

# **Citywide Vehicle Use Policy**

**City & County of San Francisco**

# Why do we need a Citywide Vehicle Use Policy?

- To outline the City's commitment to maintaining a safe vehicle fleet, and concern for the safety of people, protection of property, and minimizing impacts upon the environment.
- To set forth practices for the safe operation of motor vehicles owned or operated by all City departments, excluding sworn (uniformed) staff of SFPD, Sheriff, and SFFD.
- To serve as a baseline for departments' vehicle operations policies and as an enhancement to the existing 2010 Drivers' Guide.

# What is the Citywide Vehicle Use Policy?

- The Citywide Vehicle Use Policy (VUP) is a standardized policy that will be incorporated into each department's standard operating procedures.
- The VUP focuses on the safe operation of licensed motor vehicles primarily operated on public roads.
- The VUP will be administered under the auspices of the Office of the City Administrator.
- The VUP will be implemented by departments through the adoption of a Motor Vehicle Incident Prevention Program
  - The minimum requirements are provided.
- The VUP requires departments to provide drivers' training curriculum for all employees required to drive as a condition of their employment.
  - The baseline curriculum is provided.

# What has occurred?

- Two Meet & Confers were held with the unions who decided to attend and participate.
- The City implemented the VUP on October 31, 2014.
- The final version of the Citywide VUP was issued to affected labor organizations on November 5, 2014.
- An advisory group has been formed and will meet on a monthly basis beginning in December.

# Next Steps: What do departments need to do?

- Departments must review the Citywide VUP and be in compliance with the baseline requirements for departments.
- Departments must review their own operational needs to determine whether additional policies and/or procedures need to be incorporated.
- Departments must determine which staff members will be responsible for enforcing the standards: a manager, human resources staff, safety staff, department fleet manager, etc.
- The advisory group will work with departments to implement the VUP.