicle(s) was involved, obtain all information necessary to fully complete the Commonwealth of Massachusetts Operator's Report of Motor Vehicle Accident form, including all insurance information on the other vehicle(s) involved.
7. Obtain any and all witnesses' names, telephone numbers and addresses. You may use the witness cards in the kit. However, if the police are performing this task, inquire as to when and where a copy of their report will be available. Also, obtain the name and badge number of the investigating officer(s) for your report.
8. **THE DRIVER AND PASSENGERS SHOULD NOT: ARGUE, MAKE ACCUSATIONS, ADMIT GUILT, SIGN ANYTHING, OR MAKE ANY PROMISES.**
9. The driver is only required to furnish the operator of each vehicle involved in the accident with his or her name, address, license number, owner of the vehicle, registration number, and pertinent insurance information (the city is self-insured). Every other driver involved in the accident is required to furnish you with the same information. The city driver should make sure that he or she **physically looks at the other driver's vehicle registration and license in order to verify that driver's license picture and information.**
10. If possible, take photographs at the scene or Law Department personnel and/or police photographer may do so.
11. If towing is required, contact Public Works at 787-6262 or have the vehicle towed to 70 Tapley Street, except for fire and police vehicles. Otherwise, if the vehicle is located too far from the city, then to the nearest state police facility or highway department garage.

2.3.2 Accident reporting

Reporting requirements following the accident, whether another vehicle was involved or not. The employee is responsible for:

1. Submitting a completed Commonwealth of Massachusetts Operator's Report of Motor Vehicle Accident form within twenty-four (24) hours or the next usual business day whenever possible to the driver's department head and a copy to the Law and Human Resources Departments. Also, any injured driver or passengers who are employees must file a city work-related injury report form with their department.
2. If the accident resulted in property and/or vehicle damage estimated to be \$1000 or more and/or injury or death to anyone involved, the driver must submit a copy of the Commonwealth of Massachusetts Operator's Report of Motor Vehicle Accident form to the Registry of Motor Vehicles and the police department in whose jurisdiction the accident occurred. The employee **MUST** confer with the Law Department and his/her department head before sending in said copy.

2.3.3 Accident Review Committee

An accident review committee will be established to review every department's city vehicle accidents. The accident review committee will meet on a quarterly basis. The Committee will:

1. Try to determine the factors that contributed to the accidents.
2. Design safe driver training to prevent future accidents.
3. Track accident trends (seasonal, by person, by department, etc.)
4. Recommend to department heads that they revoke or suspend driving privileges for individuals with multiple and/or severe preventable accidents.

2.4 Breakdowns

An employee who experiences a city vehicle breakdown during regular working hours (Monday through Friday 6am – 10pm) while using a city vehicle, should contact the Public Works vehicle repair division at 787-6262 prior to having the vehicle towed. If a breakdown should occur after regular work hours, contact

the city's towing vendor and arrange to have the vehicle towed to the Tapley Street repair facility.

2.5 Vehicle safety check

2.5.1 Pre-trip

Every driver should perform a walk-around pre-trip vehicle safety check. Any defects requiring attention should be reported. A driver should not drive a vehicle with faulty or defective brakes, tires, lights, or safety equipment, including driver and/or rearview mirrors. Any questions should be directed to the supervisor or vehicle repair personnel.

In accordance with *Federal Motor Carrier Safety Regulations*, CDL operators driving a commercial motor vehicle are required by DOT and Registry of Motor Vehicles rules to perform a vehicle safety check.

A driver who fails to perform a complete safety check may be subject to losing his/her driving privileges of city vehicles and may be subject to disciplinary action.

2.5.2 Post-trip

All drivers should perform a walk-around post-trip safety check of the city vehicle after completion of their work or use of the vehicle that day. The post-trip safety check consists of noting any mechanical defects of the vehicle that the driver may have observed or noticed.

In accordance with *Federal Motor Carrier Safety Regulations*, CDL operators driving a commercial motor vehicle are required by DOT and Registry of Motor Vehicles rules to perform a post-trip Safety Check and note any defects in equipment or the vehicle detected during the day.

A driver who fails to perform a complete safety check may be subject to losing his/her driving privileges of city vehicles and may be subject to disciplinary action.

2.6 Fueling of vehicles

All city vehicles should be fueled at 70 Tapley Street. Vehicles will not be fueled with the engine running. Smoking or open flame are not permitted during fueling operation. Filling of portable fuel safety cans to be transported in a city vehicle must be done so in compliance with state and city safety and health

rules and regulations. Such safety cans must be of the approved type by federal, state and local codes and regulations.

When refueling is from a mobile tank vehicle, the vehicle shall be electrically bonded, an appropriate fire extinguisher shall be immediately available, and no smoking or open flame shall occur.

2.7 Operation of two-way radios and cellular telephones

Some vehicles are equipped with two-way radios. The purpose of these radios is to provide immediate and on-going communications with the operating department. It is absolutely imperative that radio transmissions be conducted in a professional manner. There should be no foul or profane language used—nor should the radio be used for any purpose other than to relay information pertinent to the operation of the city. Except for personnel responding to an emergency situation, handheld cellular telephone use by a driver when operating a vehicle is prohibited because it distracts the driver's attention from traffic conditions. A driver should pull into a parking lot or other safe location, when using a handheld cellular telephone. However, drivers may choose to use hands-free cellular telephone device as allowed by law.

2.8 Speed

All drivers, except for public safety personnel authorized to respond to an emergency situation, are required to obey all speed limits. Under no circumstances is a city vehicle to be driven at a speed greater than is reasonable and prudent under the existing weather, road and traffic conditions.

2.9 Hazardous environmental conditions

Caution in operating a city vehicle shall be exercised when hazardous conditions, such as those caused by snow, ice, sleet, fog, mist, rain, sunlight, dust or smoke adversely affect visibility or traction. Speed shall be reduced and following distance increased when such conditions exist. If conditions become sufficiently dangerous, the driver should properly park the vehicle.

2.10 Safe following distance

All drivers are to maintain a "sufficiently safe" following distance at all times as outlined in the National Safety Council Defensive Driving Course. If all driving conditions are good, the driver should use the "two (2) second rule" to keep a safe following distance. The driver would watch the vehicle ahead pass a specific fixed marker or object: a pole, mile marker, fence post, etc. When the rear bumper of that vehicle has passed that marker, the driver begins to count:

"One thousand one, one thousand two." If the bumper of the city vehicle reaches the mark before he or she finishes counting, the driver is following too closely and needs to ease up and check again. If conditions become adverse, the driver should use the "two second plus rule". For each adverse condition such as poor or extremely bright light conditions, dusk, night, inclement weather, poor road and/or environmental conditions, following a motorcyclist, truck, bus or towed trailer, or when towing a trailer, etc., the driver should add one second following distance for each adverse condition. When driving a vehicle larger than an automobile or towing a trailer, the driver should use the four (4) second rule and adjust speed according to adverse conditions.

2.11 Proper parking and securing of vehicle

Operators must obey all state and local traffic and parking laws and regulations (see section 1.4). Vehicles should be parked to avoid backing whenever practicable. If backing is necessary, it should be done upon arrival. When a driver leaves a vehicle, it must be properly and legally parked, front wheel curbed, transmission in PARK, hand brake engaged if on an incline and/or vehicle is equipped with manual transmission (also leave in first or reverse gear), ignition turned off, and key removed. If out of sight of the vehicle; it must be locked.

Those vehicles equipped with wheel chocks must be chocked while parked to prevent rollaways and runaways. On level ground, two (2) chocks shall be used, placed on each side of a rear wheel on a solid surface. On an incline, two (2) chocks shall be placed on the downhill side of the rear wheels. On extreme inclines, four (4) chocks shall be placed on the downhill side of the rear wheels on dual wheel vehicles.

Before moving a parked vehicle, drivers shall assure that people, animals and objects are out of the way by observing the area around the entire vehicle.

When it is necessary to park a vehicle with the engine running, windows shall be opened to provide adequate ventilation and the wheels must be properly chocked to prevent a runaway.

2.12 Vehicle and trailer loads

Vehicles and trailers, including the load, shall never exceed the registered gross vehicle or trailer weight. Objects being transported or in a trailer shall be stored completely within the sides of the trailer. The width of any trailer may not exceed the width of the towing vehicle. Objects extending beyond the rear of the vehicle must be properly secured and flagged in red or orange. Also, the load shall not cover or obscure the rear vehicle lights or cause any unsafe

condition for people or property. Exceptions must be reviewed and may be allowed by special permit.

Trailer hitches that are installed on city vehicles or leased ones require the use of certain driving techniques. A competent individual with the skills and knowledge of safe hitching, unhitching, and maneuvering techniques must train a city driver who will operate equipment in a tow operation.

Safety chains or cables provided for each trailer or vehicle shall be connected to prevent the load from breaking away should the primary hookup fail. When connected, the chains or cables shall be crossed under the tongue of the trailer.

Travel heights for vehicles over ten (10) feet shall be conspicuously posted so that sufficient clearances can be maintained.

2.13 Firearms, ammunition, explosives, Mace and pepper spray

Except for sworn police officers, arson and bomb squad personnel or other employees as noted below, the possession, carrying, and/or transporting of firearms, ammunition, explosives, Mace, pepper spray or the like in city vehicles is forbidden. City employees who are authorized by their department head and possess a valid Federal Arms Identification card (FID card) and/or other such firearm permit(s) to carry Mace, pepper spray or the like while on official business should insure that it is always in their immediate possession and control and not stored in a city vehicle. The Law Department should be consulted regarding any legal questions on these matters.

For the purpose of repair or construction of city facilities, properly licensed (FID card) journeymen or repair personnel are allowed to transport "stud guns" that require a gunpowder cartridge in city vehicles. A "stud gun" must never be transported in a loaded condition.

Explosives must not be transported or stored in a vehicle that is not properly placarded or suited for this task according to Department of Transportation Motor Carrier rules and regulations. The driver of such a vehicle with explosives must possess a valid CDL with a Hazardous Materials endorsement.

3 Operational Procedures

3.1 License and background checks for drivers and CDL operators

If an employee will be operating a vehicle to carryout official business, that employee must verify to the department head at hiring and at least annually thereafter, that said employee has a valid and current license to operate the class and type of said vehicle. As part of the license check procedure, the department head will forward to the Human Resources Department a clear photocopy of the front and back of the employee's motor vehicle license at hiring and whenever he/she conducts subsequent license checks. If an employee who previously had not operated a vehicle to carryout official business, but will be doing so, that employee must now have his/her driver's license checked. Department heads must conduct motor vehicle license checks at least on an annual basis, preferably on or just after an employee's birthday. In addition, some department heads, as part of their hiring process, may require that all prospective employees at their own expense submit a copy of their most recent motor vehicle record check.

According to U.S. Department of Transportation (DOT) regulation, before a newly hired employee or current employee begins to operate a commercial motor vehicle for the city (as defined by DOT) for any reason as a Commercial Drivers License (CDL) operator, that employee must submit to a DOT alcohol and controlled substances use and testing record and CDL background check, shall have a DOT preplacement urine test whose result is negative, and complete the mandated DOT CDL operator training offered by the Human Resources Department. Also, any city CDL driver who was removed from the city's testing pool (for any reason) must be handled just as a new CDL operator would be as outlined above in order to operate a commercial motor vehicle for the City again. More detailed information is available in the city's *Standard Operating Procedures for Alcohol and Controlled Substances Use and Testing for CDL Operators*.

3.2 Temporary Assignment of Vehicles

The city has a pool of vehicles available to city employees requiring temporary use of a city vehicle. A department head may request, in writing, to use a city vehicle from the pool vehicles by contacting the DPW's Fleet Manager. The department head requesting a vehicle should include in their request: the name of the individual who will be using the vehicle, the dates/time the vehicle will be used, the reason for the request (i.e. the vehicle is needed for purposes of commuting to a conference). The DPW Fleet Manager will respond with availability and instructions for pickup. The department head requesting the vehicle is responsible for verifying that the driver of the pool vehicle has a valid

license before the use of city vehicle. A city employee may use the temporary assigned vehicle to commute to/from their domicile. However, approval from their department head must be obtained prior to such use of the vehicle.

In addition, the employee may be impacted by federal IRS law relative to using a non-exempt vehicle provided in connection with his/her employment by the city for commuting from the employee's domicile and may be subject to "fringe benefit income" on his/her annual W-2 form (see section 1.12.7). If an employee has any questions on this matter, the City Treasurer and Law Department should be contacted for assistance.

3.3 Out-of-state travel

Employees who are planning on taking a city vehicle on official business out-of-state must be aware that out-of-state travel in any city vehicle will only be permitted with prior approval of the respective department head and the DPW's Fleet Manager.

3.4 Preventative maintenance

City vehicles and equipment in use by various Departments are required to be maintained in accordance with manufacturers' recommendations or lease agreement stipulations. The Central Repair Facility will track preventive maintenance requirements through its Fleet Management System triggered by mileage or hour information provided by the City's Central Fuel Management System. Notification for PM services which are due will be sent via email to the appropriate Department (except Police and Fire). A call must be placed within 24 hours to 787-6262 to schedule a PM service. A pool car, when available, will be assigned while the PM work is being performed. Failure to comply with this procedure could result in the vehicle's fueling key being inactivated.

3.5 Repairs

3.5.1 Hours of operation

Except for Police and Fire Departments, an employee responsible for a vehicle(s)/equipment may contact the Central Repair Facility at 787-6262 during normal business hours Monday through Friday from 6am to 10pm, except holidays, to schedule a PM or repair work.

3.5.2 General procedures

The employee will be asked to provide their name, vehicle ID, make, model, registration number, current odometer reading, and a detailed description of the problem being experienced.

3.5.3 Emergency repairs

If a vehicle/equipment becomes inoperative outside of the Central Repair Facilities normal business hours of operation, call 787-6262 in order to obtain the telephone number of the towing company currently contracted with the City. The number will be stated at the end of the voice mail greeting. Supply the information requested by the company and have the vehicle/equipment towed to the Central Repair Facility, 70 Tapley St., Springfield, MA. 01104. The information requested under general procedures 3.5.2 must also be relayed to the voice mail at the above telephone number along with the time and date the vehicle was towed.

3.6 Parking, Tolls, Etc.

The driver should keep all receipts for parking, tolls, fuel, car washes, etc., authorized by the department head and request reimbursement for these charges from his/her department head in accordance with procedures prescribed by the City Comptroller.

3.7 Stolen or vandalized vehicles

If a city vehicle is stolen while in an employee's possession, it must be reported immediately to the local police department having jurisdiction where the theft occurred, the employee's supervisor and the next business day to the Law Department (787-6085) and Department of Public Works (787-6262).

3.8 Distractions to Impede Safe Driving

City employees are prohibited from engaging in any activities which impede safe driving. Examples of distractions to avoid are: texting, talking on the cell phone for extended periods of time while driving, operation of hand held devices such as GPS units and MP3 players, putting on cosmetics and/or grooming themselves, putting on (or taking off) clothing, and changing the radio station while driving. If any employee needs to use his/her cell phone while driving, then the driver must use a hands-free phone device. Drivers must not remain on the cell phone for extended periods of time.

3.9 Idling Vehicles

No City employee who uses a city vehicle shall leave the vehicle unattended and/or allow the vehicle to remain idle for more than five (5) minutes at any given time.

3.10 Vehicle/Equipment Intended Uses

The city's vehicles and equipment shall only be operated in compliance with their intended uses. Intended uses shall be defined as: the assigned purpose by the department head (or his/her designee) or the DPW's Fleet Manager.

3.11 Misuse

The city, through its City Solicitor, department heads, or the DPW's Fleet Manager reserve the right to revoke or suspend city vehicle privileges for any of the following violations:

- ✓ Lack of proper and/or up-to-date vehicle identification (registration plates, or vehicle inspection sticker) and documentation;
- ✓ Using a city vehicle without authorization or permission;
- ✓ Use of a city vehicle without a valid driver's license;
- ✓ Unauthorized out-of-state travel;
- ✓ Misrepresentation on any city vehicle report or inspection forms;
- ✓ Use of the city vehicle for a purpose other than for its intended use;
- ✓ Failure to obey city, departmental, state, and local traffic laws, rules, and regulations;
- ✓ An investigation, initiated by a complaint or accident, that proves the driver violated state or local traffic and parking laws and/or city rules, policies, or procedures governing the use of city vehicles.
- ✓ Failure to complete a vehicle safety check before use.

3.12 Vehicle documentation items

Below is a checklist for drivers to use to ensure they have all the necessary documentation when traveling in a city vehicle.

The following items are **required to be kept current and in (or affixed to) the vehicle at all times:**

- ✓ The vehicle registration (including two properly displayed registration plates)
- ✓ A valid vehicle safety inspection sticker on the windshield
- ✓ Accident information kit
- ✓ Breakdown procedure

The following documents are to be kept on the employee's person:

- ✓ A valid driver's license
- ✓ A valid lifting and hoisting license if operating such equipment
- ✓ Permission to operate a City vehicle (if a temporary driver)

RSMOTVE4REV

CITY OF SPRINGFIELD
EMPLOYEE WITNESS REPORT

This report should be used for describing an accident, damage to City of Springfield property, and any other accident that involves Springfield Parks, Buildings & Recreation. This report should be printed in ink and returned to your Supervisor within 24 hours of the incident. Your Supervisor will turn in the report to the Safety Coordinator. IF MORE SPACE IS NEEDED PLEASE USE THE REVERSE SIDE.

1. Date and Time of Accident: _____ Vehicle ID # _____
2. Your Name: _____
(PLEASE PRINT FULL NAME)
3. Job Title: _____
4. Location of Accident: _____
5. Were you... The Driver Passenger Witness from another Location?
6. Was weather a factor? Y N If yes, describe conditions: _____
7. Conditions of Accident Area: _____
8. Did any vehicle defects contribute to the Accident? Y N If yes, describe:

9. Were photos taken? Y N If yes, by whom?: _____
10. Describe how the Accident occurred: _____

EMPLOYEE SIGNATURE: _____ Date: _____

SUPERVISOR SIGNATURE: _____ Date: _____

CITY OF SPRINGFIELD
VEHICLE ACCIDENT REPORT PACKET

DO NOT REMOVE FROM VEHICLE
OPEN ONLY IN CASE OF ACCIDENT

Part One:

1. Stop immediately. Avoid obstructing traffic if possible.
2. Aid the injured. See that they receive medical attention as soon as possible.
3. Turn on hazards – place flares if needed.
4. Determine the damage to the vehicle.
5. Notify Local Police & Main Office (Contact Supervisor)

Part Two:

1. Get witnesses (non-employees) to complete form (enclosed).
2. Record information on the Motor Vehicle Crash Operator Report (enclosed) & give it to your Supervisor.

IMPORTANT

Make no statement to anyone except the following:

- A. Officer of the Law
- B. Park, Buildings & Recreation Management Representative

DO NOT ARGUE ABOUT THE ACCIDENT!!!

If the accident involves an unattended vehicle or fixed object, take reasonable steps to locate & notify the owner. If the owner can't be found please leave a note in a visible place on the vehicle or object. List your name, Springfield Parks, Buildings & Recreation, (413) 787-6280, & brief description of the accident with date & time. Whenever possible get a witness signed statement.

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- D. Park, Buildings & Recreation Management Representative

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If the accident involves an unattended vehicle or fixed object, take reasonable steps to locate & notify the owner. If the owner can't be found please leave a note in a visible place on the vehicle or object. List your name, Springfield Parks, Buildings & Recreation, (413) 787-6280, & brief description of the accident with date & time. Whenever possible get a witness signed statement.

SEND ORIGINAL TO:
 REGISTRAR OF MOTOR VEHICLES
 100 NASHUA STREET
 BOSTON, MASS. 02114

ONE-COPY TO
 POLICE DEPARTMENT in whose juris-
 diction the accident occurred.

MUST TYPE OR PRINT
 COMMONWEALTH OF MASSACHUSETTS
 OPERATOR'S REPORT
 OF MOTOR VEHICLE ACCIDENT

Supervisor's signature _____

Date: _____

Was this Accident Investigated by an Officer?
 If Yes Check One Box Below

1 Registry 4 State Police
 2 MDC 5 Local Police
 3 Other

Date of Accident			Day of the Week							Hour		YES <input type="checkbox"/> NO <input type="checkbox"/>		
Mo	Day	Yr	S	M	T	W	T	F	S	A.M.	1	P.M.	2	Have you completed a Mass driver education course <input type="checkbox"/> 1 <input type="checkbox"/> 2

VEHICLE 1	Name of Operator Making Report					Number of Vehicles Involved		Date of Birth							
	Street Address					City/Town		State		Zip					
	Owners Name and Address (if same, write same)					Driver's License Number and State		Registration Number and State		Approximate Cost to Repair \$					
	Name of Insurance Company only may be written here					Year		Make		Type					
Describe Damage to Vehicle										YES <input type="checkbox"/> NO <input type="checkbox"/>		Fire Damage <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>		Parked Car <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	

VEHICLE 2	Name of Operator					Date of Birth		Date of Birth							
	Street Address					City/Town		State		Zip					
	Owners Name and Address (if same, write same)					Driver's License Number and State		Registration Number and State		Approximate Cost to Repair \$					
	Name of Insurance Company only may be written here					Year		Make		Type					
Describe Damage to Vehicle										YES <input type="checkbox"/> NO <input type="checkbox"/>		Fire Damage <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>		Parked Car <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>	

OTHER	Describe Other Property Damage										Approximate Cost to Repair \$	
	Name of Property Owner					Address					Phone	

WITNESSES	Other Witnesses or Persons Present					Address					Phone	
											Bus Res	
											Bus Res	

Number Injured		To what hospital was injured taken?				Taken by Ambulance? YES <input type="checkbox"/> NO <input type="checkbox"/>	
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INJURED 1	Name of Injured										Street		City/Town		State	
	Age		Sex		INJURY SEVERITY				RESTRAINT SYSTEMS				PERSON INJURED			
	Ejected from Vehicle		1 YES <input type="checkbox"/> 2 NO <input type="checkbox"/>		1 Killed 2 Serious Visible Injury 3 Minor Visible Injury 4 No Visible Injury but Complaints of Pain				1 Safety Belt Used 2 Child Restraint Used 3 Helmet Used 4 Air Bag Used				1 Operator } In Vehicle 2 Passenger } No 3 Passenger in Train, Bus, Etc 4 Operator } On Motorcycle 5 Passenger }			
	1		2										6 Pedestrian 7 Bicyclist 8 Moped 9 Other			

INJURED 2	Name of Injured										Street		City/Town		State	
	Age		Sex		INJURY SEVERITY				RESTRAINT SYSTEMS				PERSON INJURED			
	Ejected from Vehicle		1 YES <input type="checkbox"/> 2 NO <input type="checkbox"/>		1 Killed 2 Serious Visible Injury 3 Minor Visible Injury 4 No Visible Injury but Complaints of Pain				1 Safety Belt Used 2 Child Restraint Used 3 Helmet Used 4 Air Bag Used				1 Operator } In Vehicle 2 Passenger } No 3 Passenger in Train, Bus, Etc 4 Operator } On Motorcycle 5 Passenger }			
	1		2										6 Pedestrian 7 Bicyclist 8 Moped 9 Other			

INJURED 3	Name of Injured										Street		City/Town		State	
	Age		Sex		INJURY SEVERITY				RESTRAINT SYSTEMS				PERSON INJURED			
	Ejected from Vehicle		1 YES <input type="checkbox"/> 2 NO <input type="checkbox"/>		1 Killed 2 Serious Visible Injury 3 Minor Visible Injury 4 No Visible Injury but Complaints of Pain				1 Safety Belt Used 2 Child Restraint Used 3 Helmet Used 4 Air Bag Used				1 Operator } In Vehicle 2 Passenger } No 3 Passenger in Train, Bus, Etc 4 Operator } On Motorcycle 5 Passenger }			
	1		2										6 Pedestrian 7 Bicyclist 8 Moped 9 Other			

CITY OF SPRINGFIELD
Non-Employee Witness Report

Thank you for completing this Witness Report. It will be very helpful for our records and the safety of the City of Springfield.

Location of Accident: _____
(Street name/number or intersection)

Date: _____ Time: _____ AM/PM

City Vehicle # _____ Registration # _____

Were you in a vehicle involved? Y N If yes, were you a DRIVER PASSENGER

Did you see the Accident happen? Y N Did you see anyone hurt? Y N

Please describe the Accident from your view: _____

(Please use reverse side if you need more space)

In your opinion, who was responsible? _____

(Please PRINT)

Name: _____

Home Address: _____

City, ST, & Zip: _____

Home Phone: _____ Work/Mobile Phone: _____

If necessary please mail to: City of Springfield, 70 Tapley St. Springfield, MA 01104
ATT: Fleet Division

THANK YOU!!!



CITY OF SPRINGFIELD

Vehicle Assignment Sheet

The following vehicle has been assigned to

_____ On _____
Employee Name Date

Department: _____

Division: _____

Vehicle Description: _____

Color: Plate #: _____

Vehicle ID #: _____

Mileage: _____

I agree that I have been assigned this vehicle in good condition and agree to treat this as my own property, reporting any damage or malfunctions as soon as they may occur. There is no damage noted at this time. I also have read and understand The Policies and Procedures Governing City Motor Vehicles.

Employee Signature

Supervisors Signature

CITY OF SPRINGFIELD SUPERVISOR'S ACCIDENT/INCIDENT REPORT

(To be completed immediately after accident/incident and submitted within two work days along with a copy of the employee's accident/incident report, even when there is no injury)

PLEASE PRINT

SECTION I

Department: _____ Division: _____

Date/Time of Incident: _____

Date/Time Incident was Reported to Supervisor _____

Age: _____ Sex: _____

Name of Employee: _____

Employee's Usual Occupation: _____ Length of Employment _____

Occupation at the time of Incident: _____

Time in Occup. at Time of Incident: _____ Employment Category: Ft., Pt., Sea., etc. _____

Check Incident Categories: Vehicle Personal Injury/Illness Property Damage

If other please describe: _____

Location of Incident: (Be Specific, City Building, Street Name, Other) _____

Nature of Injury and Body Part(s) affected: _____

SECTION II

Unsafe act by employee and/or others contributing to the accident/incident: (Be Specific)

MUST BE ANSWERED _____

(Check all that apply)

Personal factors contributing to incident: Inappropriate Behavior: Lack of Knowledge/Skill

Lack of Attention: Fatigue: Use of Wrong Equipment: Other: (Be Specific) _____

What Personal Protective Equipment (PPE) was required to be used by the employee? (eye, face and/or earring protection, hard hat, gloves, respirator, etc.) _____

Was the employee issued the necessary Personal Protective Equipment? Yes No

Was the employee using the required Personal Protective Equipment? Yes No

Corrective Actions. List those that have been taken, or will be taken, to prevent recurrence.

Deputy/Manager Signature	Date
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