

Department of Public Works

Operations Division – Major Work Rules

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PREAMBLE:

The following are the Operations Division Major Work Rules. The rules are intended to provide appropriate notice of the Division's expectations relative to the conduct of an employee. These rules do not cover every possible situation that could result in the initiation of disciplinary action. Violations of these rules may result in disciplinary action up to and including discharge.

I. SECTION A - GENERAL

NORMAL WORK DAY

1. **HOURS:** Employees are expected to be at their starting location, prepared for work, at their assigned starting time and are expected to remain until the end of that day's assignment. The starting times, rest and lunch breaks and quitting times will correspond with those of the divisions for which operating services are being performed.

At the end of the workday, "unassigned" drivers will call the Dispatch Office within the last 10 minutes of their workday to receive the next day's assignment.

The Division may find it necessary to make occasional temporary changes to such schedules. Changes of a more permanent nature will be discussed with the union before implementation.

Employees are responsible for completing and submitting time sheets and other required forms in a timely manner. Failure to do so may result in inaccurate payroll processing.

2. **SCHEDULES:** Time schedules for equipment and routes will be provided by the Division. Employees assigned to a specific truck or route will follow such schedules unless adjusted by a supervisor to meet a temporary need.
3. **REST BREAK:** The rest and lunch breaks of employees assigned to operate equipment for other divisions will conform to those of the using division or crew.

Employees not assigned to other divisions are allowed a paid 15-minute rest break. This break will not be taken before 2-hours of work has been completed. Employees may take this 15 minute rest break during the morning at a place designated or agreed to by their supervisor. Employees must have worked at least two hours before such break can occur. The 15 minute period will be exclusive of reasonable travel, if necessary.

4. **LUNCH PERIOD:** Employees are allowed a 30 minute unpaid lunch period. Total to and from travel time for lunch may not exceed 15 minutes. City equipment may be used for transportation to the nearest city facility for lunch. The 30 minute period will be exclusive of such travel. The lunch period will be four hours after starting time. City vehicles must remain within the city limits unless authorized by the supervisor. City vehicles cannot be driven to taverns or any establishment whose primary purpose is to serve/sell alcohol. City vehicles and equipment must be secured at all times. City vehicles may not be driven to an employee's home or other private residence during the workday unless authorized by the supervisor. Permission to take a vehicle to a private residence will be granted only for emergencies or under extraordinary circumstances (see September 22, 2004 "City Vehicle Use Policy").
5. **LEAVING THE WORK AREA:** Individual employees or crews may not leave the work area without the consent of the supervisor. Travel to and from transfer stations must be on the most direct route. This includes traveling to and from the transfer station for their unpaid lunch. Crews must stay together at all times except for their unpaid lunch.
6. **EMERGENCIES:** In the event of an emergency, contact your supervisor for instructions. If your supervisor is unavailable, contact the Dispatch Office.
7. **ASSIGNMENTS:** Operations Driver Workers and Sanitation Workers shall be assigned in accordance with the Picked Job Assignment selected by the employee during the Winter and Spring Job Picks. Assignment of employees who do not select a "picked" job or whose "picked" job assignment has not commenced will be made in accordance with the Replacement Policy dated November 19, 2004 to include any revisions or addenda to this memorandum.
8. **ATTENDANCE:** Regular and punctual attendance is expected of all employees. Tardiness disrupts the planned activities of the using divisions.

II. EMERGENCY AND OVERTIME WORK

1. **SNOW AND ICE CONTROL:** All employees are required to report as assigned during snow and ice control operations. Medical certifications may be required as proof of illness or impairment.

Except for emergencies, employees seeking an exemption from call-out must provide 48 hours advance notice to management. Requests for exemption due to

emergencies must be made as soon as practicable. All requests for exemption must be supported by a showing of cause. All exemption requests are subject to verification, production of documentation and approval by the department. Any request submitted under false pretenses or involving falsified documentation shall result in the volunteer being taken off the volunteer list for the remainder of the season and being ineligible to volunteer for the following season. See the Replacement Policy agreement dated, November 19, 2004.

Employees who do not respond to call-out will be subject to Salt Driver Assignment Removal as provided in Appendix B of the MOU dated January 9, 2002.

2. **SCHEDULED WEEKENDS AND HOLIDAYS:** All employees are required to report for scheduled weekend and holiday work provided the Division notifies the union in accordance with the current labor contract.
3. **OTHER EMERGENCIES:** Employees are expected to respond, if called upon, for emergency service requested of the Division or DPW.

III. SMOKING AND THE USE OF NON-PRESCRIBED CONTROLLED SUBSTANCES

1. **SMOKING:** Smoking is not permitted in any city vehicle, city building, or where it presents a fire hazard to fellow employees, the public, equipment or property.
2. **ALCOHOL OR DRUGS:** Employees will not report to work under the influence of alcoholic beverages or controlled substances. Employees will not drink alcoholic beverages or take non-prescribed controlled substances during work hours. Employees are prohibited from operating machinery, vehicles or equipment after taking medications if such medication could result in the impairment of the employee. Impairment is defined as altering the performance or judgement of an employee in any way. Employees shall promptly notify management if they are taking any medication that may affect the employee's ability to safely operate machinery, vehicles or equipment.

Employees who drive City vehicles or operate power equipment are prohibited from drinking alcoholic beverages or using non-prescribed controlled substances during work hours, including any lunch period or break, paid or unpaid.

The possession of alcoholic beverages or non-prescribed controlled substances in City vehicles or at the work site is prohibited.

This rule reflects the division's concern for a safe work place and a productive work force. The City's CDL Drug/Alcohol Testing Policy and the Reasonable Suspicion Drug/Alcohol Testing Policy will be strictly enforced.

3. **EMPLOYEE ASSISTANCE PROGRAM:** Employees Assistance Program is available to all City employees, families and friends. If needed, call 286-3145.

IV. ABSENCES

1. **REPORTING:** It is the duty of each employee to call management at least one (1) hour before their starting time on the first day of an absence. Calls requesting absence must be made by the employee, and not delegated to a spouse, other family member or friend. A supervisor will confirm the absence request. **Note:** Sanitation Workers who are assigned to garbage routes should call the Dispatch Office. Sanitation Workers who are assigned to districts or self-help should call the relevant Sanitation District.
2. **RETURNING:** Sanitation Workers must call their assigned district by 1:30 p.m. and Operations Driver Workers should call the Dispatch Office by 1:30 p.m. on the day before returning from an absence. Failure to call will result in the loss of your regularly assigned job and you may be scheduled as an unassigned "extra" for the day of the return.
3. **SICK LEAVE:** Sick leave will be administered in accordance with the sick leave ordinance and the regulations of the City Service Commission, Department of Public Works, and the Operations Division. The Division standard for issuing Sick Leave Control letters and any disciplinary actions is four occurrences in any six-month period. Employees who suffer long-term disability are required to furnish a medical certificate biweekly.

The Division will be using the following sick leave control criteria:

Four occurrences in six months/13 pay periods or a pattern of abuse, and the employee may be issued a sick leave control letter, a written warning or suspension. For example:

- From zero to Letter 1
- From Letter 1 to Letter 2
- From Letter 2 to Written Warning
- From Warning to Suspension, etc.

0 occurrences in six months and the employee will back down a step in the control program. For example:

- From Suspensions to Warnings
- From Warning to Letter 2
- From Letter 2 to Letter 1
- From Letter 1 to 0.

0 occurrences in 12 months will remove an employee from the program. .

4. **INJURIES:** All work related injuries must be reported promptly to management. Injuries that require immediate attention should be reported by radio to the supervisor. If the supervisor is unavailable, contact the Dispatch Office. If your injury requires medical attention and/or causes lost time all medical documentation must be received as soon as possible. Failure to promptly provide documentation will cause delays in processing claims.

In case of a medical emergency, call 911.

5. **ABSENT WITH LEAVE:** Depending upon operational considerations, an employee may be granted a day off without pay provided an acceptable reason is given to the supervisor.
6. **ABSENT WITHOUT LEAVE:** Absence without leave shall be defined in accordance with Rule X, Section 5 of the City Service Rules, which reads, in part, as follows:

It is declared to be a breach of discipline for any officer or employee to be absent without leave and without immediately seeking permission and giving a proper satisfactory explanation to his superior (provided such communication is physically possible) and any such absence without leave, regardless of its length, may be made the basis of disciplinary action.

Incarceration: Incarceration shall not be considered grounds for an excused absence. If the incarceration does not result in a conviction the absence may be excused. In all cases the division may require the production of documentation to verify employee claims.

7. **UNEXCUSED ABSENCE:** Employees who call requesting absence but fail to call within the time limits of work rule IV-1 or whose request is denied may be considered unexcused.

8. **MEDICAL LEAVE OF ABSENCE:** Temporarily disabled employees who have exhausted their sick leave account may request a medical leave of absence. Such leave will be granted only after submitting a medical certificate describing the disability and probable duration.

ABSENT - COURT: Employees may be granted time off without pay if ordered to court, provided a certificate from an officer of the court is submitted.
10. **LEAVING THE WORK AREA:** Employees must obtain permission from the supervisor or crew leader in the division they are working for, or an Operations Section supervisor before leaving their work area or assigned route.
11. **FUNERAL LEAVE:** Funeral leave shall be administered under the provisions Sec. 4-35(5) of the Milwaukee Code of Ordinances and the applicable article of the current labor contract.
12. **FAMILY AND MEDICAL LEAVE (FMLA):** Requests for leave under the Family and Medical Leave Acts (FMLA) must be submitted, whenever possible, prior to the employee taking leave. Employees are responsible for assuring that FMLA request forms are filled out completely and accurately in order to avoid unnecessary delay.

V. INCLEMENT WEATHER

1. **REPORTING:** All employees are required to report as assigned regardless of the severity of the weather.
2. **COLD WEATHER (Sanitation Operations only):** If the 5:00 a.m. official temperature at the federal weather Station at General Mitchell Field is -10 degrees Fahrenheit or colder, crews will not be dispatched to the field except for emergencies and snow work. A cold weather standby will remain in force until the temperature rises above -10 degrees F. or employees are sent home for the day. In that event, employees will be paid a minimum of two hours standby time, and the balance will be recorded as excused and "owed."

Operations Division employees assigned to other divisions will follow the inclement weather policy in place in that division.

3. **WORKING:** Assigned tasks are expected to be completed despite the severity of the weather. If the weather conditions deteriorate after the start of operations and crews are sent home, excused or "owed" time will be given for the balance of the day.

VI. SAFETY

1. **SAFE WORK PROCEDURES:** The safety policies and procedures will be considered an adjunct of the work rules and, as such, it is the responsibility of each employee to be familiar with and follow each procedure. Unsafe acts will be considered a violation of the work rules.
2. **EQUIPMENT AND CLOTHING:** Appropriate safety equipment and clothing must be worn at all times including, but not limited to, gloves, safety shoes, safety glasses, and safety vests. Employees working on assignments that require hard hats shall wear this equipment as necessary. No unauthorized items shall be in the possession or control of employees during work hours. Any instrument, knife or cutting tool shall conform to State Statute 941.295(4) and City Ordinance 105.34(2)(a) pertaining to "dangerous weapons." No instrument, knife or cutting tool shall have a blade of 3 inches or longer as measured from the handle.
3. **UNSAFE CONDITIONS:** It is the duty of each employee to report any unsafe condition, action, or equipment to their supervisor. Possession or use of any "dangerous" weapon is prohibited and a violation of State Statutes and City ordinances. Violations may result in discipline, up to and including discharge.
4. **SEAT BELTS:** Seat belts must be worn at all times while traveling distances further than 1 block.
5. **RADIO/STEREO HEADPHONES:** For reasons of safety, productivity, and public image, employees are not allowed to wear radio/stereo headphones or earphones during work hours.
6. **HAZARDOUS MATERIALS:** Employees must report any hazardous materials to their supervisor. Do not handle hazardous materials.
7. **CELL PHONES/OTHER COMMUNICATION DEVICES:** City communications devices shall be used for City business. The making or receiving of any communication shall not interfere with the safe operation of equipment or the performance of assigned duties.

VII. WORK ASSIGNMENTS

1. **WORK LOAD:** The workload, insofar as possible, will be balanced between individual employees. Seasonal variations may dictate the need for a greater or lesser number of employees. Employees are required to work in a safe, efficient, professional manner using their best efforts to complete an assigned task. Employees may be assigned individually or as part of a team based on need as determined by the Division. It is the Division's responsibility to complete daily assignments during the period when specific garbage collection days are guaranteed.
2. **OPERATIONAL TRANSFERS:** Individuals or crews may be transferred within or between districts. Employees may be transferred because of a disciplinary action but transfers will not be used as discipline.
3. **PERSONNEL REASSIGNMENTS:** When employees on the same crew cannot work together and it is determined that in the best interest of the City they should no longer work together, the Division has the authority to reassign the employees at fault.

VIII. RULES OF CONDUCT

It is the duty of all employees to conduct themselves in a manner that brings credit upon the Division, the Department of Public Works, and the City.

1. **ETHICAL STANDARDS:** Employment by the City carries with it a responsibility to be constantly aware of the importance of ethical conduct. You must refrain from taking part in, or exerting influence in, any transaction in which your interests may conflict with the best interests of the City.

No employees may accept gifts or gratuities from individuals and companies with whom the City does business. The acceptance of such gifts is unprofessional and can place employees in a compromising position that is not in the best interest of the City. (City Service Rule XIII, Section 5).

2. **THEFT:** Use of City property for personal reasons can be considered theft and grounds for disciplinary action. This includes converting to personal use any material that may be discarded or sold by the City as salvage material. Private property taken without authorization will also be considered as theft and will be grounds for disciplinary action.

3.
 - a. **CONDUCT:** Discrimination, Sexual Harassment and Workplace Violence are prohibited. All existing laws and policies regarding these matters will be enforced. No sexually graphic material shall be possessed or distributed by any City employee during work hours or displayed on City property at any time. Furthermore, abusive, vulgar or profane language or behavior is prohibited. Co-employees and the public must be treated in a civilized and courteous manner. Fighting, arguing, acts of intimidation, racial or sexual comments will not be tolerated. If you receive a complaint or criticism that you cannot resolve in a professional manner refer the situation to your supervisor.
 - b. **ATTIRE:** Personal clothing must be clean and in good repair. The upper torso must be covered at all times. Shirts must cover the shoulders completely. Tank tops are not permitted. Except where work shorts are permitted, pants must cover the lower legs. Clothing with offensive statements will not be tolerated.
 - c. **RADIO COMMUNICATIONS:** Broadcast etiquette will be observed when using two-way radios. FCC rules will be complied with at all times.
 - d. **RECORDING:** Employees are prohibited from taping or recording any conversations.
4. **WORK HABITS:** All work must be performed in a professional manner consistent with standards established by the Division. Studies may be performed to measure productivity. Rough handling or abuse of equipment or other property, public or private, is prohibited. Excessive noise is to be avoided at all times. Employees are prohibited from placing any items on city vehicles, such as personal advertisements, stickers, or stuffed animals.
5. **SPILLAGE:** If an employee causes spillage of any material, it must be picked up and the area restored to a condition equal to or better than prior to the spill. When you are unable to properly restore the area because of the material spilled, the supervisor or district should be notified so the appropriate response can be provided.
6. **GARBAGE & RECYCLING COLLECTIONS:** Crews are responsible for tagging carts. Residents should be notified with the proper tags when a collection cannot be made. Personal opinions or comments should not be added to tags. Carts should never be turned upside down. Notify your supervisor when a collection cannot be made.

7. **BULKY COLLECTIONS:** Collection crews are responsible for removing additional materials that are placed at the collection point. If material cannot be collected, the crew should report the location and type of material to their supervisor.
8. **LITTER CANS:** Any litter can that is damaged and cannot be emptied or used properly should be reported to your supervisor. Collection crews are responsible for the emptying of litter cans within the assigned route as needed or when directed to by supervision.
9. **PRIVATE PROPERTY:** Damage to private property is to be avoided. If there is an accident that causes damage, it must be reported to your supervisor or district office as soon as possible during the same work shift. Return collection containers and close gates. *Carts or containers should never be placed in front of a driveway or garage door.* Do not remove anything that is not in, on, or immediately next to containers. If there is doubt, or if an item appears to have other than scrap value, do not remove it without the permission of the resident. Do not confiscate a container without the permission of the owner. Do not antagonize children or pets.
10. **COMMERCIAL ACCOUNTS:** Crews are to report to their supervisor when commercial account collections are made. Other collections from business establishments operated for profit must be refused unless authorized by the supervisor.
11. **GRATUITIES:** Gratuities in any form including money, merchandise, food, or beverages are not allowed.
12. **JUNKING:** The removal or arranging to remove at another time of any material for personal use, gain or profit is prohibited. Searching through discarded material is prohibited.

SECTION B - EQUIPMENT

IX. RESPONSIBILITIES

1. **VISUAL INSPECTION:** A pre-trip inspection must be made daily for each and every truck that may be assigned. The proper inspection form must be filled out and given to your supervisor daily. Any problem encountered during such

inspection, or during the course of the day's work, must be reported to your supervisor as soon as possible. If your supervisor is not available, contact your assigned district office. If the district is unavailable, contact Sanitation headquarters.

2. **FUEL AND OIL:** Fuel and oil levels must be checked and topped off daily.
3. **CLEAN GLASS AND CAB:** Employees are responsible at all times for the maintenance and cleanliness of the vehicle including windshield, mirrors, lights and vehicle cab, bed, hopper and other receptacle.
4. **TIME AND REPAIR SHEETS:** Form ME 11, Operator's Daily Report, must be submitted. If a repair is needed, fill out a ME 14- Equipment Condition Report and place it in the repair box.
5. **EQUIPMENT CHANGE:** If it becomes necessary to change trucks, call the Dispatch Office and notify your supervisor or district office.
6. **TAMPERING:** Unauthorized repairs or alterations to a vehicle are not permitted.
7. **TRUCK KEYS:** Vehicle keys must be left at the parking location, in the designated location except when in the repair line. Drivers are not allowed to take keys home at any time.
8. **DRIVER-INSTRUCTOR:** The Fleet Services Driver Instructor is authorized to teach procedures, provide assistance on equipment or equipment related procedures, and investigate accidents.
9. **ENGINE IDLING:** Unless instructed by supervision or a field service technician, engine idling is not allowed. Unattended vehicles should be turned off and the key removed.
10. **UNAUTHORIZED DRIVERS:** Only authorized and assigned drivers are permitted to operate vehicles.

11. **USE OF CITY VEHICLES:** The use of City equipment to conduct personnel business is prohibited. The use of vehicles to travel to stores or restaurants for lunch breaks is governed by the lunch guidelines in the divisions that the truck is working with. Stopping on the way to the work site is prohibited. All State laws and City Ordinances related to vehicle use and operation must be obeyed at all times.

X. RADIO CHECK-IN

Upon arriving at the parking location at your starting time, call your assigned location by radio, giving the truck number and a "10-8". If the radio is out of service, use the muniphone to call your assigned location to check in.

XI. BREAKDOWNS

All breakdowns must be reported immediately to the dispatch office. If the dispatch office is unavailable, contact your supervisor. All breakdowns, regardless of length, are to be reported on the Operator's Daily Time Record (ME-11). Notify your supervisor or the district office when repairs have been completed.

XII. REPLACEMENT ASSIGNMENTS

If an employee becomes ill or must leave for any reason, the replacement may be made out of seniority for 24 hours. Other replacements shall be made in accordance with the Replacement Policy dated, November 19, 2004.

XIII. DUMPING

Enter and exit the scales with caution and avoid slamming on brakes while on the scale. Adhere to all speed limits in the transfer station area. Tailgates must be unlocked or locked after scaling but before dumping within three truck lengths of the Transfer station doors. Avoid any unnecessary walking on the tipping floor. Check overhead clearance while raising the tailgate. Tailgates must be lowered completely before leaving the tipping floor.

XIV. ACCIDENTS/COLLISIONS/DAMAGE TO CITY PROPERTY

Accidents or damage to any vehicle shall be promptly reported to your supervisor or your assigned district. A written accident report must be submitted to Fleet Services within 24 hours of the occurrence.

XV. VEHICLE OPERATION

Drivers and operators are responsible for the safe operation of the vehicles to which they are assigned. Follow these safe driving guidelines:

- (1) Know and strictly observe all Wisconsin State Motor Vehicle Laws.
- (2) Drive defensively. Remain alert and be ready to respond to the actions of other drivers around you.
- (3) Slow down in rain, sleet, snow and fog, or when the vehicle is loaded.
- (4) Do not overdrive the range of your headlights.
- (5) Operate your vehicle in a fuel efficient manner.
 - (a) Plan and schedule trips to minimize travel distances.
 - (b) Avoid prolonged engine warm-up and eliminate engine idling while waiting.
 - (c) Never leave your vehicle running and unattended for a prolonged period of time.
 - (d) Accelerate slowly and drive at a steady speed.
- (6) Certain operating situations require that specific procedures be followed to ensure safety.
 - (a) When backing equipment these practices should be followed:
 - (1) Have a spotter stand in a safe location near the rear, and direct you with hand and/or verbal signals whenever possible.
 - (2) If you do not have a spotter and are unsure of the conditions to the rear, get out and look.
 - (b) Rules regarding the fueling of equipment are as follows:
 - (1) Observe all safety precautions while fueling, such as: "STOP ENGINE" and "NO SMOKING".
 - (2) Never walk away from the fueling hose while it is pumping fuel.

- (3) Never overfill or "top-off" fuel tanks: leave room for fuel expansion.
 - (4) Blue vehicle fuel cards must be kept in the vehicle at all times. Lost cards should be reported to your supervisor immediately.
 - (5) Other than vehicles, fuel can only be dispensed into properly labeled gas cans.
- (c) Clearances should be checked prior to driving under any bridge or overpass.
 - (d) Weight restrictions should be obeyed where appropriate on bridges and restricted streets.
 - (e) When parking equipment, do so with the least obstruction to the flow of traffic.
 - (f) Always use 4-way flashers when stopped in a traffic lane regardless of the amount of time the vehicle is stationary.

XVI. USE OF CITY-OWNED VEHICLES

The following Rules of the Commissioner of Public Works regarding use and storage of city-owned vehicles shall be considered an adjunct of these work rules.

Rules of the Commissioner of Public Works Regarding the Use and Storage of City Owned Vehicles (revised March 1996) state:

1. Employees using city-owned vehicles shall:
 - a. Have in their possession the appropriate valid operator's licenses.
 - b. Obey all state laws and local ordinances pertaining to vehicle operation, including but not limited to, safety belt use and rules of the road.
 - c. Follow all city rules pertaining to vehicle operation.
 - d. Be personally responsible for any penalties or fines incurred while operating city vehicles excluding equipment deficiencies.
2. Employees' use of city vehicles shall be limited only to official city business as provided by Milwaukee City Charter 3.30 (2).

- a. Use of city vehicles for personal travel or business, including lunch and break periods, shall not be permitted, except as expressly authorized by the department and/or division head.
 - b. Passengers shall be limited to city employees or others only as authorized by the department and/or division head.
 - c. Drivers must report accidents and/or damage to any city vehicle to Fleet Services at 286-5561.
 - (1) Reports must be made immediately when possible, or within 24 hours, unless extended by the Director of the Buildings & Fleet Division.
 - (2) Vehicles in need of repair must be turned in as directed.
3. Regularly assigned drivers shall be issued an employee fuel card and shall be responsible for fueling the vehicle, checking the oil, washing, and taking the vehicle in to the Buildings & Fleet Division garage for regularly scheduled maintenance.
- a. All city-owned vehicles, except authorized take-home vehicles, shall be parked overnight at city owned indoor or outdoor facilities at the principal work location of the assigned driver.
 - b. Authorized take home vehicles shall be parked overnight with ignition key removed and the vehicle securely locked.
 - c. The Fleet Services Section shall maintain a current list of all vehicles, including the primary user, driver/operator, overnight parking location, and repair facility location.
 - d. Changes in the driver/operator or overnight parking location of any vehicle should be reported to the Fleet Services Manager in a timely manner by the head of the using division.
 - e. Department/Division heads shall be responsible for monitoring drivers under their jurisdiction to assure compliance with these and other equipment use rules.
 - f. Violations of these rules and other equipment use rules shall be considered cause for disciplinary action up to and including discharge. Violations shall be referred to the department/division head for investigation and follow-up.

XVI. DRIVERS LICENSES: Operators must have in their possession, the proper driver's license for the equipment they are operating. Failure to retain and/or possess their license while operating will result in disciplinary action.

Operations Section employees are required to have a Class 'A' or 'B' Commercial Drivers License and are expected to abide by all Department of Transportation regulations pertaining to the possession and use of that license.

Employees must report any conviction for or stipulation to (plea of no contest) a moving traffic violation within 30 days of that conviction or stipulation, regardless of the type of vehicle operated. Employees must report the suspension, cancellation, disqualification or revocation of their driver's license immediately.

Employees must have a "valid" status for all required license classes. Employees who do not maintain valid licenses that are required for their positions may be subject to discharge. Employees shall be allowed a maximum of 30 days to obtain licenses as required. This section is notwithstanding any Federal or State CDL license requirements or forfeiture guidelines.

XVII. CONTEXT OF WORKRULES: These rules are intended to supplement existing ordinances, City Service rules and regulations, departmental rules, and the current labor contract. The rules cannot be expected to cover every situation which could arise. Any conflict with the above will be resolved in favor of ordinances, City Service rules and regulations and/or the labor contract. These work rules are intended for all employees who work or may be assigned to the Operations Division. This would include any employees who may be temporarily assigned to the division.