

A RESOLUTION ADDING TO THE PERSONNEL POLICIES, CITY OF ROSE HILL, ARTICLE C, CHAPTER 5
PERSONNEL HANDBOOK, VEHICLE SAFETY

ACTION: NOW, THEREFORE, be it resolved by the Governing Body of the City of Rose Hill, Kansas as follows:

Section 1. Article C-5 Vehicle Safety Policy be added to the Personnel Handbook

- a. City of Rose Hill vehicles are to be used for city business only. Nonemployees and nonbusiness passengers are prohibited from riding in vehicles unless special permission is granted by Department Head and approved by the City Administrator.
- b. Only persons approved by the Department Head may operate a city vehicle. As a condition of employment, the employee must possess the appropriate license for the vehicle being operated.
- c. Employees who use their personal vehicle for approved purposes will receive a mileage allowance equal to the Internal Revenue Service mileage allowance for such usage.
- d. Drivers are responsible for observing all traffic laws. All drivers and passengers will wear seatbelts. All vehicles should be checked each day to ensure that the vehicle is in a safe condition. No texting is allowed while driving a city-owned vehicle. Employees are not permitted, under any circumstances, to operate a vehicle when any physical or mental impairment causes the employee to be unable to drive safely.

Any Employee that violates the policy will be reported to the proper administrative official. Violations of the policy may result in disciplinary action by the City Administrator or report to law enforcement appropriate.

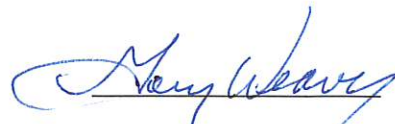
Employees must report any accident, theft or malicious damage involving a city vehicle to their supervisor and the Personnel Department, regardless of the extent of damage or lack of injuries.

Section 2. Effective Date: This Resolution shall become effective on June 20, 2022.



Attest:


Kelly Mendoza, City Clerk


Gary Weaver, Mayor