

A-04-167  
(Replaces A-95-131)

AN ADMINISTRATIVE REGULATION AMENDING ADMINISTRATIVE REGULATION A-95-120, CONCERNING THE USE OF CITY-OWNED MOTOR VEHICLES AND MOTORIZED EQUIPMENT BY CITY EMPLOYEES.

**SECTION 1. ADHERENCE TO TRAFFIC LAWS.**

1.1 Any employee of the City of Las Vegas who drives or operates City-owned motor vehicles or motorized equipment shall have a valid New Mexico driver's license with them at all times and shall strictly obey all traffic regulations as contained in Chapter 16 of the Municipal Code of Las Vegas and as contained in Sections 66-7-1 through 66-7-513, NMSA. City employees shall, at all times, drive City-owned vehicles and motorized equipment in a safe and prudent manner.

1.2 Any City employee who abuses or negligently uses City-owned motor vehicles or motorized equipment or who violated the traffic ordinances of the City, or vehicle and traffic laws of the State of New Mexico, shall be subject to disciplinary action in accordance with the Personnel Rules and Regulations as set forth in Section 2-6-9 of the Municipal Code of Las Vegas. Any traffic violation citations received by an employee while driving a City-owned vehicle will be paid by the employee and reported to their supervisor within three days of the receipt of the citation.

1.3 In any situation involving property damage to City-owned vehicles or equipment or damage to private property involving City vehicles, the driver or operator of the vehicles or equipment must report the incident to his or her supervisor or the Safety Supervisor. The Safety Office shall perform an investigation and document such investigation. The report shall be submitted to the Safety Review Committee for consideration and action, and copies of the report shall be forwarded to the appropriate Department Director and City Manager. The Department Director of the Department involved, shall evaluate property damage and prepare a written report that shall include a statement of the facts and conclusions as to fault.

1.4 In the event that an employee is cited for a traffic violation or a traffic complaint is filed against him/her for an offense which occurred while such employee was driving or operating any City-owned motor vehicle or motorized equipment, the employee shall report within three days of citation, to the Department Director of the employee's Department. The Department Director shall conduct an inquiry into the circumstances and take such actions he/she deems necessary under the Personnel Ordinance.

1.5 Each Department Director shall be responsible to see that vehicles in their Department have vehicle registration in the glove compartment or other secure place within the vehicle, fire extinguisher, first aid kit and cones.

**SECTION 2. UNAUTHORIZED USE OF CITY-OWNED VEHICLES AND  
MOTORIZED EQUIPMENT.**

2.1 Section 2 is intended to compliment Administrative Regulation A-86-33 (replacing 84-6) which prohibits the private use of City-owned property by City employees.

2.2 If an employee is assigned a vehicle on a 24-hour basis, the employee may use the vehicle for transportation to lunch (in town), medical and dental appointments and occasional short personal errands. These uses are allowed only during the normal work day. The use of a City vehicle is allowed for transportation to night meets, and personal use on a 24-hour basis while at out-of-town conferences.

2.3 Employees listed on Attachment "A" who are absent for one (1) week or more shall store their assigned vehicle on secured City property or make arrangements for another City employee to use their vehicle during their absence, upon approval by City Manager.

2.4 City employees and all passengers must use seat belts and/or shoulder harnesses, if provided, while riding in any City-owned vehicle or motorized equipment.

**SECTION 3 USE OF MOTOR VEHICLES AND MOTORIZED EQUIPMENT ON  
TWENTY-FOUR HOUR BASIS.**

3.1 No City employees shall operate any City-owned motor vehicle or motorized equipment on a twenty-four hour basis except as hereinafter provided.

3.2 The duties and responsibilities of certain City employees require assignment of City-owned motor vehicles or motorized equipment on a twenty-four hour basis in order to respond to emergencies or to fulfill on-call responsibilities on a regular basis. Attachment "A", included herein, designates vehicles that are authorized to be retained on a twenty-four hour basis. The list may be amended from time to time by the City Manager to include or delete persons, positions, or vehicles as he/she deems necessary. On-call employees shall not use City vehicles for personal business while on call. Only those employee's names on the list may utilize City vehicles on a 24-hour basis.

3.3 It shall be the policy of the City that no employee shall be assigned a motor vehicle or motorized equipment on a 24-hour basis unless such employee resides within the corporate limits of the City of Las Vegas or within a twenty (20) mile radius of the City limits.

3.4 The City Manager may grant special written exceptions to the requirement contained in Section 3.3 in those circumstances where an employee's work site is beyond the environs of the City.

3.5 Each Department Director of the City shall have the duty and responsibility for providing and maintaining security for vehicles parked on City property after hours and on weekends.

3.6 In the event of an emergency or of other special circumstances, the City Manager may grant permission to an employee to take a vehicle to his or her residence on an occasional 24-hour basis. In his/her absence or unavailability, a Department Director shall have the same such authority.

#### SECTION 4. INSURABILITY

4.1 All employees whose jobs require them to drive City-owned motor vehicles or motorized equipment shall have a duty to report all traffic citations received, including those received off-duty and while driving private vehicles. The purpose of this Regulation is to monitor insurability.

4.2 Should a City employee, whose job requires him/her to drive a City-owned vehicle, be uninsurable or be rejected by City insurance carriers as a result of traffic citations received, whether on or off duty, this may be the basis for disciplinary action against the employee. Disciplinary action may include an employee being terminated or transferred from his/her position.

4.3 Major moving vehicle violations which may result in cancellation of insurance and, therefore, disciplinary action, include but are not limited to:

- a. Driving While Under the Influence of Intoxicating Liquor or Drugs;
- b. Any Alcohol Related Offenses;
- c. Hit and Run;
- d. Reckless Driving;
- e. Homicide by Vehicle;
- f. Assault with a Vehicle;
- g. Use of False Driver's License;
- h. Driving with a Suspended or Revoked Driver's License;
- i. Failure to Report an Accident;
- j. No Proof of Financial Responsibility;


4.4 For the purpose of monitoring insurability of City employees who are required or may be required to operate a motorized vehicle or equipment, the Human Resource Department will determine the validity of driver's licenses of such employees in cooperation with the City Police Department and/or the Department of Motor Vehicles. Said check will be conducted unannounced at least twice each calendar year.

**SECTION 5. VEHICLE INSPECTIONS.**

5.1 Individual Departments assigned City-owned vehicles shall be responsible for conducting vehicle inspections on the first day of each month, on each assigned vehicle.

5.2 Vehicle Inspection Forms along with a written statement indicating deficiencies found and actions taken to correct the deficiencies, shall be forwarded to the Safety Office of the Human Resource Department by the 5<sup>th</sup> working day of every month. (Refer to Vehicle Inspections Form Attachment "B")

5.3 The Safety Office Shall conduct random vehicle inspections to assure vehicle inspections are conducted properly and accurately

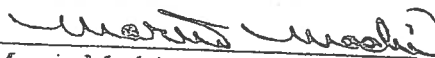
  
\_\_\_\_\_  
Morris Madrid  
City Manager

6-9-04  
\_\_\_\_\_  
Date

ADMINISTRATIVE REGULATION A-

ATTACHMENT "A"

<u>DEPARTMENT</u>	<u>POSITION</u>
Municipal Court	Judge
Executive Administration	City Manager
Human Resource	Safety Officer
Fire Department	Fire Chief and Designee
*Police Department	Chief of Police
*Animal Control	On-Call Employee
<b>PUBLIC WORKS DEPARTMENT</b>	
Rotated Weekly      Public Works	Public Works Director
Rotated Weekly      Airport On-Call	On-Call Employee
	On-Call Employee
<b>UTILITIES DEPARTMENT</b>	
Rotated Weekly      Water Department	Utilities Director
Rotated Weekly      Water Waste Department	On-Call Employee
Rotated Weekly      Gas Department	On-Call Employee
Rotated Weekly      Water Treatment Plant	On-Call Employee
	On-Call Employee
<b>SOLID WASTE DEPARTMENT</b>	
Rotated Weekly      Solid Waste Department	On-Call Employee
<b>HOUSING DEPARTMENT</b>	
Rotated Weekly      Housing Department	Housing Director
	On-Call Employee

  
Morris Madrid  
City Manager

6-9-04  
Date

\*At the present time, vehicles are taken home by the certified officers as part of the take home program. The furthest a vehicle is taken is twenty (20) miles.

CITY OF LAS VEGAS  
VEHICLE/EQUIPMENT CONDITION REPORT

DEPARTMENT: \_\_\_\_\_ YEAR: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_ MILEAGE: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

MAKE: \_\_\_\_\_ DATE: \_\_\_\_\_

MODEL: \_\_\_\_\_ RED TAG DATE: \_\_\_\_\_

OK	NEEDS WORK	ITEM	OK	NEEDS WORK	ITEM
_____	_____	BRAKES	_____	_____	INTERIOR
_____	_____	STEERING	_____	_____	PEDAL PADS
_____	_____	TIRES	_____	_____	PORTABLE EXTINGUISHER
_____	_____	LIGHTS	_____	_____	FIRST AID KIT
_____	_____	WINDOWS	_____	_____	BACKUP ALARM
_____	_____	WINDSHIELD	_____	_____	ENGINE/FLUIDS
_____	_____	WIPERS	_____	_____	BUMPERS
_____	_____	MIRRORS	_____	_____	TRANSMISSION SYSTEM
_____	_____	HORN	_____	_____	SUSPENSION SYSTEM
_____	_____	BODY SEAT BELT	_____	_____	EXHAUST SYSTEM
_____	_____		_____	_____	HOUSE/KEEPING

EXPLANATION OF DEFICIENCIES NOTED: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RESPONSE REQUIRED  
 \_\_\_\_\_  
 \_\_\_\_\_

INSPECTOR'S SIGNATURE \_\_\_\_\_

INSPECTOR TITLE \_\_\_\_\_