ORDINANCE ESTABLISHING EMPLOYEE VEHICLE USAGE POLICY

BE IT ORDAINED BY THE CITY COUNCIL OF LEOTI, KANSAS THAT:

1. *City employees entrusted with the operation of motor vehicles or equipment owned by the City are expected to operate such in a safe and responsible manner. Employees must have a valid driver's license for the vehicle class they are operating. Employees will observe all traffic laws and wear their seatbelts.*

2. *No use of portable electronic devices in vehicles. Employees will keep their primary attention on driving and avoid accidents and injury.*

3. *City vehicles will be used for City business only. Department heads may approve brief personal use within the workday. Department heads may permit an employee to take home a vehicle. Employees who are allowed to do such must take the most direct route to and from home and may not use the vehicle for personal use.*

4. *Only City employees or approved guest essential to the City job will be allowed to ride in the vehicles.*

5. *In the event of an accident or property damage, the employee will immediately notify law enforcement, their department head, and city hall. City hall will then investigate and issue findings on the fault of the incident including whether there was any intentional, negligent, or reckless behavior on behalf of the employee. Such will not be contrary to law enforcement findings if any. Any intentional, negligent, or reckless fault on behalf of an employee may result in disciplinary action up to and including termination at the discretion of the city clerk and department head. The findings and action will be filed in the employee's file. The employee may be required to reimburse the City for costs of damage done for an incident involving any intentional or negligent behavior.*
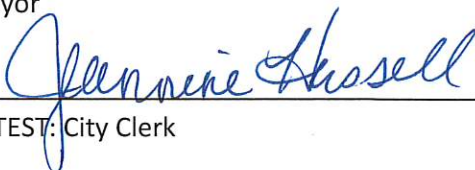
This Ordinance shall take effect and be in force from and after its approval. Such shall be added to the employee handbook and distributed to employees.

ADOPTED in regular session this 18th day of July, 2022.

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Mayor

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ATTEST: City Clerk