



Administrative Directive

Title: Fleet Asset Operation		Index Number: AD 5.01
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1.0 **Purpose and Need**

Employees operate numerous fleet assets owned, leased, maintained, insured by, or loaned to the City of Virginia Beach. To ensure that these fleet assets are used appropriately and to ensure a safe and healthy work environment, parameters governing fleet asset operation are needed.

2.0 **Applicability**

- a. This directive applies to all full-time and part-time employees.
- b. This directive applies to City of Virginia Beach volunteers.
- c. This directive applies to temporary service and contracted workers who are required to use or operate City Fleet Assets.

3.0 **Administrative Directive**

Fleet assets shall be used only for official business and shall be operated only by persons properly trained and authorized to operate such assets. Employees who fail to comply with any of the provisions of this directive shall be subject to disciplinary action.

4.0 **Procedure to Accomplish Administrative Directive**

Department Directors shall make certain that all employees and volunteers within their jurisdiction are properly trained regarding the components of this Fleet Asset Operation Directive.

5.0 **Responsibility and Authority**

The Department of Finance Risk Management Administrator shall be responsible for the overall coordination and administration of this directive in accordance with the direction of the City Manager. The Department of Public Works Fleet Management Administrator is responsible for the management of the City's Motor Pool fleet and all other rental and lease fleet asset requests. The enforcement of this directive is assigned to Department Directors.

6.0 **Definitions**

A. Aggressive Driving Behavior

Driving behavior that is likely to increase the risk of collision and is motivated by impatience, annoyance, hostility, and/or an attempt to save time. Examples include but are not limited to: tailgating, weaving in and out of traffic, failure to yield the right of way to other road users, preventing other drivers from passing, speeding, reckless driving, driving at speeds "far in excess of the norm", and running stop signs or red lights.

B. Licensed City Fleet Asset

Any motor vehicle owned, leased, maintained, insured by, or loaned to the Virginia Beach Municipal Government. Use or operation shall be defined as starting the ignition and/or moving or driving a City vehicle.

C. Customer

Any individual(s) or company that is considered to be a client, or a potential client of the City, where transport of the customer(s) is of a business nature or intended for economic benefit.

D. Dispatched

Contacted by official source via pager/beeper, emergency center dispatch, telephone, radio or other communication device that requires and directs an employee to respond to official duty and requires response by travel.

E. E-Cigarette

A type of electronic nicotine delivery system (ENDS). Other examples of ENDS include e-hookahs, e-cigars, e-pipes, and vape pens. For the purpose of this directive the term E-Cigarette shall include any and all ENDS.

F. Emergency

Any event or situation requiring immediate response to protect life and property, protect the health and safety of the public and/or environment, and to maintain and enforce law and order.

G. Employee

Employees of the Virginia Beach Municipal Government including City staff and volunteers

H. Fleet Asset

Any licensed/unlicensed motor vehicle or equipment (on-road/off-road) owned, leased, maintained, insured by, or loaned to the Virginia Beach Municipal Government. This includes all rolling stock, lawn equipment, aviation equipment, marine equipment, generators (stationary or portable), and pumps.

I. Ground Guide

The term "ground guide" as used herein means an employee assigned to assist the operator of a fleet asset to safely back the equipment. A ground guide may also sometimes be referred to as a "backer" or "spotter".

J. Obstructed View to the Rear

Means anything that interferes with the overall view of the operator of the fleet asset to the rear of the vehicle at ground level, and includes, but is not limited to such obstacles as any part of the fleet asset (e.g. structural members); its load (e.g. gravel, dirt, machinery parts); its height relative to ground level viewing; damage to windows or side mirrors; restricted visibility due to weather conditions (e.g. heavy fog, heavy snow); or work being done after dark without proper lighting.

K. Official City Business

Any authorized work or activity performed by a City employee or other person on behalf of the City.

L. Regular Basis

The term "regular basis" means travel more than eight (8) days per month on average throughout the year, or travel on a rotating schedule of days at multiple times throughout the month.

M. Special Events

A special event would be considered an activity with a frequency of no more than one (1) per month. Vehicles may only be taken home during the special event.

N. Standby Status

Standby duty is a period during which employees must be available, outside of their regular work schedule, to respond to emergencies requiring the immediate attention of their department. See Standby Duty Policy, No. 2.03 for further standby duty requirements.

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O. Use or Operation

Use or operation shall be defined as starting the ignition or motor and/or moving or driving a Licensed City Fleet Asset.

P. Vaping

To emit a visible mist, vapor or similar product from a heating process in a small handheld device. The vapor released may contain nicotine or other substances.

7.0 Specific Requirements

1. Eligibility to operate licensed City Fleet Asset

a. Regular Use

Prior to authorization to operate a licensed City Fleet Asset for regular use all employees, appointees, contracted staff and State and Federal employees affiliated with the City of Virginia Beach are required to:

- i. have a valid, properly classified driver's or Commercial Driver's License ("CDL");
- ii. successfully complete the appropriate Defensive Driving course upon hire or commencement of work and every four years thereafter as required or approved by Occupational Safety and Health Services (OSHS) , and
- iii. on an annual basis authorize Occupational Safety and Health Services to obtain, or provide Occupational Safety and Health Services with, an abstract of their driving record from the Virginia Department of Motor Vehicles and from the state issuing their driver's license or Commercial Driver's License, if they obtained such license from another state.

b. Limited Local or Out of Town Use

Employees requesting use of a licensed City Fleet Asset to travel out of town for official city business or for limited local use must have a valid driver's license and shall receive authorization from their Department Director. Requests for limited local and out of town use shall be coordinated through the Fleet Management Division.

2. No person shall be authorized to operate unlicensed City fleet assets without receiving department approved training.

3. Suspension, restriction or revocation of driver's license or CDL

- a. Employees who operate licensed City Fleet Assets shall immediately notify their supervisor of the suspension, restriction or revocation of their driver's license or CDL. Failure to do so can lead to discipline.
- b. Upon notification that an employee has a suspended, restricted or revoked driver's license or CDL, the employee's Department Director, or designee, shall determine the circumstances, if any, under which the employee will be permitted to continue or resume the operation of licensed City fleet assets.

4. All Employees, appointees, contracted staff and State and Federal employees affiliated with the City of Virginia Beach operating City Fleet Assets shall perform the following prior to use:

- a. An overall visual inspection
- b. Checking of fluids (oil, coolant, master cylinder where site windows are provided)
- c. Checking of tires
- d. A Driver Vehicle Inspection Report is required to be completed for both pre-trip and post-trip operation of licensed fleet assets. Any defective items shall be noted and the fleet asset shall be transported to an Automotive Services facility for necessary repairs.

5. Changing Flat Tires

- a. Employees, appointees, contracted staff and State and Federal employees affiliated with the City of Virginia Beach operating City Fleet Assets may change flat tires only if required tools are on or in the City Fleet Asset.

6. Towing Trailers

- a. Operators of City Fleet Assets used for towing trailers shall exercise safe trailer usage at all times and shall be required to attend user department towing training. Safe trailer usage involves attachment of trailer to towing vehicle and proper operating speeds and backing procedures. Trailer Operation and Maintenance class is MANDATORY per the Human Resource/Occupational Safety Training Manual.

7. Aggressive Driving Behavior

- a. Aggressive driving behavior by operators of Licensed City Fleet Assets is strictly prohibited.
- b. Retraining of Defensive Driving is required and MANDATORY if aggressive driving behaviors are founded after an investigation into a coworker, citizen or other complaint.
- c. Employees who have been found to have engaged in aggressive driving behavior are required to "re-certify" by attending a Defensive Driving training course every four years as stated in the annual Human Resources/Occupational Training catalogue.

8. 15-Passenger Vans

Employees operating 15-passenger vans shall be required to attend user department van operation training and shall adhere to the following guidelines in order to minimize rollover hazard:

- a. Ensure removal of the rearmost seat,
- b. Limit the number of riders to 10 riders (+ driver = 11 total) with no luggage allowed,
- c. Prohibited from driving over 60 miles per hour,
- d. Load van riders from front to rear,
- e. Keep gas tank as full as possible, and
- f. Inspect van tires monthly for tread depth, pressure, and condition.

9. The use and operation of City Fleet Assets shall be strictly limited to the conduct of official City business. However, employees who use and operate licensed City Fleet Assets during the entire workday are permitted to take and park vehicles at public establishments for lunch or restroom breaks. Employees who use and operate licensed City Fleet Assets during the entire workday who bring lunch may eat lunch in the vehicle while parked at an acceptable location other than a citizen's driveway.

10. This Directive applies to all employees whether they are on or off duty or on a standby status.

11. Parking in City Parking Lots

When parking licensed City Fleet Assets in City parking lots at the end of a workshift, Employees shall park in designated parking spaces and/or in accordance with all signs instructing where licensed City Fleet Assets should be parked.

12. City Fleet Assets shall not be used for the transportation of alcoholic beverages, illicit drugs, or weapons except in the lawful course of official duties; e.g., by a narcotics detective or where a waiver has been granted in advance by the City Manager.

13. Employees, appointees, contracted staff and State and Federal employees affiliated with the City of Virginia Beach are **expressly prohibited** from using and operating City Fleet Assets while impaired by or under the influence of alcohol, intoxicants or drugs. Any such operation is considered unauthorized use, and the employee will not be deemed a permissive user of the City Fleet Asset nor be protected by any insurance or self-insurance provided by the City. See the City's Substance Abuse Policy, No. 6.15.

14. City Fleet Assets shall not be used to transport any person who is not an employee or customer except in the lawful course of official duties or where a waiver has been granted in advance by the City Manager. Also, no employee may be transported in a City Fleet Asset unless the employee is on duty or conducting official City business.

15. City Fleet Assets shall not be taken home on a regular basis except when approval is obtained in accordance with AD 5.08 Take Home Vehicles Directive.

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16. All occupants of City Fleet Assets and personally leased or personally owned vehicles being used for official City business, shall wear safety belts while the vehicle is in use and operation unless said vehicle is exempt from such laws.
17. Smoking, Vaping and/or use of smokeless tobacco products are prohibited in all City Fleet Assets. This policy applies to all employees and visitors, whether they are drivers or passengers.
18. Use of e- cigarettes and vaping is prohibited in all City Fleet Assets.
19. Before a Fleet Asset with an obstructed view to the rear is backed, as required by 16VAC25-97. A designated ground guide shall be assigned to assist the operator in backing safely. Ground guides and operators shall share the responsibility for ensuring safe backing of Fleet Assets. In instances where there is no one available to assist, the operator shall first walk completely around the Fleet Asset to make certain the Fleet Asset can be backed safely and to visually determine that no one is in the path of the Fleet Asset.
 - a. Operators should avoid backing whenever possible and should consider whether backing will be required when maneuvering a Fleet Asset. If backing is avoidable, it should be avoided.
 - b. Operators shall utilize a scanning technique while backing, watching all the way around the Fleet Asset by cycling through the views in all mirrors and out windows with visibility. This technique shall be used whether or not the operator is being assisted by a ground guide.
 - c. Even if the Fleet Asset is equipped with a backup camera, when someone is available to assist, a ground guide shall be used when backing the Fleet Asset.
 - d. Ground guides shall wear reflective clothing as required by 16VAC25-97 and paragraph 13 herein.
 - e. The operator shall turn on the four-way flashers and blow the horn, if equipped, before backing a Fleet Asset.
 - f. Ground guides should remain in one spot while assisting an operator at backing. If the operator loses sight of the ground guide, they shall stop backing the Fleet Asset immediately. The ground guide can reposition once the Fleet Asset has come to a complete stop. This procedure shall also be used to accomplish backing while turning.
20. While an employee is functioning as the designated observer/ground guide during reverse signaling activities (e.g., collecting tickets from drivers, giving verbal instructions to drivers, signaling to drivers once reverse operation of the covered vehicle has begun), the designated observer/ground guide shall:
 - a. Not engage in any activities other than those related to the Fleet Asset being signaled;
 - b. Not use personal cellular phones, personal head phones, or similar items that could pose a distraction for the designated observer/ground guide;
 - c. Be provided with and wear during daytime operations a safety vest or jacket in orange, yellow, strong yellow green or fluorescent versions of these colors;
 - d. Be provided with and wear during nighttime operations a safety vest or jacket with retroreflective material on orange, yellow, white, silver, strong yellow green, or a fluorescent version of these colors and shall be visible at a minimum distance of 1,000 feet;
 - e. Not cross behind in close proximity to a Fleet Asset while it is operating in reverse;
 - f. Always maintain visual contact with the driver of the Fleet Asset while it is operating in reverse; and
 - g. Maintain a safe working distance from the Fleet Asset.
21. For all Fleet Assets that require a ground guide while backing, safety cones shall be placed at the front and rear of the vehicle when parked anywhere except inside a City equipment yard. At least two safety cones shall be used: one in the front and one in the rear; however Fleet Assets larger than a pick-up truck or that may be pulling a trailer, shall require a total of four safety traffic cones, two in the front and two in the rear.
22. Texting on cellular phones; programming GPS units or other programmable devices, if available; and talking on hand-held cellular phones while using and operating City Fleet Assets is prohibited. Use of

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cellular phones while using and operating a City Fleet Asset shall be by speakerphone or hands-free headset only. All programming of GPS or other devices shall only be performed by a passenger or while the vehicle is parked. See also AD 5.06 Use of Personal Vehicle for Official City Business.

23. Employees are prohibited from using or operating a City Fleet Asset more than thirteen hours in any twenty-four hour period. This prohibition does not apply to the operation of City Fleet Assets used in snow and ice control and removal or similar emergency situations or to any other emergency vehicles exempted by law from this prohibition.
24. Accidents
When a City Fleet Asset is involved in an accident, the accident shall be reported in accordance with AD 5.02 Department Reporting Procedures, as specified in the City's Departmental Reporting Policy and Procedures Manual. All City Fleet Assets involved in an accident shall be transported to the Fleet Management facility on Leroy Road within 24 hours of the accident for the purpose of a picture and estimate of damages.
25. Any driving behavior deemed to be unsafe and/or as "preventable" may require immediate retraining of operator on safety or other applicable driver training in addition to the routine defensive driving course.
26. Use of a licensed City Fleet Asset more than 100 miles from the Municipal Center shall require advance approval by the Department Director or authorized designee exercising custodial responsibilities of such vehicle. In addition, as outlined in the Automotive Services Pre-Trip Check Policy, the Automotive Services Division shall perform a pre-trip check prior to such use.
27. All local rental and lease requests to outside entities for vehicles and equipment, both local and out-of-town, shall be coordinated in advance with the Fleet Management Administrator or authorized designee. This excludes rental cars needed when a City employee flies to an out-of-town destination for City business.
28. Employees shall make no additions or modifications to a City-owned fleet asset except as authorized by the Fleet Management Administrator and in accordance with AD 3.16 Modifications to City Fleet Assets.
29. Employees shall make no repairs to City-owned fleet assets except as authorized by their Department Director or designee and approved in writing by the Fleet Management Administrator in accordance with AD 5.07, Repair and Maintenance of Fleet Assets by City Employees.
30. City-owned Fleet Assets shall be taken to a City Fleet Management facility or outside agency approved by the Automotive Services Administrator for preventive maintenance in accordance with the maintenance schedule promulgated by the Fleet Management Administrator.
31. Any approved departmental rules, regulations or procedures governing the use or operation of City fleet assets that are not in conflict with this directive shall be considered a part of this directive and shall be enforced as such.

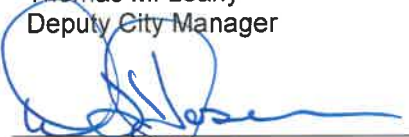
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