



Vehicle Use Policy

January 2026



Purpose

This SOP establishes standards for the safe, proper, and authorized use of company and city vehicles to ensure safety, accountability, and compliance with all laws and PCI Municipal Services policies

1. Eligibility & Authorization

All employees operating a company or city vehicle must:

- Have a valid driver's license on file
- Receive written authorization from management
- Undergo Motor Vehicle Record (MVR) checks prior to approval and periodically thereafter
- Notify management immediately of:
 - License suspension or revocation
 - Any moving violations (see Section 10)
- Employees driving own vehicle for work purposes shall provide management proof of insurance

2. Required Driver Training

All authorized drivers must complete:

Initial Training (before first use)

- Defensive driving course
- Vehicle-specific training (if applicable)
- Safety and emergency procedures
- Ride-along with Supervisor or Lead

Annual Refresher Training

- Safety best practices
- Updates on laws and company policies
- Incident response training

All training must be documented in personnel files.



3. Authorized Vehicle Use

Vehicles are for **official company or city business only**.

Not permitted:

- Personal use
- Lunch runs or non-work errands (except approved beverage stops noted by management)

Unauthorized use will result in disciplinary action up to termination.

4. General Operating Rules

All drivers must:

- Always Wear seat belts (including passengers)
- Obey all traffic laws
- Use hands-free devices only — no texting or distracted driving
- Never operate vehicles under the influence of drugs or alcohol
- No smoking in vehicles
- Use flashers in garages
- Park legally (no aisles, sidewalks, or restricted areas)
- Not idle vehicles unattended
- Never leave keys in unattended vehicles
- Remain punched in/on duty while operating vehicles
- Keep vehicles clean and free of personal items

*Employees violating the General Operating Rules will receive disciplinary actions to include termination.

5. Bollard & Tight Turn Restrictions

- Drivers must not make tight left or right turns near bollards or fixed structures. Vehicles must exit straight when required.
- Violation will result in immediate disciplinary action.



6. Vehicle Inspections & Conditions

Drivers are responsible for:

Pre-Trip Inspections:

- Tires, lights, brakes
- Fluids and fuel
- Cleanliness and visible damage
- Log miles if required

Post-Trip Inspections:

- Same as Pre-trip
- Log miles if required

Issues must be reported immediately.

Daily inspection sheets must be completed accurately.
Area Managers must review weekly for errors or omissions.

Failure to comply may result in discipline.



7. Accidents & Incident Reporting

- All accidents must be reported immediately to management
- Law enforcement must be contacted when required
- Accident Report Form must be completed within 24 hours
- Failure to report will result in disciplinary action.

****Immediate drug testing is required-see Drug Testing Policy.**

8. Dash Cam Monitoring

Some vehicles are monitored by dash cameras.

Any violations of policy or traffic laws may result in disciplinary action up to termination.



9. Accident Classifications & Discipline System

The standards described below apply to all employees who operate a Company vehicle on public roadways, Company property, or private property. Assessments shall be applied whether incurred in a Company or private vehicle. Private vehicles driven off duty do not fall into these standards, but the notification of a potential drivers license issue will still need to be reported as stated in this policy.

Preventable Accident — Definition

A **preventable accident** is any incident involving a company vehicle, equipment, or employee action where the driver or employee **failed to take reasonable precautions** or **did not operate in a safe manner** to avoid the accident.

In other words, the accident **could have been avoided** through:

- Proper attention
- Safe driving practices
- Following policies and procedures
- Anticipating hazardous conditions

Non-Preventable Accident — Definition

Non-preventable accidents are an incident that could not have been reasonably avoided by the employee despite exercising due care, safe driving practices, and compliance with company policy and traffic laws.

Vehicle --- Definition

For purposes of this policy, a **vehicle** is defined as any motorized or non-motorized equipment used for company business that operates on wheels, including but not limited to:

- Passenger vehicles (cars, trucks, vans)
- Company-owned or leased vehicles
- Employee-owned vehicles used for work purposes
- Golf carts (electric or gas-powered)
- Utility carts and maintenance carts
- Trailers and towed equipment
- Any other wheeled equipment used in operations

All vehicles and wheeled equipment, including golf carts, are subject to the same safety standards, inspection requirements, accident reporting procedures, and disciplinary policies outlined in this SOP.



Accident Classifications:

- Level One (1): Assigned for minor safety incidents with no injuries and minor property and vehicle damage. *(Minor damage defined as cosmetic in nature, does not affect safe operation or requires removal of vehicle or golf cart from service.)*
 - Examples include, but not limited to:
 - A motor vehicle accident with minor damage to vehicles.
 - A motor vehicle accident with minor damage to property.
 - A motor vehicle accident with no injuries that requires medical treatment or monetary award.
- Level Two (2): Assigned for motor vehicle incidents involving damage, injury claims or minor violations.
 - Examples include, but not limited to:
 - A motor vehicle accident resulting in vehicle or property damage under \$3,000.
 - A motor vehicle accident resulting in injury that requires medical treatment and/or monetary award.
 - Conviction of a minor traffic violation.
- Level Three (3): Assigned for serious safety violations, negligence, failure to report incidents or major violations.
 - Examples include, but not limited to:
 - A motor vehicle accident resulting in property or vehicle damage more than \$3,000.
 - A motor vehicle accident resulting in injury that requires treatment at a medical facility.
 - A motor vehicle accident resulting in death.
 - A motor vehicle accident due to failure to properly secure a wheelchair.
 - Driving under the influence of alcohol or drugs.
 - Driving while license is suspended or revoked.
 - Reckless driving, speed contests, drag racing, attempts to elude an officer of the law, etc.
 - Conviction of a major traffic violation.
 - Failure to immediately report a citation or accident.

Discipline System:

- Level One (1) accidents result in Verbal Discipline.
- Level Two (2) accidents result in a Written Discipline.
- Level Three (3) accidents result in Termination.

Generally, PCI follows a standard Step Four progressive discipline policy (Verbal, Written, Final Written, Termination). These steps may be issued in sequential order, skipped, or forgone based on the egregiousness or excessiveness of the policy violation or infraction. These can be combined with other employee performance issues at the discretion of the General or Regional Manager.



10. Management Notification of Moving Violations-On Duty

All employees authorized to operate company or city vehicles **must immediately notify management** of any moving violations while working, including but not limited to:

- Speeding citations
- At-fault accidents (company or personal vehicle)
- Driving while impaired (alcohol, drugs, or prescription medication)
- Reckless driving
- Any citation impacting driving privileges

Reporting off-duty violations:

Employees that drive company or city vehicles, that are involved in any action while off duty that might restrict driving privileges, need to report incidents to their immediate supervisor or manager. Examples include:

- Driving while Intoxicated/Impaired
- Reckless Driving
- At Fault Accidents
- Or any citation or crimes that could impact at work driving capabilities.

Failure to notify management promptly will result in disciplinary action and may lead to suspension of driving privileges or termination.

11. Disciplinary Action

Unsafe operation, neglect, unauthorized use, or violations of this SOP may result in:

- Written warnings
- Loss of driving privileges
- Unpaid suspension
- Termination

12. Quarterly Driving Checks:

- PCI Municipal Services will check all drivers' DMV records on a quarterly basis to review any changes to driver's license statuses.
- Employees will need to follow STEP 10 above for notification requirements.



13. Employee Acknowledgment

All drivers must sign acknowledgment confirming:

- Receipt of this SOP
- Understanding of responsibilities
- Agreement to comply with all policies
- DMV records will be checked at a minimum every quarter to review Driver's License status

This policy will become part of our Paycom requirement onboarding documents for all new employees. Current employees will be sent this policy via Paycom to complete the acknowledgement.

Managers must have all applicable staff acknowledge this policy locally and download into Paycom to ensure compliance.

Any member of the management team who is found not enforcing this policy with their staff will receive disciplinary action.

EMPLOYEE ACKNOWLEDGEMENT:

I _____ (enter name) have read and agree to the policy attached "*VEHICLE USE POLICY*" by signing this acknowledgement, I agree to its terms and conditions before using a company vehicle and while using a company vehicle.

Signature of Employee _____

Date: _____

Manager: _____ Date: _____