

SECTION XXIV: VEHICLE USAGE POLICY

1. **GENERAL POLICY.** Cottonwood Heights Parks & Recreation Service Area's employees are responsible for operating both Service Area owned vehicles and personal vehicles on Service Area business according to state and federal laws and Service Area policy. For personal vehicle mileage reimbursement, refer to SECTION VXI; 3, E. All drivers must be at least sixteen (16) years old and possess a valid Utah driver's license with endorsements appropriate for the vehicles to be operated. Any employee without a valid driver's license will not be allowed to operate a Service Area vehicle or drive on Service Area business. If driving is an essential job function, and the employee cannot be reasonably accommodated, the employee will be terminated.

2. **MANDATORY MOTOR VEHICLE REPORTS.** Motor Vehicle Reports will be checked on all employees who use Service Area vehicles or use personal vehicles for business purposes, after the date of hire and any subsequent rehire. A Motor Vehicle Report will also be updated monthly and monitored to address any unacceptable status. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification report. The report will be reviewed to ascertain whether the employee holds a valid license and whether his or her driving record is within the parameters set by the Service Area.

3. "Acceptable", "Borderline", or "Unacceptable" qualification will be determined using the following criteria. Any number of violations or accident in excess of the "borderline" criteria constitutes a failure to meet the driver qualification standard resulting in revocation of driver authorization. (note-DUI and DWI are not evaluated as a standard violation)

ACCEPTABLE

- Up to 2 violations recorded on the MVR, or
- Up to 1 at fault work related accident in the prior three years, or
- A combination of 1 violation on the MVR and 1 at fault work related accident in the last three years

BORDERLINE

- 3 violations recorded on the MVR or,
- 2 at fault work related accidents in the last three years or,
- DUI or DWI with in the last 5 years or,
- Any violation for Careless, Reckless or Distracted Driving

UNACCEPTABLE

- No valid Utah Drivers License
- DUI conviction within the the last 24 months
- 4 or more violations recorded on the MVR

4. A single major violation recorded on the MVR, or resulting from a work related incident, may result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to:

- DUI or DWI in the previous 24 months
- Failure to stop/report an accident
- Making a false accident report
- Attempting to elude law enforcement
- Others as determined by the Fleet Manger, Human Resource Director, Executive Director or designee

5. PROCEDURES.

- (1) Employees shall not operate a vehicle if he or she is not physically and mentally able to drive safely.
- (2) Drivers must conform to all traffic laws and make allowances for adverse weather and traffic conditions.
- (3) Drivers must abide by all laws regarding the use of electronic devices (including cellular phones) in vehicles.
- (4) Seat belts must be worn by the driver and all passengers whenever a vehicle is in motion.
- (5) Employees shall not allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- (6) Service Area-owned vehicles are to be used for Service Area business only. There shall be no personal use of a Service Area-owned vehicle. Service Area vehicles may be driven home and used as transportation to and from work only if approved by the Service Area Executive Director which will only be given for limited periods of time.
- (7) Employees are responsible for all fines they incur while operating a vehicle for Service Area business.
- (8) Personal automobiles, if used for Service Area business, must be legally insured, registered, and in safe operating condition. Personal automobile liability insurance is primary in the event of a claim while driving a personal vehicle on Service Area business.

- (9) Employees are required to report to their manager, within twenty-four (24) hours any moving or parking violations received while driving on Service Area business and/or in Service Area-owned vehicles. An Incident Report must be completed to document the violation. Failure to do so may result in disciplinary action up to including termination.
- (10) Employees involved in accidents while driving on Service Area business and/or in Service Area-owned vehicles are required to complete and submit an Incident Report to their manager within twelve (12) hours of the accident. Failure to do so may result in disciplinary action up to including termination.
- (11) Employees must inform their manager if they have a change in their driver's license status. Employees must also report the suspension, revocation or termination of their driver's license, a DUI or DWI citation and/or conviction within 5 days of incident. Failure to do so may result in disciplinary action up to including termination.
- (12) It shall be the duty and responsibility of the Parks and Facilities Maintenance Manager to see that any Service Area-owned vehicle used is properly serviced, maintained and cleaned. This includes, but is not limited to, having the appropriate service performed on the vehicle at all designated intervals as set forth by management. A sticker will be affixed to the vehicle in a conspicuous place indicating time of usage and service due for the vehicle. Proper service or maintenance as prescribed by management must take place within thirty (30) working days or five hundred (500) miles of the required service or maintenance time.

APPROVED AND PASSED THIS 26 DAY OF Feb, 2025




COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: 

Ben Hill, Executive Director

BOARD OF TRUSTEES

By: 

Dan Morzelewski, Chairperson

RESOLUTION NO. 2025-4

A RESOLUTION ADOPTING CHANGES TO A PERSONNEL POLICY OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA PERSONNEL POLICY SECTION XXIV-VEHICLE USAGE

WHEREAS, the Cottonwood Heights Parks and Recreation Service Area Board of Trustees has adopted Personnel Policy Section XXIV-Vehicle Usage;

WHEREAS, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts changes to Personnel Policy Section XXIV- Vehicle Usage;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA AS FOLLOWS:

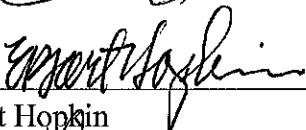
1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts Personnel Policy Section XXIV- Vehicle Usage;
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidly or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 26th DAY OF FEBRUARY 2025.

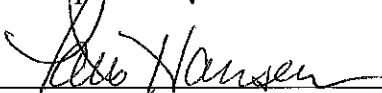
COTTONWOOD HEIGHTS PARKS AND
RECREATION SERVICE AREA



Dan Morzelewski, Chair

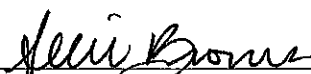


Bart Hopkin



Patti Hansen





Attest: Allie Brown