

City of Hampton
Animal Control
Administrative Guidelines

Title: <p style="text-align:center">Vehicles – Use and Maintenance</p>	Guideline Number: <p style="text-align:center">A-110</p>
References:	Date Issued: <p style="text-align:center">May 2006</p>

I. Purpose

To establish a departmental policy governing the use of all city motor vehicles assigned to the Animal Control Division.

II. Policy

All employees who use city vehicles to perform the functions of their job must ensure and practice vehicle safety, maintenance and security measures. Reasonable and prudent precautions shall be taken to prevent the loss, damage or theft of city property.

III. Procedure

A. Vehicle Records: All employees and/ or officers are required to sign in/out a vehicle. This record shall include any damage found and to which Officer each vehicle is assigned.

B. Authorization to Drive

1. A valid Virginia Driver's License is required to operate a city vehicle. The immediate supervisor must be immediately informed if the license is canceled, suspended or revoked.
2. No employee shall operate a motor vehicle without prior authorization from their supervisor.
3. All employees will take a city sponsored defensive driving course as soon as practical.

C. Operator Responsibilities

1. All employees operating or riding in a motor vehicle are required to obey the traffic laws of the State of Virginia, ordinances/regulations of the city, and the directives set forth herein.
2. All drivers and passengers must use seat belts while in city vehicles.
3. Drivers must have in their possession a valid Virginia Driver's License when operating a motor vehicle.

4. City vehicles may not be used to transport non-city personnel unless for official city business.
5. Vehicles shall not be taken out of the Hampton Roads area without advance permission from the Animal Control Supervisor.
6. Keys shall never be left in an unlocked vehicle when the vehicle is unattended. Keys should be returned to a secured designated location after each use.
7. Trash or personal belongings shall not be left in city vehicles. All vehicles will be kept clean and equipment will be neat and in order.
8. No smoking in city vehicles.
9. Drivers shall obtain fuel at designated locations only and vehicles must remain in an off position when being refueled. Vehicles shall be turned in with no less than ½ tank of fuel after each use.

D. Personal Use of City Vehicles

1. Vehicles are to be used for official city business only. Use of city vehicles for personal business is prohibited. Only authorized person(s) are permitted to drive or ride in a city vehicle.
2. Employees driving city vehicles equipped with radio communication equipment must check in during lunch and breaks. Only employees residing in Hampton may drive city vehicles to their homes during lunch hours, or for additional equipment pick up.
3. Employees who are assigned take-home vehicles as a function of their job shall not use city vehicles for personal business.

E. Accidents

1. When an accident occurs, notify the Police immediately, then remain at the scene of the accident until they arrive. Cooperate with their investigation of the accident. Notify your supervisor as soon as possible.
2. Obtain identification of the other vehicle, insurance policy number, driver's license, name and number, if possible. Obtain a copy of the policy report.
3. The Departments of Risk Management and Fleet Services set forth procedures to follow when a city vehicle, or personal vehicle used on city business is involved in an accident. Employees shall become familiar with these procedures and the established department procedure concerning accidents.
4. Do not sign a statement or volunteer information about the accident to others except as directed by the Animal Control Supervisor. If asked to sign papers

or make any statements, refer these requests to the Animal Control Supervisor.

F. Vehicle Maintenance

1. As with an Animal Control Officer's personal appearance, the public judges Animal Control by the condition of its vehicles. A clean and odor free vehicle is necessary to promote the professionalism of Animal Control. Officers will be responsible for the cleanliness, fueling, repairs and routine maintenance of assigned vehicles.
2. Maintenance shall be performed in accordance with the city vehicle maintenance policy. The City Garage shall perform or coordinate all maintenance and repair; Animal Control Officers shall perform all cleaning and sanitizing.
3. Before a vehicle is delivered or towed for mechanical repair, the last person responsible and/or in contact with the vehicle shall make certain that all animals (alive or dead) and equipment are removed from the vehicle.
4. Proper checks will be performed each day, week, month, annually and semi-annually to ensure proper operation of the vehicle.
5. No alterations or additions to the vehicle may be done without advance permission of the Animal Control Supervisor.
6. Clean vehicles are essential to avoid transmission of disease to animals during transportation. Vehicle sanitizing will follow accepted procedures whenever an animal is transported.
7. Sanitation after a Parvovirus positive dog shall consist of soaking the contaminated cage for 10 minutes or as the cleaner manufacturer directions recommend.

G. Vehicle Safety Checks

1. Prior to any departmental employee operating any departmental vehicle, he/she is responsible for conducting a thorough safety and maintenance check of the vehicle and its equipment. Any defects or potential defects which could result in a vehicle accident, poor vehicle or equipment performance or extensive mechanical repair work if not corrected, must be reported to the Animal Control Supervisor immediately. All vehicle defects must be entered on officer's daily field work report, and the daily vehicle log out sheet.
2. A proper vehicle safety and maintenance check includes but is not limited to:
 - a. Air pressure in tires and tire tread
 - b. Oil and transmission levels
 - c. Radiator water level
 - d. Battery water level

- e. Brakes
- f. Wheel alignment (vehicle pulling to right or left)
- g. Lights include headlights, turn signals, back-up, brakes, interior, spotlight, emergency lights and cage lights.
- h. Mirrors
- i. Windows
- j. Radio (two-way)
- k. Doors (cab and cage)
- l. Air condition and Heat working properly
- m. Battery not charging
- n. Vehicle body (check for damages)

H. Ride-Along Passengers

1. It is strictly prohibited for an employee to allow any citizen of non-city employee to ride in an Animal Control vehicle without first obtaining approval from the Animal Control Supervisor. Ride-alongs are generally discouraged due to safety concerns.

I. Vehicle Security

1. Lock and remove keys when the vehicle is unattended, unless an animal is in the vehicle, in which vehicle must be locked and remain on for proper ventilation.
2. Animal cage doors are to be locked whenever an animal is inside the compartment(s).
3. A visual check (walk around) of the complete vehicle is required whenever returning to the vehicle after leaving the immediate area where the vehicle was parked unattended.
4. While vehicles are not in use, the key must be inside the key box in designated office location.
5. Equipment must be secured within the vehicle, in a manner that will prevent theft or vandalism.
6. Equipment must be removed or secured inside the vehicle, in such a manner to prevent theft during servicing and maintenance, at the city garage, while parked at the officer's home when on call and other vehicle-serving departments or companies.
7. At no time will the city be responsible for lost, stolen or damaged personal items left or stored inside the city vehicles.

Authorized by: 	Revision Date: September 15, 2011
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