



## AGENDA ITEM REVIEW FORM

### Regular City Council Meeting

5. C.

**Meeting Date:** 09/14/2022

**Department Head:** Kay Macuil, City Attorney, Attorney's Office

**Submitted By:** Kay Macuil, City Attorney, Attorney's Office

**Action Requested:** Motion

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#### ITEM:

Discussion and possible action on any and all matters regarding Order No. 2022-11. An order of the Mayor and City Council of the City of San Luis, Arizona, adopting the City of San Luis Use of City Vehicles Policy; repealing any conflicting policies; and providing for severability. **(Adela Cortez, Director of Human Resources and Maria Sabori, Risk Manager)**

#### SUMMARY:

The city would like to propose the implementation of a Vehicle Use Personnel Policy for all city personnel. Currently, the city's personnel policies do not include a specific policy related to the use of vehicles or equipment. Administration, HR and Risk Management feel it is of high importance that a policy is implemented. The purpose of this policy is to establish standard procedures for city employees. This policy is intended to ensure the safety and well-being of city employees; to facilitate the efficient and effective use of city resources; to minimize the city's exposure to liability and to monitor the use of city vehicles.

Some key Points of the Policy are to establish/implement:

- Motor vehicle records will be obtained on an annual basis for those positions where driving is a normal part of the regular duties.
- Drivers' behavior expectations while operating a city vehicle or equipment.
- Rules that drivers must comply with all City of San Luis Policies, directives, and procedures, as well as all applicable Federal, State and Local regulations governing traffic laws.
- Restrictions on tobacco use inside city vehicles (including; E-cigarettes or other vapor-producing devices intended to simulate the use of tobacco).
- Rules on personal use limits and restrictions and establish a process.
- Operational safety measures.
- Vehicle condition measures.
- Reporting processes for any matters related to; traffic citations, accidents, and vehicle damages.
- Post-accident drug/alcohol testing processes.

Attached is the final draft to the Use of City Vehicles Personnel Policy. The draft has been thoroughly reviewed by Risk Management, Human Resources, Administration, and large fleet department management (Public Works, Fire, Police and Parks). The policy has also been reviewed by the Risk Pool Attorney.

#### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO ADOPT ORDER NO. 2022-11, THE CITY OF SAN LUIS USE OF CITY VEHICLES POLICY, AS PRESENTED.**

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### Fiscal Impact

**IS THERE FISCAL IMPACT ASSOCIATED WITH THIS ITEM:** No  
**CITY/STATE/FEDERAL FUNDS:** See the fiscal impact statement  
**TOTAL:** See the fiscal impact statement  
**BUDGETED AMOUNT:** See the fiscal impact statement  
**AVAILABLE AMOUNT TO TRANSFER:** See the fiscal impact statement  
**ACCT NAME & GL#/REMAINING BALANCE BEFORE PURCHASE:** See Fiscal Impact Statement  
**FISCAL IMPACT STATEMENT (IF THIS IS A BUDGET TRANSFER, YOU MUST ATTACH THE BUDGET ADJUSTMENT FORM):**  
This item is an adoption of a policy. There is no discernable fiscal impact.

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### Attachments

Order No. 2022-11 and Vehicle Use Policy

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