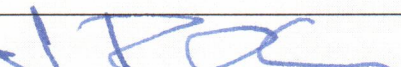


**City of Lancaster  
Human Resources Policy Manual**

<b>Policy Number:</b>	604	<b>Effective Date:</b>	10/1/2007
<b>Subject:</b>	Use of City Vehicles	<b>Revision Date:</b>	3/28/2012
<b>Applies To:</b>	All Employees	This policy replaces all former policies addressing the use of City-issued cell phones.	
<b>Authorized By:</b>			

### **Policy**

City vehicles are to be used only for City business.

### **Purpose**

The City of Lancaster provides vehicles for certain staff to use in the performance of their job duties if driving is required by the job. The City has purchased these vehicles for City business only and does not provide such vehicles for the employee's personal use.

### **Definitions**

1. City vehicle: Any vehicle that is owned or leased by the City.
2. Work time: Any time during which an employee is being paid to perform work for the City.
3. IWCD: A wireless telephone, personal digital assistant, smart phone, portable or mobile computer or similar device which can be used for voice communication, texting, e-mailing, browsing the Internet or instant messaging. The term does not include any of the following:  
(1) a device being used exclusively as a global positioning or navigation system; (2) a system or device that is physically or electronically integrated into the vehicle; or (3) a communications device that is affixed to a mass transit vehicle, bus or school bus.
4. "Text-based communication" means a text message, instant message, electronic mail or other written communication composed or received on an interactive wireless communications device.

### **Procedures**

1. Employees who are required to drive as part of their job responsibilities may be permitted to use a City vehicle for performance of their job duties. The use of a City vehicle will be approved in advance by the employee's supervisor. No employee is to use a City vehicle in performance of job duties without the supervisor's approval.
2. The responsibilities to be carried out when using a City vehicle are described by the employee's job description and will be assigned by the employee's supervisor. Use of the City vehicle for other than assigned responsibilities or without specific permission is not permitted.
3. Employees may not use City vehicles for any reason that is personal in nature, including commuting to and from work.
4. Employees who use City vehicles must possess a valid personal driver's license registered in the Commonwealth of Pennsylvania. Failure to possess a driver's license will result in revocation of the use of City vehicles.
5. If an employee's driver's license is suspended, the employee is required to inform his/her supervisor. If an employee operates a City vehicle while his/her driver's license is suspended, it will be considered, absent special circumstances, grounds for discharge.
6. In accordance with PA Motor Vehicle Code (75 Pa. C.S. §3316), use of cell phones to text while driving is prohibited. It is a summary offense to use an interactive wireless communications device ("IWCD") to send, read or write a text-based communication while the vehicle is in motion.

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7. Employees must immediately report if they have been involved in an accident. Employees are required to exhibit reasonable care of City vehicles. Careless, reckless or negligent use of City vehicles may result in revocation of the use of the vehicles and lead to disciplinary action, up to and including discharge.

**References**

City of Lancaster Bureau of Police: Police Vehicles Policy (277/42)  
PA Motor Vehicle Code 75 Pa. C.S. §3316