



# CITY OF WHEATLAND

## CITY COUNCIL MEETING STAFF REPORT

March 28, 2023

**SUBJECT:** Council Discussion and Direction to Staff Regarding Updating the Vehicle Use Policy

**PREPARED BY:** Jim Goodwin

---

### **Recommendation**

Council should discuss the issue and provide direction for staff. The City Manager recommends directing the City Manager to update the Vehicle Use Policy to conform to current CIRA standards, meet and confer with the employee groups on changes to the Vehicle Use Policy in the city personnel rules, and then bring back a resolution at a future meeting to effect the changes.

### **Background/Discussion**

At the last meeting the City Council discussed the current Vehicle Use Policy. At that meeting, the City Manager was directed to reach out to California Integrated Risk Authority (CIRA), the city's insurance JPA, regarding an updated model policy. That model policy is attached for your review.

The CIRA policy is clearly more robust than the city's existing policy. In order to bring the city's policy into alignment with the model policy the following requirements should be added to the policy:

- More specific provisions relating to the use of private vehicles.
- Regular inspection of pool vehicles for safety prior to use.
- Accident reporting
- Use of rental vehicles
- Personal insurance requirements
- Use of the DMV Pull Notice Program (Where DMV automatically sends notification of an employee's accumulation of points on the driver's record)

Staff envisions a final policy being very similar to the attached CIRA Model Policy, with any adjustments being primarily related to "scaling" the policy appropriately to the size of the organization. Staff will ask CIRA to review and comment on the policy prior to bringing it back to the City Council for adoption.

It should be noted the CIRA model policy does not prohibit public safety employees from commuting in vehicles. Rather the Model Policy Section V(A)(1)(c) defining types of pool vehicles specifically states:

*Vehicles that are designed for emergency or on-call use, and authorized for use to and from work in order to respond on a 24-hour basis. Employees authorized to operate emergency or on-call vehicles may make reasonable, but limited stops before and after assigned work shifts while traveling to and from work.*

The CIRA model policy clearly anticipates the use of public safety vehicles in this manner. The City Manager continues to recommend not directing any change in this flexibility in Wheatland's Vehicle Use Policy and therefore such a change is not included in the recommended improvements to the policy outlined above.

### **Alternatives**

The City Council may provide any direction to city staff regarding this matter.

### **Fiscal Impact**

There is no fiscal impact associated with developing amendments to the personnel policies governing the use of city vehicles.

### **Attachments**

1. Personnel Rules Section 23(B) Use of City Vehicles and Private Vehicles for City Business
2. CIRA Model Vehicle Use Policy

## **B. Use of City Vehicles and Private Vehicles for City Business**

The following governs the use of City vehicles and the use of private vehicles on City business. Each department head of the City of Wheatland shall be responsible for assuring that all employees within his or her department who drive vehicles on City business are thoroughly aware of and comply with these rules and regulations.

### **1. General Rules and Regulations**

- a. City vehicles shall be operated only by an authorized City employee, officer, or agent possessing a valid California driver's license of proper class for the vehicle being operated. Prior authorization by a department head is required for use.
- b. Use of City vehicles for any purpose other than City business is prohibited.
- c. Use of a City vehicle for transportation to home or a restaurant, for meals, is prohibited unless the employee is in route while on field duty or attending a meeting on official City business.
- d. Transportation of any person not connected with City business shall be prohibited in City vehicles except with prior approval of the department head.
- e. Use of a City vehicle for commuting purposes is prohibited unless retention of the City vehicle is authorized.

### **2. Driver Responsibilities**

All City employees, when using any vehicle on City business, shall:

- a. Operate vehicles in a safe, reasonable manner consistent with the intended use of the vehicle.
- b. Observe all traffic laws, rules, and regulations, including applicable laws regarding hands-free cell phone usage. Fines and penalties imposed for

violation of traffic laws, rules, and regulations while on City business, other than those due to City equipment violations, are the responsibility of the driver.

- c. Not smoke in any type of City vehicle.
- d. City officers and employees, prior to using any vehicle on City business, shall certify that:
  - i. The driver and any privately owned vehicle to be used on City business are currently licensed, that such licenses have not been revoked or suspended, and that restrictions concerning any license will be met by the driver; and
  - 11. The driver and any privately owned vehicle used on City business are insured by a company authorized to do business in the State of California in the minimum amounts specified by law. Said certification shall be made on a form provided by the Finance Department.
- c. Seat belts shall be worn while operating or riding in City vehicles.

# VEHICLE USAGE POLICY

## INTRODUCTION

According to the National Highway Transportation and Safety Administration, from 1998–2000, motor vehicle accidents killed more than 2,100 people annually while they were working and injured 353,000. More than half of the injuries resulted in employee losing time from work. Overall, work-related vehicle injuries (fatal and non-fatal) account for nearly 6.5% of all auto-related injuries.

Motor vehicle accidents on and off the job cost employers nearly \$60 billion annually. Operating a motor vehicle can create significant risks to your Agency.

## I. PURPOSE

This policy establishes procedures regarding the effective and economical usage of Agency owned pool and privately owned vehicles operated during the course of Agency business. Use of Agency owned pool vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection, and insurance.

## II. AUTHORITY

This has been approved by the Agency for use in matters regarding the use of all vehicles operated during the course of Agency business. This policy does not apply to commercial motor vehicles.

## III. ASSIGNMENT OF RESPONSIBILITY

- A. Department Heads shall keep a list of all employees who may be required to drive Agency owned pool or privately owned vehicles on Agency business. Department Heads shall also be responsible for overseeing the implementation of necessary driver training programs and ensuring that employees who require such training attend. In addition, Department Heads shall work with the Personnel Director to maintain a current list of employees for each department eligible to operate pool or privately owned vehicles.
- B. The Personnel Director shall coordinate all required training and maintain related records. Additionally, the Personnel Director shall ensure that evidence of insurance and driver's license information are maintained in each employee's file. The Personnel Director shall also receive and record Department of Motor Vehicles Pull Notice reports and notify Department Heads when necessary.

- C. The Safety Committee shall review all accidents to determine whether an accident was preventable or non-preventable, and to make any necessary disciplinary recommendations.
- D. Supervisors shall routinely monitor the driving of each employee during the course of performing the employee's job-related driving responsibilities. In addition, supervisors shall include the review of driving records as part of the employee's periodic evaluation. Supervisors shall also perform necessary accident reporting requirements as stated in Section X.
- E. The Fleet Manager is responsible for the general operation of the Agency's pool fleet. The Fleet Manager shall ensure vehicles are regularly maintained in such a manner as to eliminate mechanical failure including receiving notification from any employee who reports unsafe conditions or defects in any Agency owned pool vehicle. Upon receiving such notification, the Fleet Manager shall determine whether or not the vehicle is unsafe for continued operation.

The Fleet Manager is to:

- (1) classify vehicles as either general or special purpose,
- (2) ensure that Agency vehicles under his/her control are used for official purposes only,
- (3) provide guidance for the proper use and safe operation of motor vehicles,
- (4) determine current and projected needs for motor vehicles,
- (5) establish and maintain fleet management records for utilization of all assigned vehicles and for costs of maintenance and operation of Agency owned vehicles,
- (6) establish and maintain an effective preventive maintenance program,
- (7) ensure that motor vehicle reports are current and accurate,
- (8) conduct and/or aid in conducting periodic evaluations of program performance and effectiveness,
- (9) ensure that Agency vehicles are stored in facilities that provide protection from pilferage or damages,
- (10) ensure that keys and credit cards are adequately protected both during and after normal duty hours, and

(11) ensure that each Agency-owned or -leased motor vehicle used for official business is equipped with safety belts.

- F. All Agency employees shall promptly provide insurance and driver license information when notified that their job duties include driving either an Agency owned pool or privately owned vehicle. Employees are to comply with all training and other reporting requirements of this policy.

#### **IV. DEFINITIONS**

- A. Preventable Accident: the vehicle operator failed to do everything reasonably possible to prevent the accident.
- B. Non-Preventable Accident: the vehicle operator did everything reasonably possible to prevent the accident.
- C. Agency Owned Pool Vehicle: any vehicle owned by the Agency, and assigned on a shared, designated, or permanent basis.
- D. Privately Owned Vehicle: any personally owned vehicle used by an employee, whether owned by the employee or not.
- E. Commercial Motor Vehicle: a motor vehicle or combination of vehicles designed or used for the transportation of persons or property for compensation.
- F. Vehicle Operator: any employee who is either operating an Agency owned pool vehicle or is operating a personally owned vehicle on Agency business.
- G. Agency Business: activities that require the use of a vehicle and are authorized by the employee's supervisor. In the use of personal vehicles, Agency business also means that the operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines.

#### **V. VEHICLE TYPES AND USE**

- A. Use of Agency Owned Pool Vehicles
  - 1. Agency owned pool vehicles fall into the following three categories, and have restrictions based upon type and use:
    - a. Vehicles that are kept overnight at Agency facilities, and are assigned for use on a shared or designated basis during the

course of daily Agency business. Personal use is expressly prohibited.

- b. Vehicles that are assigned to managers on a permanent basis, and used for daily commuting to and from the Agency. According to the Internal Revenue Service, commuting to and from work and any other incidental personal usage is not considered official use, and shall be reported as taxable income.
- c. Vehicles that are designed for emergency or on-call use, and authorized for use to and from work in order to respond on a 24-hour basis. Employees authorized to operate emergency or on-call vehicles may make reasonable, but limited stops before and after assigned work shifts while traveling to and from work.

- 2. Only Agency employees are authorized to operate Agency owned pool vehicles.
- 3. Agency owned pool vehicles are for transporting only those employees whose duties require the use of a motor vehicle, and such other persons whose business activities are important to Agency interests.
- 4. Under no circumstances shall family members or friends be transported in Agency owned pool vehicles, including those that are authorized for use commuting to and from the Agency or designated for emergency or on-call use.

**B. Use of Privately Owned Vehicles for Non Public Safety employees only:**

There are times in which the use of an employee's personal vehicle is preferable because either an Agency owned pool vehicle is not available or because the use of a privately owned vehicle is deemed more efficient. When such is the case, the following shall be adhered to:

- 1. An employee may use his/her privately owned vehicle when he/she has a transportation need for Agency business and upon written authorization by his/her supervisor. An Accident Kit must be obtained from the Fleet Manager and kept with the privately owned vehicle while operating on Agency business.
- 2. Employees who regularly use their own privately owned vehicles on Agency business must notify their insurance company of such use.



3. It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of his/her travel, and to make substantiated claims for reimbursement per the Agency's reimbursement policy. The vehicle and/or mileage allowance is intended to cover the employee's cost of operating the vehicle on Agency business, including the cost of insurance. Further, all operating expenses of the privately owned vehicles are to be borne by the employee. This includes, but is not limited to, gasoline, oil, maintenance, wear and tear, depreciation and insurance.
4. The Agency is not liable for any damage to an employee's privately owned vehicle, unless caused by the Agency's negligence. It is the responsibility of the employee operating the vehicle to notify his/her immediate supervisor, the Department of Motor Vehicles, and the employee's insurance company in the case of any accident. If an employee is responsible for an accident either while driving an Agency owned pool or personally owned vehicle, his/her own automobile insurance premiums may be increased.

C. Use of Privately Owned Vehicles for Public Safety employees

Public Safety employees driving on Agency business are required to use an Agency owned vehicle. The vehicle is insured and maintained by the Agency. An employee who chooses to use their own personal vehicle will be responsible for any costs, damages, or expenses related to such use. If an Agency vehicle is not available, the employee may request an exception to use his or her personal vehicle. The employee shall complete a Vehicle Consent Form (Appendix B) and have it approved by a Supervisor.

Under rare or unusual circumstances, the Agency may request or direct an employee to utilize their personal vehicle for Agency business. It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records for the purpose and extent of his/her travel, and to make substantiated claims for reimbursement per the Agency's reimbursement policy. When requested or directed to use his or her private vehicle, the Agency will be the primary insurer of that vehicle for that specific use.

## VI. DRIVER TRAINING

Those employees who drive Agency owned pool vehicles and who regularly use privately owned vehicles as part of their essential job functions are required to complete a defensive driver training course.

- A. New employees shall complete a defensive driver training at the first available course date after the commencement of employment.

Instruction shall also be provided to make certain that such employees are familiar with this policy.

- B. Current employees who change assignments to include driving an Agency owned pool vehicle are similarly required to complete the provisions as stated in this section.
- C. All employees who are required to participate in defensive driver training shall be required to repeat such training at least once every three years.
- D. Employees shall complete remedial driver training if there is a pattern of substandard driving performance. Citizen complaints, moving violations, vehicle neglect, or vehicle collision may be cause to require such training.

## **VII. GENERAL GUIDELINES**

- A. Employees shall obey all Federal, State and local laws while operating either Agency owned pool or privately owned vehicles on official Agency business.
- B. It is the responsibility of the employee operating either an Agency owned pool or privately owned vehicle to ensure that all persons in the vehicle use seat belts and have them properly adjusted before starting the engine of the vehicle.
- C. When cargo, materials or tools are being transported, the vehicle operator is responsible for assuring that all items are properly secured.
- D. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating. An exception to this shall be vehicles designed and equipped for passengers outside the cab area.
- E. Any injuries sustained by the vehicle operator or other employees while operating a vehicle on Agency business shall be covered by workers' compensation.
- F. When the vehicle operator is determined to be involved in a preventable accident, the Safety Committee shall recommend disciplinary action subject to review and approval by the Department Director.
- G. Alcoholic beverages and drugs shall not be transported or placed in any Agency owned pool or privately owned vehicle.
- H. Any employee who operates an Agency owned pool vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle.

1. Before operating the vehicle the drivers should check the following items to make sure that all equipment is working and in a good, safe operating condition:
  - ✓ Check fuel gauge for sufficient fuel and oil gauge for adequate level
  - ✓ Windshield (clean and free of defects)
  - ✓ Rearview mirrors
  - ✓ Tires properly inflated and roadworthy
  - ✓ Spare tire available and inflated
  - ✓ Safety belts
  - ✓ Brakes (foot and emergency)
  - ✓ Horn
  - ✓ Head lights
  - ✓ Tail lights
  - ✓ Brake lights
  - ✓ Turn signals
  - ✓ Emergency flashers
  - ✓ Windshield wipers and washer
2. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the employee's supervisor and the Fleet Manager.
3. No employee shall operate an Agency owned pool vehicle found to be in an unsafe condition.

#### **VIII. USE OF ELECTRONIC DEVICES**

Employees shall refrain from operating cellular telephones, laptop computers, navigational devices and any other device that may cause vehicle operator

distraction while operating an Agency owned pool or privately owned vehicle in the course of conducting Agency business. Employees shall make every attempt to properly park their vehicle or use a hands-free device when using such equipment.

## **IX. RENTAL VEHICLES**

When it is necessary for an Agency employee to use a rental vehicle for Agency business, the employee shall utilize an Agency approved rental agency. Optional loss damage coverage should be purchased from the rental agency at the time the vehicle is rented.

## **X. ACCIDENT REPORTING REQUIREMENTS**

Any accident involving an Agency owned pool vehicle, rented or leased vehicle or privately owned vehicle used in the performance of Agency duties shall be reported as follows:

- A. The vehicle operator shall summon medical care for any injured parties.
- B. The vehicle operator shall notify appropriate law enforcement agencies.
- C. The vehicle operator shall collect information about the other parties involved by completing the "Accident Packet" located in the Agency owned pool vehicle's glove box or obtained from the Fleet Manager.
- D. The vehicle operator shall notify his/her supervisor. The supervisor shall be responsible for initiating the departmental investigation of the accident, completing all required Agency reports and recommend action to the Safety Committee. In the event of serious bodily injury, an Incident Report form shall be completed by the supervisor and submitted to PARSAC.
- E. The supervisor shall notify the Risk Manager.
- F. The vehicle operator must report the accident to the DMV if more than \$1,000 in property damage or if anyone was injured (no matter how slightly). The report must be filed, whether the vehicle operator caused the accident or not, and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report [Form SR1] and must be made within ten (10) days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege will be suspended. The police or California Highway Patrol will not file this report.

However, a report is not required if the motor vehicle involved in the accident was owned or leased by the local agency.

## **XI. INSURANCE**

Proof of insurance is required before any privately owned vehicle can be authorized for Agency business, and shall be provided to the Personnel Director annually thereafter, no later than January 31 of each year.

### **A. Insurance Requirements**

1. Employees who receive a monthly vehicle allowance shall maintain coverage in an amount not less than \$100,000 per person/ \$300,000 per occurrence (or a combined single limit of \$300,000) and property damage coverage in an amount not less than \$100,000 per occurrence.
2. Employees that do not receive a monthly vehicle allowance and are authorized to use privately owned vehicles on Agency business shall maintain minimum coverage in an amount not less than \$50,000 per person/\$100,000 per occurrence (or a combined single limit of \$100,000) and property damage coverage in an amount not less than \$50,000 per occurrence.

B. California Insurance Code §11580.9 states that where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned vehicle is primary and the insurance afforded by any other policy shall be excess.

C. The Agency shall not be responsible for any increase in the employee's automobile insurance premium as a result of an accident.

D. In the event of an accident, the employee is responsible for paying any deductibles the insurance company may require.

E. If insurance coverage is canceled, terminated, lapsed, or for any other reason curtailed, the immediate supervisor must be notified by the employee and the vehicle shall not be used for Agency service.

F. Should an employee using his/her privately owned vehicle on Agency business be involved in an accident with resulting injury or property damage, the employee's own insurance carrier shall respond to defend the employee. Should a claim exceed the limits of the employee's liability insurance coverage, PARSAC's liability coverage program would respond in an excess capacity if the accident qualifies as a covered occurrence.

## **XII. DRIVER'S LICENSE**

- A. All Agency employees authorized to use Agency owned pool or privately owned vehicles on Agency business must possess a valid California driver's license and provide proof of licensing upon hire.
- B. All Agency employees must maintain a driver's license appropriate for the class of vehicle to be driven.
- C. An employee whose driver's license is suspended or revoked for any reason must notify their supervisor no later than the first workday following suspension or revocation of their driver's license. Such employee shall not be allowed to operate any Agency owned pool or privately owned vehicles on Agency business.
- D. Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate Agency or privately owned vehicles in the performance of official Agency duties.

### **XIII. REVIEW OF DRIVING RECORD**

- A. The Agency shall enroll employees that operate Agency owned pool or privately owned vehicles on Agency business in the Department of Motor Vehicles (DMV) Pull Notice Program. When a vehicle operator has received a violation, the DMV assigns points according to the type of violation, and automatically sends notification to the Agency. Appendix A contains a list of violation point counts.
- B. In compliance with Vehicle Code Section 1808.47, all information received from the DMV shall be used solely for the intended purpose, and kept in locked storage. Under no circumstances shall addresses or other information be given to a third party.
- C. Employees who have an accumulation of four or more points in a 12 month period or six in a 24 month period or eight in a 36 month period may have Agency driving privileges suspended at the discretion of the Department Head. The Personnel Director shall notify the Department Head when a driving record meets this threshold.
- D. Employees involved in additional preventable accidents or have a disqualifying action taken against their driver's license shall be subject to disciplinary action, the severity of which will be determined by the nature of the offense and the employee's past driving and disciplinary action records.
- E. An employee who has been determined to be involved in two or more preventable accidents within a 36 month period while operating an Agency owned pool or privately owned vehicle in the performance of official Agency business shall be subject to disciplinary action up to and including suspension of Agency driving privileges.
- F. Any conviction resulting from driving while under the influence of drugs or alcohol (DUI) or refusal to submit to a lawful roadside sobriety test shall result in disciplinary action up to and including suspension of Agency driving privileges.
- G. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any vehicle may result in the suspension of the employee's driving privileges, and is grounds for further disciplinary action.
- H. Temporary or permanent suspension of Agency driving privileges for employees whose position requires operation of a vehicle shall be considered a loss of the ability to perform an essential job function.

- I. If an employee has Agency driving privileges suspended, the Agency shall attempt to arrange for the employee to perform the essential functions of the job. If such accommodation is not possible or creates an unreasonable hardship for the Agency or coworkers, loss of Agency driving privileges shall be considered just cause for reassignment to a position that does not require operation of a vehicle at a pay rate commensurate with that position. If no such position is open, the employee may be terminated.

#### **XIV. ACKNOWLEDGEMENT**

Upon receipt of this policy, each employee shall sign a form acknowledging that he/she is aware of this policy, including the legal issues arising out of the use of his/her privately owned vehicle on Agency business.



**EMPLOYEE ACKNOWLEDGEMENT OF VEHICLE USAGE POLICY**

This is to acknowledge that I have received a copy of the \_\_\_\_\_  
(insert agency name) Vehicle Usage Policy and that I have read the policy and  
understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights  
and obligations and does not create a contract of employment. Regardless of  
what the Policy states or provides, the Agency retains the right to add, change or  
delete provisions of the Policy and all other working terms and conditions without  
obtaining another person's consent or agreement.

My signature below further signifies that I have read this Policy and that I accept  
and will abide by all of its provisions.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**(RETAIN IN EMPLOYEE PERSONNEL FILE)**

## APPENDIX A

Department of Motor Vehicles  
 Vehicle Code Section 12810  
 As of November 2004

Note: This information was current as of the above date. Please make certain that it is current before relying on its accuracy.

### Violations With a Value of One Point:

Section	Violation
2800	Disobedience To Traffic Officer
2800.1	Evading Peace Officer
2801	Disobedience To Fire Official
2803, 2803a, 2803b, 2803c	Unsafe Vehicle Load
2815	Disregarding Non-Student Crossing Guard
2816	Youth Bus/Children Crossing Highway
2817	Disregarding Funeral Escort Officer
2818	Crossing Safety Flares/Cones
14601.5	Driving, Suspended/Revoked For Refusing Test
14603	Violation Of License Restrictions
21100.3	Disregarding Traffic Officer's Directions
21209, 21209a	Driving In Bicycle Lane
21367, 21367a, 21367b, 21367c	Disobedience To Traffic Signs/Controller
21451, 21451a, 21451b	Illegal Movement/Green Light/Arrow
21452, 21452a	Illegal Movement/Yellow Light/Arrow
21453, 21453a, 21453b, 21453c	Illegal Movement/Red Light/Arrow
21454, 21454a-d, 21455	Traffic Signals
21457, 21457a, 21457b	Disobedience To Flashing Signals
21460a, 21460b	Double Lines/One Broken Line
21460.5c	Use Of Two-Way Left Turn Lane
21461, 21461a, 21462	Disobedience To Traffic Control Device
21650, 21650a-f	Keep Right
21651, 21651a	Crossing Divided Highway
21652	Entering Highway From Service Road
21654, 21654a, 21654b, 21655, 21655b	Lane Use/Slow Moving Vehicle
21655.8	Diamond Lane/Entering/Exiting
21656-21662, 21662a, 21662b	Improper Lane Use
21663	Driving On Sidewalk
21664	Freeway Ramp/Entering/Exiting
21700	Load Obstructing Driver's View

21701	Interfering With Driver's Control Of Vehicle
21702, 21702a, 21702b	Driving Hours Limitation
21703, 21704, 21704a, 21705, 21706	Following Too Closely
21707	Driving In Fire Area
21709	Driving In Safety Zone
21711	Towed Vehicle Swerving
21712, 21712a, 21712d, 21712f, 21715, 21715a, 21715b	Unlawful Riding/Towing
21717	Turning Across Bicycle Lane
21750-21757, 21758, 21759	Illegal Passing
21800-21804, 21804a, 21804b	Right-Of-Way
21805, 21805b	Yielding Right-Of-Way To Horseback Rider
21806, 21806a	Yielding Right-Of-Way To Emergency Vehicle
21807	Unsafe Operation Of Emergency Vehicle
21950, 21950a, 21951, 21952	Yielding Right-Of-Way To Pedestrian
21954, 21954b	Due Care For Pedestrian On Roadway
21960a	Prohibited Use Of Freeway
21963	Yielding Right-Of-Way To Blind Pedestrian
22100-22105	Turning And U-Turns
22106	Unsafe Starting/Backing Of Vehicle
22107-22111, 22111a, 22111b, 22111c	Signaling Turns And Stops
22112, 22112a	School Bus Signaling
22348, 22348a, 22348c	Speed/Use Of Designated Lanes
22349, 22349.5	Maximum Speed
22350, 22351, 22352, 22352a, 22352b	Basic/Prima Facie Speed Limit
22354, 22355	Exceeding Posted/Freeway Speed Limit
22356, 22356b	Maximum Speed 70 Mph
22357, 22358.4, 22359, 22360, 22361	Speed In Excess Of Local Limits
22362	Speed/Construction Zone
22363	Restricted Speed/Weather Conditions
22364	Speed/Traffic Lanes
22400, 22400a, 22400b	Driving Too Slow
22405, 22405a	Speed/Bridge/Tunnel
22406, 22407	Maximum Designated Vehicle Speed
22409, 22410	Speed/Solid/Metal Tires
22413	Speed Limit On Grades
22450, 22451, 22452, 22452a, 22452b	Stop Required/Railroad Crossing
22454	Stop For School Bus
23109, 23109b, 23109d	Speed Contest/Aiding Or Abetting
23116, 23116a	Transporting Person In Truck Load Space
23127	Driving On Trails And Paths

23220	Drinking While Driving
23222, 23222a, 23222b	Marijuana Or Open Container/Driving
23235	Ignition Interlock Verification
23244, 23244b	Defeating Ignition Interlock Device
23253	Disobedience To Toll Highway Officer
23270, 23270a	Unauthorized Towing
23330, 23330c	Width/Load Of Vehicle At Crossing
23336	Disobedience To Sign/Vehicle Crossing
24002, 24002a, 24002b	Unsafe/Unlawfully Equipped Vehicle
24004	Operation After Notice By Officer
24250	Lighting Equipment
24409, 24409a, 24409b	Failure To Dim Lights
24604	Lamps/Flag For Extended Load
25103, 25103a, 25103b	Lamps On Projecting Load
26301, 26302, 26302a, 26302b, 26302c	Brakes
26303, 26304, 26304a, 26304b	Brakes/Combination Vehicles
26307	Forklift Truck Brakes
26311, 26311a, 26311b, 26311c	All Wheel Service Brakes
26456, 26457	Brakes/Stopping Distance
26458, 26458a, 26458.5	Braking System/Towing Vehicles
26502a	Adjustment/Use Of Air Brakes
26503-26506, 26506a, 26507	Airbrake System
26508, 26508a-c, 26508e-k, 26508o	Emergency Stopping System
26520, 26521, 26522	Vacuum Brakes
27360, 27360a-c, 27360.5, 27360a-c	Child Passenger Restraint
27363, 27363b	Child Seat Belt
27800, 27801, 27801a, 27801b	Motorcycle/Passengers And Equipment
29001, 29002	Fifth Wheel Connecting/Locking Device
29003a, 29003b, 29003c	Hitch And Coupling Device
29004, 29004a-c, 29006, 29006a	Towed Vehicle Coupling
29201	Pole Dolly/Load And Length
31301, 31301a	Caldecott Tunnel Restrictions
31303, 31303b, 31303c, 31303e	Hazardous Waste Transportation
31402	Farm Labor Vehicle/Unsafe Operation
31540, 31504b	Removable Containers/Regulations
31614, 31614a, 3164b, 31614d-f 31614h, 31614i	Explosives Transportation
32104, 32104a, 32104b, 32105, 32105a, 32105c-e, 32106, 32106a-d	Inhalation Hazard Transportation
34102	Tank Vehicle Regulations
34501.2, 34501a, 34501c	Driving Hours Limitations
34506, 34506a-g	Driving Hours, Equipment, Maintenance, Operation

34506.3	Safety Regulation Violation
34509, 34509c, 34509d	Vanpool Vehicle Maintenance Inspection
35784, 35784a, 35784b	Violation Of Special Permit
35784.5, 35784a, 35784b	Extralegal Load/Weight
36400	Lift-Carrier/Speed
36705	Bale Wagon Load Width During Darkness

#### **Violations With a Value of Two Points**

<b>Section</b>	<b>Violation</b>
2800.2, 2800.3	Evading Peace Officer/Reckless Driving
14601, 14601a, 14601b, 14601.1 thru 14601.4	Driving While Suspended/Revoked
20001, 20001a 20002, 20002a, 20002b	Hit And Run/Injury/Property Damage
21651b	Driving Wrong Side/Divided Highway
22348b	Speed Over 100 MPH
23103, 23103a, 23103 b	Reckless Driving
23104, 23104a	Reckless Driving/Causing Bodily Injury
23109a, 23109c	Speed Contest /Exhibition Of Speed
23140, 23140a, 23140b	Minor Driving With BAC Of 0.05% Or More
23152, 23152a-d	DUI/Alcoholic Beverage Or Drugs
23153, 23153a-d	DUI/Causing Bodily Injury Or Death
31602, 31602a, 31602b, 31602c	Explosives Transportation

**APPENDIX B**

**CONSENT FORM FOR PERSONAL VEHICLE USE (PUBLIC SAFETY)**

Employee Name: \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Date of Use: \_\_\_\_\_

Purpose:

Duration:

- Meeting
- Court Appearance
- Training/Workshop
- Other: \_\_\_\_\_

From: \_\_\_\_\_ am/pm

To: \_\_\_\_\_ am/pm

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

*By signing below, employee agrees to:*

- ✓ *Maintain personal vehicle in a safe condition;*
- ✓ *Immediately notify supervisor if he/she is involved in an accident;*
- ✓ *Observe all posted speed limits and operate the vehicle in accordance with applicable laws and state regulations; and*
- ✓ *Comply with the entity's vehicle use policy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date