

	SAFETY AND VEHICLE USAGE POLICY	Page 1 of 2
Original Issue Date: 12/01/16	Last Reviewed: 05/16/18	Revision Number: 0

PURPOSE AND SCOPE

It is a high priority that each and every City of Milford employee goes home in the same or better condition as they arrived to work. Another priority is that we convey a professional image to the public and demonstrate that we take good care of the equipment and resources entrusted to us.

DEFINITIONS

Cell Phone: Hand-held mobile radiotelephone using cellular radio network, includes smart phones that combine cellular telephone capabilities with the ability to send and receive text messages, e-mails, access applications, and browse the internet. Examples include Blackberry or Android devices.

APPLICABILITY

This policy applies to all City Officials, employees and users including, but not limited to, full time, part time, and intermittent / seasonal / special employees utilizing City of Milford vehicles.

GENERAL GUIDELINES

Seat or Safety Belt Usage

In accordance with State law all City employees when operating or riding in a City vehicle or operating equipment while at work must use a seat belt or safety belt if the vehicle or equipment is so equipped. Seat and safety belts play a vital role in occupant safety. If the vehicle or equipment has a malfunctioning seat or safety belt, please notify your supervisor immediately so it can be repaired.

Cell Phone Usage While Driving

The impairment associated with drunk driving and texting while driving is similar, according to the National Highway & Transportation Administration. In accordance with State law and best safety practices, no one may text while operating a City vehicle or equipment while at work. In addition, employees are required to use hands-free technology to talk on a cell phone while driving. Alternatively, if no hands-free device is available, the driver shall ignore any incoming calls and wait until stopped at a safe location to make or return a telephone call.

Anti-Idling

Vehicle idling gets zero miles per gallon and unnecessary idling wastes fuel, pollutes and risks theft. Running an engine at low speed (idling) also causes twice the wear on internal parts compared to driving at regular speeds. No City vehicle or piece of equipment is to be idled in a non-emergency situation. The operator of the vehicle/equipment is to turn-off the unit and the keys are to be removed from the ignition and kept secured.

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Exceptions: Emergency vehicles or utility equipment at scenes / job sites where lights, power take-offs, and/or other accessories are needed to accomplish the assignment and during severe inclement weather situations when the supervisor authorizes the use of the vehicle/equipment heater-defroster for the work crew's comfort.

PUBLIC RECORDS

Not Applicable.

VIOLATIONS

Employees violating this policy may be subject to disciplinary action in accordance with City policies, departmental operating procedures and/or collective bargaining agreements.

If you have questions regarding appropriate use of this policy, please contact your supervisor, the Human Resources Administrator or your respective Appointing Authority.

Appointing Authority Signature

Date

I, _____, acknowledge that I have received and read a copy of this policy.

Employee Signature

Date