



POLICY AND PROCEDURE MEMO

SUBJECT:

SEAT BELT

NO. 4.001

DATE: 4/5/06 Adopted -JFS
4-1-13 Approved

D. W. Fitzgerald
CITY MANAGER

I. STATEMENT:

- To provide for the safety of operators of City vehicles and equipment by requiring the use of seat belts and safety restraints. The use of seat belts while operating a motor vehicle can significantly reduce the number of deaths and severity of injuries resulting from traffic accidents. In addition, the use of seat belts and safety restraints assists vehicle operators in maintaining proper control of their vehicles during unusual circumstances.
- It is the policy of the City to require all employees, volunteers and operators of City vehicles and equipment or privately owned vehicles being used for City business, to properly utilize seat belts and shoulder harnesses while operating or riding in the vehicle.

II. PROCEDURE

- All occupants operating or riding in City vehicles or any vehicle used for City business shall fasten their safety belts and shoulder harnesses, if so equipped, upon entering the vehicle and shall keep them fastened as long as the vehicle is in motion.
- It shall be the responsibility of the driver to insure that all persons are in compliance with this procedure
- No person shall modify, remove, deactivate or otherwise tamper with vehicle seat belts and/or warning systems except for personnel charged with providing maintenance or repair on a vehicle in need of repair.
- Damaged seat belts shall be immediately reported to personnel charged with providing maintenance or repair. City vehicles with faulty driver's seat belts shall not be driven, except to a repair facility, until the repair is complete; passengers will not be allowed in a City vehicle if that passenger's seat belt is found to be faulty.

III. NOTICE

- Information on the benefits of seat belts, as well as the City's commitment to their use will be emphasized in new employee orientation, training, handbooks, safety rules and internal communications. Managers and supervisors are encouraged to promote and provide time for employee



POLICY AND PROCEDURE MEMO

SUBJECT:

SEAT BELT

NO. 4.001

DATE: 4/5/06 Adopted -JFS
4-1-13 Approved

[Signature]
CITY MANAGER

awareness programs to explain the benefits of seat belts both on- and off-the-job.

IV. ENFORCEMENT AND PENALTIES

- Any person found in non-compliance with this policy shall be subject to prosecution in accordance with applicable laws and or subject to disciplinary action in accordance with the collective bargaining agreement or non-union policy.
- The driver of the vehicle is responsible for enforcing seat belt use by all occupants.
- Refer to department policy for Special Circumstances.

-END OF PROCEDURE-