



CITY VEHICLE OPERATOR'S GUIDE



**CITY FLEET MAINTENANCE
(719) 553-2325**

Revised and Issued April 2025

THIS MANUAL MUST REMAIN IN THE CITY VEHICLE

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PLEASE DRIVE SAFE!

**If you have questions about this guide, or for additional information, please contact:
City Fleet Maintenance: (719) 553-2325**

**CITY OF PUEBLO
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REVISED AND ISSUED APRIL 2025**

Reporting an Accident to Fleet Maintenance

1. Call Fleet Maintenance after your supervisor and the authorities have been notified.
2. Send a copy of law enforcement report to Fleet Maintenance.
3. Take vehicle to Fleet Maintenance for inspection and repair at your earliest opportunity to assess the damage.
4. Complete and submit the City Vehicle Accident/Damage Investigation Report on the City of Pueblo website in the employee portal home screen.

This document serves as an official City policy and procedures manual issued by the Mayor's Office and is applicable to all City employees.

I. DRIVER'S RESPONSIBILITIES

ALL ITEMS LISTED IN THIS SECTION ARE THE RESPONSIBILITY OF THE DRIVER!

Note: Employees holding a Commercial Driver's License (CDL) must follow the Mandatory CDL regulations for the classification held, including mandatory Daily Pre-Trip and Post-Trip inspections. Please refer to the DOT manual for those requirements. (Exemptions exist for Fire Department personnel within Colorado)

Preventive Maintenance (PM) Schedule

It is MANDATORY to follow the preventive maintenance schedule for your individual vehicle. Have PM Services performed when due on scheduled intervals. If your vehicle is used in "severe service" situations, call Fleet Maintenance to approve a shorter service interval.

NOTE: REPAIRS REQUIRED DUE TO LACK OF PREVENTIVE MAINTENANCE WILL BE BILLED DIRECTLY TO THE USING DEPARTMENT. THE DEPARTMENT DIRECTOR AND MAYOR'S OFFICE WILL BE NOTIFIED.

License Plates, Registration Renewals, and Insurance Card

It is the driver's responsibility to keep the following items with each City vehicle he/she drives:

Current registration, your valid driver's license, and a current *Evidence of Insurance* or *Proof of Insurance* form

Citations issued for parking & moving violations, expired tags, registrations, DOT, and proof of insurance are the responsibility of the driver.

Fuel Keys

The City of Pueblo's automated fuel system requires a fuel key, vehicle number, and current odometer or hour meter reading entry to operate. The fuel key is unique to the user; treat them as you would a personal credit card. Enter accurate odometer or hour meter readings when fueling a vehicle. Please call Fleet Maintenance to correct an entry error or to report a lost key.

Daily Care of Vehicle

Drivers are responsible for the day-to-day care of their vehicles. No City employee is expected to drive a vehicle that is unsafe and should never ignore an unsafe condition. Follow the advice listed below to keep your vehicle in a safe, operable condition.

1. **FLUIDS:** Make daily checks of the under hood fluids on your vehicle. Fill as necessary, but have your vehicle checked by Fleet Maintenance if you are low on engine oil, automatic transmission fluid, power steering fluid, or engine coolant. In order to prevent freeze-up, do not add plain water to the radiator, coolant reservoir, or windshield washer container.
2. **LEAKS:** Look on the ground under the vehicle for fluid leaks. Call Fleet Maintenance immediately about any leakage.
3. **TIRES:** Visually inspect the tires daily. Look for imbedded nails, check regularly for uneven wear, and for proper air pressure. Recommended tire pressure is usually found on the driver's door post. Contact Fleet Maintenance for tire repair and/or replacement.
4. **DAMAGE:** Check the vehicle frequently for body damage. Report any damage promptly to your supervisor and Fleet Maintenance (see procedures and definition of "accident" in the accident section).
5. **IMPROPER USE:** Do not drive any passenger vehicle, truck, or sport utility vehicle through rivers, creeks, streams, rough terrain, etc. that would exceed the limits of your vehicle. Disciplinary action will be taken and may lead to termination.
6. **FLAT TIRES:** DO NOT drive the vehicle with a flat tire as it will ruin the tire and/or rim. You will be held responsible for the damages. Drivers are responsible for notifying Fleet Maintenance immediately of a flat tire and/or replacing the flat tire with the spare.
7. **LIGHTS:** Check all exterior lights, head lamps, brake lamps, and turn signals regularly for proper operation. Notify Fleet Maintenance of inoperable or broken lights.

determine if testing is required. **Always call City Human Resources at 553-2633 to notify them of an accident and for assistance in determining if testing is required. They are to be notified as quickly as possible after an accident.**

If the employee appears to be under the influence of drugs and/or alcohol at the scene, it will be assumed that law enforcement will handle the testing. If law enforcement does not test, but the supervisor who reports to the scene has reasonable suspicion that impairment exists, Human Resources should be called at 553-2633 to consult on reasonable suspicion testing. Please note that the accident itself does not constitute reasonable suspicion.

If the employee has a CDL and was driving a commercial motor vehicle at the time of the accident, he/she would be subject to post-accident drug and alcohol testing if the following conditions are present:

1. A fatality occurred in the accident.
2. There was a citation issued by law enforcement against the City driver, and one or both of the following conditions exist:
 - a. Disabling damage of any vehicles involved in the accident required tow away.
 - b. Bodily injury of any parties involved in the accident required immediate medical treatment away from the scene.

If any of the conditions as described above are present, post-accident DOT testing will be required and should be coordinated with Human Resources (553-2633) as quickly as possible. Human Resources will notify the testing agency. The involved driver should always be driven by supervisory staff to the testing location. There is a timeline associated with post-accident DOT Testing:

- Alcohol Testing: The alcohol test must be completed within two (2) hours of an accident. Attempts to conduct an alcohol test are prohibited after eight (8) hours following the accident.
- Drug Testing: The drug test must be completed within two (2) hours of an accident. Attempts to conduct a drug test are prohibited after thirty-two (32) hours following the accident.

If these timelines for testing are not adhered to, the City, as the employer must provide written documentation to DOT regarding the failure to test.

If there are any questions at the time of any accident with either a CDL or regularly licensed City employee, Human Resources is available to consult regarding appropriate post-accident testing.

- g. Present the City of Pueblo insurance card. This form is provided within the pamphlet issued with insurance card. Write down ALL information on the other driver including:
 - Name and Address
 - Driver's license number, state, and expiration date
 - Home, cellular, and work phone numbers
 - Vehicle owner's name and address
 - Year, make, model, and license plate number of vehicle
 - Insurance company and policy number
 - Witnesses names, addresses, and phone numbers.
 - h. Write down notes concerning the accident. These notes will help when you complete the accident report.
 - i. DO NOT attempt to drive an unsafe vehicle or a vehicle with fluid leaks.
 - j. If a tow truck is necessary, call Fleet Maintenance or Police Dispatch for assistance. If you are outside of the Pueblo area, ask local law enforcement to call a tow truck for you (see Section II, Vehicle Repair/Preventive Maintenance/Towing Procedures).
 - k. DO NOT arrange to have the vehicle taken to a body shop or insurance company.
2. The driver must call Fleet Maintenance as soon as possible and fill out the City Vehicle Accident/Damage Investigation Report on the City website in the Employee Portal.

Post-Accident Drug and Alcohol Testing Guidelines

Employees shall be required to take and complete, and to cooperate in the taking and completing of, any test or tests of the person's breath or blood for the purpose of determining the alcoholic content of the person's blood or breath when so requested and directed by a law enforcement officer having probable cause to believe that the person was driving a motor vehicle in violation of the prohibitions against DUI, DUI per se, or DWAI. Employees shall be required to submit to and to complete, and to cooperate in the completing of, a test or tests of such person's blood, saliva, and urine for the purpose of determining the drug content within the person's system when so requested and directed by a law enforcement officer having probable cause to believe that the person was driving a motor vehicle in violation of the prohibitions against UDD. If drug or alcohol testing is not done by law enforcement, post accident drug and/or alcohol testing may still be required, specifically for those with a Commercial Driver's License (CDL).

If the employee who was operating the vehicle in the accident has a CDL license, post-accident drug and/or alcohol testing may be required under Department of Transportation (DOT) regulations. The following guidelines are intended to assist in reviewing the factors involved in the accident to

8. **NOISES:** Be alert for unusual noises that could signal mechanical problems. Call Fleet Maintenance immediately.

9. **GAUGES:** If the temperature gauge reads abnormally hot, the oil pressure gauge reads low, or the red critical engine light is on, STOP THE VEHICLE IMMEDIATELY and call Fleet Maintenance (553-2325) for assistance.

NOTE: If the amber caution light (check/service engine light, power loss light, or emissions light) in late model vehicles is on, it indicates a potential problem. Please contact Fleet Maintenance and schedule an appointment or have the vehicle towed.

Use of City Vehicles

As the operator of a City vehicle, the driver is responsible for its proper use, service, and protection and must be familiar with the following guidelines:

1. **USE OF A CITY VEHICLE:** Except as otherwise authorized by the Mayor or Collective Bargaining Agreement, City vehicles are to be used for official City business only and may not be used for personal errands, including transporting family members or pets. City vehicles may not be loaned to or driven by any unauthorized individual.

2. **CLEAN VEHICLES:** It is the responsibility of the employees to maintain a clean interior and exterior when using a City vehicle. Trash and other debris shall not be allowed to accumulate in City vehicles. The City car wash is available for most City vehicles and equipment. Access to the car wash is controlled by fleet maintenance personnel and must be signed out.

3. **DRIVER'S LICENSE:** All drivers must possess a valid Driver's License for the class of vehicle being operated. It is the responsibility of the driver to ensure the license is correct and valid.

4. **FUEL KEYS:** Fuel Keys are assigned to the employee, not the vehicle. **NEVER LEAVE YOUR FUEL KEY IN THE VEHICLE.** Report lost, damaged, or stolen fuel keys to Fleet Maintenance immediately.

5. **SEAT BELTS:** Seat belts **must** be worn by all drivers and all passengers in City vehicles while the vehicle is in operation.

6. **TOBACCO IN CITY VEHICLES:** All tobacco and vaping are **not** allowed in any City vehicle.

7. **ALCOHOL/DRUGS:** No City-owned vehicle shall be operated by any individual who is under the influence of alcohol or drugs.

8. VEHICLE KEYS: NEVER LEAVE YOUR KEY IN A VEHICLE. NEVER LEAVE A VEHICLE RUNNING UNATTENDED.

Drivers are responsible for the City vehicles they operate. Vehicles will be locked when the driver is away from the vehicle and the vehicle key shall be with the driver when they exit the vehicle. (Exceptions apply to on-duty Police and Fire Department apparatus) Drivers are responsible for lost or stolen keys and will be charged for re-keying locks. Drivers must pay directly for the expenses to open a locked vehicle when out of town. Fleet Maintenance keeps an extra vehicle key. Fleet Maintenance has spare keys and key codes available for vehicles and equipment.

9. CELL PHONES: Use of a cell phone (personal or business owned equipment) for the purpose of texting while operating a vehicle is prohibited pursuant to Colorado state law. It is advised that drivers park their vehicle in order to use their cell phone.

10. LOCK EQUIPMENT BINS ON VEHICLES/EQUIPMENT: Employees are responsible for the tools and equipment used to perform their duties. All doors and bins shall be locked when employees are away from the vehicle/equipment. (Exceptions apply to Police and Fire Department apparatus)

11. TOOLS/EQUIPMENT IN VEHICLES: Employees are responsible for the tools and equipment used to perform their duties. **DO NOT LEAVE TOOLS OR EQUIPMENT IN OPEN VEHICLE COMPARTMENTS, TRUCK BEDS, OR ON TRAILERS WHEN YOU ARE AWAY FROM YOUR VEHICLE/EQUIPMENT. SECURE THESE ITEMS TO THE VEHICLE/TRAILER AND LOCK COMPARTMENTS IF YOU ARE NOT WITH THE VEHICLE.** Disciplinary action will be taken and may lead to termination. (Exceptions apply to Police and Fire Department apparatus.)

NOTE: Report stolen tools and equipment to the Police Department and your supervisor as soon as possible.

Prohibition of Weapons

Bringing any kind of weapon to a City work location is strictly prohibited, unless an employee is required to carry a weapon as part of his/her City position. This prohibition includes the possession of weapons in violation of federal, state, or local law.

Weapon is defined as a device, instrument, material or substance used for, or which can cause death or bodily injury, or damage to property. Weapons include, but are not limited to: an explosive or an explosive weapon, a device principally designed, made or adapted for delivering or shooting an explosive weapon, a machine gun, a rifle or shotgun, a handgun, a firearm silencer, stun gun

Make note of the vendor's name, phone number, address, and state license number. If the vendor in fact accepts a purchase order, Fleet Maintenance will contact the vendor to complete the required documentation.

III. POST-ACCIDENT INFORMATION

Please read this information prior to taking any action

An accident is described as ANY incident occurring which may cause damage to a City vehicle or private property. Accident damages include, but are not limited to, damage caused by the following:

- Another vehicle, road hazard, or wildlife
- Weather (wind, rain, hail, etc.)
- Vandals (this includes glass, tires, body damage, theft, etc.)

Post-Accident Procedures

1. At the scene of an accident involving a City of Pueblo vehicle, the driver must:
 - a. Stop immediately and aid any injured persons.
 - b. NOTIFY THE LOCAL POLICE by calling 911 and notify them it is a city vehicle and that an officer presence is requested. If the local police will not send an officer to the scene, file a counter report at the local police station or State Patrol station as soon as possible.
 - c. DO NOT leave the scene or move the vehicle until the law enforcement agency has completed the investigation or until they have instructed you to leave the scene, UNLESS "cold reporting" is in place that mandates you move your vehicle OR if it is posted or regulated otherwise.
 - d. Call your supervisor to report the accident. Call Fleet Maintenance at 553-2325 to report the accident.
 - e. If you have a camera or cell phone camera, safely take photos of the scene and/or damage to the vehicle or property before moving the vehicle. If the City vehicle creates a definite hazard, please mark the location of each vehicle involved and then move the City vehicle.
 - f. DO NOT admit fault or make commitments. DO NOT give statements to anyone except the investigating law enforcement agency personnel and your supervisor. You must, however, give the other driver your name, address, registration number, driver's license number, and exhibit your driver's license to the other driver, regardless of whether a police officer arrives or not.

- a. Identify your Vehicle I.D. number or license plate and current odometer reading.
- b. Describe the vehicle's problem to Fleet Maintenance.

Fleet Maintenance will forward all warranty and recall notifications to the respected department for scheduling with an authorized dealer.

OUT OF TOWN

Call Fleet Maintenance during normal business hours (7:00 a.m. to 6:00 p.m. Mon-Fri).

Identify your vehicle as part of the City's Fleet Maintenance Program and inform them of the problem with the vehicle. They will assist you in determining the nearest private repair facility you can use.

Give the private repair facility your name and phone number. Instruct them to call Fleet Maintenance with a diagnosis and estimate of repairs prior to performing any chargeable work to a City vehicle.

Sign the delivery receipts after making sure everything listed was performed.

If repairs are not satisfactory, contact Fleet Maintenance immediately.

Towing Procedures

IN TOWN (After 5:00 p.m.)

If the vehicle creates a definite road hazard and must be moved immediately, call either Police Dispatch (719-553-2502) or the contract vendor. The vendor will tow your vehicle to the City Fleet Maintenance Garage at 300 East D Street. Follow up with a call to Fleet Maintenance during normal business hours to report the situation.

OUT OF TOWN (After 5:00 p.m.)

If emergency repairs must be performed immediately and you are out of town, call the nearest repair facility and ask them if they will accept a City of Pueblo purchase order or City of Pueblo P-Card. Another option is to pay for the charges with your personal credit card and then request reimbursement through your department.

(commonly known as a Taser), a switchblade knife or any other style of knife, brass knuckles, or any other implement for infliction of bodily injury or damage to property, which has no common lawful purpose. Pocket knives or knives used solely for eating, food preparation or food distribution, are not considered "weapons" for purposes of this police unless used to inflict bodily injury or damage to property.

Protecting Vehicles from Theft

Each department is responsible for assuring that their City vehicles are equipped with the proper parts to help discourage theft. Fleet Maintenance will be responsible for outfitting vehicles with said parts.

Departments shall obtain an additional set of keys from Fleet Maintenance for vehicles that are required to be left running on the job site to operate safety lights and onboard equipment. These vehicles will be locked when nobody is inside the cab. (Exceptions apply to Police and Fire Department apparatus)

Reporting Theft of a Vehicle

Stolen vehicles and equipment must be reported to the Police Department and your supervisor immediately. Please report to Fleet Maintenance at your earliest opportunity.

Travel Outside of Colorado

Travel outside of Colorado in a City vehicle is discouraged and must be approved by the department employing the driver and Fleet Maintenance prior to departure. **NOTE: The Colorado Immunity limits do not apply outside of Colorado.** The vehicle's fuel and any services or repairs must be purchased by the driver and all receipts turned in to his/her department for reimbursement consideration. Copies of fuel, service and repair receipts must be sent to Fleet Maintenance to update maintenance records.

Departments must purchase all additional liability and vehicle collision insurance necessary before crossing any U.S. border. This expense is not subject to reimbursement by Fleet Maintenance.

Travel in Colorado

Fleet loaner/travel vehicles are made available to City staff to attend meetings, conferences, training courses, etc. in town and in Colorado.

Employees are required to schedule a fleet vehicle as soon as possible for these purposes. Contact Fleet Maintenance to schedule a vehicle. All travel must be pre-approved by the department head.

Your department will be charged for fuel usage.

Returning Vehicles for Disposal/Sale

When a vehicle is returned to Fleet Maintenance for disposal/sale, the following is required:

1. Schedule an appointment to turn in vehicle.
2. Return vehicle with at least ¼ tank of fuel.
3. Remove all trash and personal items from vehicle.
4. Ensure that driver's manual, vehicle ignition key, and current registration are turned in with the vehicle.

Responsible Driver Conduct

The City occasionally receives citizen reports regarding City vehicles being driven improperly. These reports will be properly investigated both administratively and criminally. If necessary, and if after investigation it is determined that a report is substantiated, the driver may be subject to discipline.

City drivers should always be aware of the reflection of City employees actions as perceived by the public. Because drivers of City vehicles represent the City of Pueblo, it is extremely important to conduct yourself in a professional manner.

II. MAINTENANCE AND REPAIR

Tires and Glass

Tires and windshield replacement are State awarded items and should never be installed without a purchase order from Fleet Maintenance. Call Fleet Maintenance for the closest approved vendor. Tires should be replaced when the tread is worn to 3/32 of an inch or less. Replacement tires will be original equipment type (all-season tread) and size. Exceptions will be authorized by Fleet Maintenance on an individual basis.

ALL-SEASON MUD & SNOW TIRES: All season tires are rated 'M&S,' meaning they will meet the Colorado Department of Transportation and State Patrol winter tread requirements during

hazardous driving conditions. They will outperform all other tires in overall safety, handling, braking, and performance. Traditional large element tread design snow tires outperform the all-season tires only in deep, non-compacted snow. These tires increase braking distances and adversely affect handling when used on dry pavement. The tires are often physically larger than the original tires, causing problems with odometer readings and anti-lock brake systems. Fleet Maintenance does not approve them.

TIRE CHAINS: Tire chains are only allowed for rear-wheel drive 2WD vehicles which drive daily on mountain passes that frequently have the 'Chains Only' condition. Drivers and their departments are responsible for the full amount of any vehicle damage caused by chains.

TIRE STUDS: Tire studs are not approved for any vehicle due to the abnormal wear caused on highways and the negative effect on vehicle handling and anti-lock braking systems.

GLASS REPAIR/REPLACEMENT: Windshield repairs should be attempted before replacement. It is important to have chips and small cracks repaired promptly. Contact Fleet Maintenance for repair and replacement.

Preventive Maintenance

Each department using a fleet vehicles/equipment is responsible for assuring vehicles are taken in to Fleet Maintenance for preventive maintenance appointments. Each vehicle has a window sticker indicating when it is due for service.

Notify Fleet Maintenance to schedule or change a scheduled maintenance appointment.

Deliver vehicles to Fleet Maintenance as early as possible on your scheduled day.

Notify Fleet Maintenance if and when any additional repairs are needed.

Notify Fleet Maintenance if usage has increased and service may be needed sooner than scheduled.

Vehicle Repair

During Normal Business Hours

IN TOWN

Call Fleet Maintenance during normal business hours (7:00 a.m. to 6:00 p.m. Mon-Fri).