



## **Fleet Section**

# **Vehicle Usage and Safety Manual**

**Revised: January 2026**

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## INTRODUCTION

It is the intent of this manual to set forth a comprehensive set of guidelines to be followed by Department of Public Works managers in making decisions relating to fleet safety issues. Included in this manual are reference materials, policies and procedures, and work rules that are necessary for handling fleet safety matters.

If at any time these policies and procedures are inconsistent with the City Service Commission the City Service Commission rules will prevail.

Effectively managing accidents through implementation of an effective safety program and the proper reporting of accidents can significantly reduce these expenses.

This manual attempts to outline a comprehensive accident management program with easy steps DPW and front line managers can follow to improve accident prevention. These include step-by-step procedures to follow when accidents occur, accident record keeping procedures, accident review, retraining/reevaluation and the disciplinary process. Also included is information on field service assistance, fueling information, rules regarding the use and storage of city owned equipment and basic safety information and operating rules.

We are committed to the concept of a safe work place. The ultimate safety objective is to provide a safe and healthy work environment, as well as to encourage a safety conscious attitude among all employees. We believe the information provided herein will help our managers to promote this attitude throughout all City of Milwaukee Departments.

## VEHICLE SAFETY

Vehicle accidents result not only in the basic costs due to physical damage, personal liability, and third party claims, but an injured employee and damaged DPW vehicle equals lost wages, vehicle repairs, medical expenses, legal fees, administrative expenses, disruption of service, lost revenues, and overtime paid for fill-in drivers. The following sections are part of a comprehensive effort to reduce fleet accidents.

### **I. FLEET SAFETY RESPONSIBILITY**

The mission of the Department of Public Works (DPW) Fleet Services Section is to acquire and make available to City agencies, a diverse fleet of light and heavy duty vehicles and equipment that are:

- Suitable to the needs of the users
- Available when users need them
- Reliable when being operated
- Safe to operate, and economical to own, operate and maintain
- Fleet Services will maintain a short term use pool of vehicles at:

The Zeidler Municipal Building. This will be a pool of light vehicles that will be available to city employees working in the City Hall Complex, but who need to visit field locations in the performance of their duties.

The Central Repair Garage. This will be a pool of light and medium duty vehicles available primarily, but not limited to, replacements for vehicles placed out-of-service by the Repairs Section

Fueling stations for City of Milwaukee vehicles are provided at several locations including:

Central Repair Garage	2142 W. Canal Street
Field Headquarters (Tower)	3850 N. 35th Street
Industrial Road	6732 N. Industrial Road
Lincoln Garage	3921 W. Lincoln Avenue
Mt. Vernon	1535 W. Mt. Vernon Avenue
Northwest Garage (Ruby)	3025 W. Ruby Avenue
Parking Headquarters	123 N. 25th Street
State Street	5230 W. State Street

The Fleet Services Section also performs repair, maintenance, and other fleet services for City agencies which own their own vehicles.

In addition to providing vehicles and equipment, the Fleet Services Section - Operations Unit provides trained equipment operators to agencies that need them.

Fleet Services - Operations also provides training services for its operators and, upon request, for operators from other City agencies on various types of heavy equipment.

New hires and operators from other City agencies are provided truck driver evaluation, Commercial Driver's License (CDL) pre-trip classroom and CDL pre-trip and road skills test, and snow plow training.

Remedial training/reevaluation and defensive driver training is also provided when warranted by an employee's accident record or requested by his or her supervisor.

The Fleet Services Section has prepared a standard set of rules for reporting fleet vehicle accidents, and provides on-site investigation of fleet accidents whenever possible as explained in this manual under Section VI: Fleet Vehicle Accidents.

## II. GENERAL SAFETY RULES

- Safety Gear: Proper protective safety gear is required for all employees of construction, laboring, and maintenance crews while performing their usual work duties.
- Department of Public Works - General Safety Rules - Safety/Protective Gear (latest revision) and Department of Public Works (DPW) Standard Departmental Work Rules (latest revision) regarding the use of protective and safety gear state:
  - Safety Shoes: All employees will wear appropriate footgear in satisfactory condition to provide necessary protection.
  - Hardhats: Approved head protection (hardhat) is to be worn whenever working in or visiting areas where there is danger of being struck by falling objects, or of striking the head against objects or obstructions. Employees, except those assigned to boulevard maintenance, asphalt and crack-filling crews, and sanitation collection personnel including drivers and laborers, will wear hardhats outdoors at the work site and in buildings whenever hazards exist as determined by management.
  - Safety Glasses: All employees will wear safety glasses or goggles when performing their regular work assignment. This applies to shops, storekeeping, and inside maintenance personnel except custodial personnel.
  - Safety Vests: Employees working in and around roads, alleys and other areas in the presence of moving vehicles will wear safety vests, T-shirts or jackets with high visibility reflective striping to increase their visibility to general traffic as well as to City vehicles on the job site. Employees working above or below ground, and on or below bridges, are exempt.
  - Safety (Seat) Belts: All DPW employees who drive or ride in vehicles, including rental vehicles and/or their own personal automobiles in the performance of their work, are required to use their safety (seat and/or shoulder) belts. An employee assigned to an activity or crew who is required to get in and out of a vehicle a number of times in a given block, such as an Operation Driver Worker (ODW), is exempt while moving the vehicle on that block.

- Stereos, radios, I-Pods, or similar devices, with headphones and/or ear buds are not allowed. For reasons of safety, productivity and public image, DPW employees are not allowed to use these devices during work hours.
- Cellular phones and/or smart phones used for official work- related communication purposes are acceptable. However, use of cellular communication devices, such as phones, is prohibited while operating equipment and driving vehicles. Texting while driving is a violation of Wisconsin State law, and is strictly prohibited while operating City equipment and vehicles.
- Any reimbursement for safety gear will be made in accordance with department rules. Whether an employee is reimbursed or not, the employee must wear the appropriate safety gear. Violators of these departmental safety rules will be subject to disciplinary action.
- Failure to follow these and other guidelines contained in this manual may result in disciplinary action; up to and including, discharge.

### III. MANAGEMENT/SUPERVISOR RESPONSIBILITIES

- Selection or promotion of employees into City jobs which involve driving or operating equipment shall require compliance with additional guidelines as stated under Section V: Driving Skills and Required Driver's Licenses.
- Observe the driving habits of employees and reinforce safe driving techniques.
- Enforce safety rules concerning the use of seat belts.
  - According to Wisconsin State Motor Vehicle Laws 347.48(2m)(a) "'Properly restrained' means wearing a safety belt approved by the department (of transportation)... and fastened in a manner prescribed by the manufacturer...(b) ...no person may operate that motor vehicle unless the person is properly restrained in a safety belt.
  - Common Council Resolution "File Number 36-1585" directs all city departments to establish rules requiring all employees to wear safety belts for all on-the-job driving.
  - ALWAYS SET A GOOD EXAMPLE BY BUCKLING YOUR SAFETY BELT.
- Enforce Department of Public Works (DPW) Standard Departmental Work Rules (latest revision) and Wisconsin State Motor Vehicle Laws 346.63 concerning drinking and possession of alcoholic beverages, use or possession of controlled substances, and operating under the influence of alcohol or other drug.
  - Employees shall not report to work under the influence of alcoholic beverages or prescribed/non-prescribed controlled substances.
  - Employees are prohibited from drinking alcoholic beverages or using non-prescribed controlled substances during working hours, including any lunch period or break, paid or unpaid.
  - Possession of alcoholic beverages or non-prescribed controlled substances in city vehicles or at work sites is prohibited.

- These rules reflect the department's concern for a safe work place and a productive work force. Violation of these rules will result in disciplinary action up to and including discharge.
- Operators and drivers having a Commercial Driver's License (CDL) are covered by additional rules and regulations with regard to the use or possession of alcohol and/or controlled substances, and are subject to the City of Milwaukee's CDL Drug and Alcohol Testing Policy.
- All employees hired or promoted into positions requiring a Commercial Driver's License (CDL) must be given a copy of and sign a receipt for the City of Milwaukee Drug and Alcohol Testing Policy and Driver Post-Accident Information Kit.
- Questions regarding the City's drug and alcohol testing policy can be referred to the Department of Public Works Administrative Services division.

#### **IV. THE USE AND STORAGE OF CITY VEHICLES AND EQUIPMENT**

City and departmental policies and procedures governing the use and storage of city owned vehicles and equipment are as follows:

Employees using city owned vehicles shall:

- Have in their possession the appropriate and valid operator's license for the vehicle or piece of equipment they are operating.
- Obey all state and local ordinances pertaining to vehicle operation, including but not limited to safety belt use and rules of the road.
- Follow all city rules pertaining to vehicle operation.
- Be personally responsible for any penalties or fines incurred while operating city vehicles.
- Employees' use of city vehicles shall be limited only to official city business as provided by Milwaukee City Charter 3.30(2).
- 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.
- Passengers shall be limited to city employees or others only as authorized by the department and/or division head.
- Drivers must immediately report accidents and/or damage to any city vehicle, equipment and property to Fleet Services Dispatch Office at 414-286-5561 and their Supervisor.
  - Reports must be made immediately when possible, or within 24 hours, unless extended by the Fleet Operations Manager.
- Vehicles in need of repair must be turned in as directed.
- Using their employee ID card, assigned drivers shall be responsible for fueling the vehicle prior to the end of their shift, checking the oil and vital fluids, washing,

and taking the vehicle in to the designated Fleet Services repair garage for regularly scheduled maintenance.

- 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.
- Authorized take home vehicles shall be parked overnight with ignition key removed and the vehicle securely locked.
- 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.
- 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.
- Department/Division heads shall be responsible for monitoring drivers under their jurisdiction to assure compliance with these and other equipment use rules.
- 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.

Rules of the Commissioner of Public Works Regarding Short and Long Term and Seasonal Assignment of Passenger Vehicles from the Fleet Services Section Motor Pool state:

- The Commissioner of Public Works may authorize Fleet Services to permit seasonal assignment of vehicles during period of demonstrated need.
- In certain instances the Commissioner of Public Works may authorize the Fleet Services Section to substitute an unmarked vehicle bearing municipal license, where in his/her judgment special consideration warrants.
- Out-of-town vehicles may be assigned when an employee is authorized to make a business trip within the state not to exceed 300 miles round trip. Trips to Chicago shall be permitted under this rule subject to prior notice and approval of the Fleet Services Section.
- Authorized business trips in excess of 300 miles round trip, or those requiring special capacity vehicles shall be arranged through private renting or leasing by Fleet Services in cooperation with and at the expense of the using department.
- The Commissioner of Public Works will designate employees eligible to take vehicles home.
- All employees of the City having use of City vehicles, whether permanently assigned or pool, shall routinely travel various routes and report any problems observed to the proper department in a timely manner. Any noted problem may be reported from any City cellular phone by dialing City Unified Call Center at 414-286-CITY (2489). These problems may include any of the following situations:

Fleet Services Section - Rules for Operators and Drivers:

- All operators of city vehicles or equipment must have the appropriate valid Wisconsin driver's license in their possession at all times.
- Equipment must be inspected by the operator daily; before, during, and after operation. Malfunctions shall be reported to the Fleet Services - Repair Section as soon as possible to avoid serious damage, equipment failure, or accident.
- At the beginning of his or her work shift, every operator will be responsible for performing a thorough pre-trip inspection and completing a Pre-Trip Inspection Form, which must be submitted to his or her supervisor each day. Falsification and inaccurate completion of this form may lead to disciplinary action.
- This form shall cover all inspection areas of a thorough pre-trip inspection including, but not limited to the following:
  - Walk around the vehicle to check for flat tires, fluid leaks, clean windshield, clearance, hazardous conditions, and damage. Report any damage immediately.
  - Remove all food items and trash from the cab on a daily basis. Drivers are responsible to keep the cab of their assigned vehicle clean.
  - Check oil, all lights, windshield wipers, horn, steering, and brakes.
  - Adjust mirrors for visibility and adjust seat for access to controls. **Fasten your seat belt** and adjust for a snug fit.
  - Start the engine and check all instruments and gauges. Shut engine off immediately if gauges give any indication of low or no oil pressure.
  - **Check brakes** before leaving the parking area. Drivers must know the type of braking system on their vehicles, and understand the proper operation of each type.
  - Pump non anti-lock brakes to avoid skidding during stops on slippery roads.
  - Firmly apply Anti-lock Braking System (ABS) brakes: they will pump themselves.
  - Air brakes are provided on some City vehicles where heavy braking capacity is required. If the vehicle you will be driving has a Gross Vehicle Weight (GVW) rating of 26,001 or more, you must possess a Commercial Driver's License without an air brake restriction prior to operating the vehicle.
  - The best braking can be obtained by gradually applying the brakes until the required amount of stopping power is achieved.
  - Do not pump the brake pedal during normal stopping conditions.
  - Do not move a vehicle with less than 90 psi of air pressure, the minimum for safe operation. Normal pressure range is 90 and 120 psi.
  - A low air buzzer will sound any time air pressure falls below 60 psi. If the buzzer turns on during driving, pull to the curb as soon as it is safe to do so. Call Fleet Services for a Field Service Technician to assess and repair the problem.
  - When descending steep hills **USE LOW GEAR** and **DO NOT** "ride the brakes." Apply brakes to maintain a speed between the speed limit and 5 miles per hour below the speed limit. (The maximum safe speed may be less than the posted speed limit when driving under certain conditions.)

- Drain moisture and condensation from the reservoir tank by opening the drain cock on the bottom of the tank daily.
- Operators are responsible for the safe operation of the equipment to which they are assigned. **Follow these safe driving guidelines:**
  - Know and strictly observe all Wisconsin State Motor Vehicle Laws.
  - Drive defensively. Remain alert and be ready to respond to the actions of other drivers around you.
  - Maintain a firm grip on the steering wheel.
  - Slowdown in rain, sleet, snow, and fog, or when loaded.
  - Do not overdrive the range of your headlights.
  - Operate your vehicle in a fuel-efficient manner.
  - Plan and schedule trips to minimize travel distances.
  - Avoid prolonged engine warm-up and eliminate engine idling while waiting.
  - Never leave your vehicle running and unattended for a prolonged period of time.
  - Accelerate slowly and drive at a steady speed.
- Certain operating situations require that specific procedures be followed to ensure safety. When backing equipment these practices should be followed:
  - Have a spotter stand in a safe location near the rear, and direct you with hand and/or verbal signals whenever possible.
  - If you do not have a spotter and are unsure of the conditions to the rear, GET OUT AND LOOK!
  - **There is no excuse for a backing accident.**
- Rules regarding the fueling of equipment are as follows:
  - Observe all safety precautions while fueling, such as: "STOP ENGINE" and "NO SMOKING."
  - Never walk away from the fueling hose while it is pumping fuel.
  - Never overfill "top-off" fuel tanks: leave room for fuel expansion.
  - Vehicle fuel cards (if so equipped) must be kept in the vehicle at all times. Lost cards should be reported to the Fleet Services Dispatch Office at 414-286- 5561 immediately.
  - Other than vehicles, fuel can only be dispensed into properly labeled gas cans.
  - Compressed natural gas (CNG) vehicles can be fueled at both Lincoln Garage and Northwest Garage.
  - Certain new fluids such as diesel exhaust fluid (DEF) can be obtained from marked blue barrels located at Central Repair Garage, Lincoln Garage, and Northwest Garage.
  - New trucks with diesel engines built in 2010 and beyond may have the need to perform a regeneration, or "regen" cycle periodically. This regen cycle can be performed in most cases while the truck is being used. In some cases the engine will

attempt an automatic regen, while in other cases the driver can initiate, or reject the regen cycle. In all cases, drivers shall attempt to allow the regen cycle to occur prior to the fourth attempt, to avoid having the truck engine de-rate the horsepower, as this may require the truck to be towed and taken out of service for costly repairs.

**NOTE:** Detailed instructions for the regen cycle on each vehicle can be found on or behind the driver's side sun visor.

- Safety chains must be used when towing anything behind a truck.
- It is preferred that no person shall ride in the bed of a pickup truck or the dump body of a larger truck.
- Clearances should be checked prior to driving under any bridge or overpass.
- Weight restrictions should be obeyed where appropriate on bridges and restricted streets.
- Vehicles will be kept clean and free of rubbish. Every operator will remove all unnecessary materials.
- Operators of radio equipped vehicles will follow all Federal Communications Commission (FCC) Rules and observe broadcast etiquette when operating their radios.
- When parking equipment, do so with the least obstruction to the flow of traffic.
- The use of traffic control cones and/or barricades must safeguard vehicles stopped for more than a few minutes in a lane regularly used by traffic. Always use 4- way flashers when stopped in a traffic lane regardless of the amount of time the vehicle is stationary.
- DPW supervisors shall enforce these rules, and take necessary actions when violations occur.
- Damage found on City vehicles shall be reported to the Fleet Services Section prior to moving the vehicle or it will be charged as follows.
  - Damage noted upon return of a pool vehicle shall be recorded as preventable equipment damage against the individual who signed out the vehicle unless it was reported at the time the vehicle was signed out.
  - Damage noted on a permanently assigned vehicle which cannot be specifically attributed to a previous fleet accident or where the responsible individual cannot be found will be charged against the Department to which the vehicle was assigned.

## **V. DRIVING SKILLS AND REQUIRED DRIVER'S LICENSES**

- All employees selected or promoted into City jobs which involve driving or operating equipment shall be evaluated and trained by Fleet Services and meet minimum standard guidelines of the training program.
- Commercial Driver's Licenses: Certain City owned vehicles require the driver to possess a Commercial Driver's License (CDL). Regarding use of these City vehicles, Standards for the Evaluation of Applicants' State of Wisconsin, Department of Motor Vehicles driving records state:
- All applicants must have a valid Commercial Driver's License (CDL) without air brake restriction at time of application.

- The last 5 years of the driving record are subject to review, with emphasis on the last 3 years.
- Nature and number of offenses and number of accidents shall be considered.
- Any conviction for driving while under the influence ("not-a-drop" or 0.01% or greater while driving a Commercial Motor Vehicle) within the last 3 years is reason for automatic rejection.
- The following conditions on a driver's record may also be considered reason for rejection.
  - 6 or more demerit points on the current driving record.
  - 3 or more moving traffic violations (including defective speedometer) within the last 3 years.
  - Involvement in 3 or more property damage or personal injury accidents in the last 3 years.
  - Any combination of moving traffic violations, accidents, and/or other violations in the last 5 years which constitute a pattern of poor driving performance
  - Applicants with several violations or accidents within the last 5 years, but with clean records for the last 2 years will not necessarily be subject to automatic rejection.
  - Applicants will not be automatically rejected for non-moving violations such as parking tickets, unregistered vehicle, etc.
- An annual check of driver's licenses shall be implemented by each department/division for all employees who are required to drive city equipment.
  - Including employees for which Commercial Driver's Licenses (CDL) with proper endorsements are required.
  - Monitor the license status of employees who have previously lost their licenses or had them suspended or revoked.
- Remind employees that they must carry their drivers' licenses on their persons at all times while operating city equipment including automobiles and pickup trucks.
- According to Wisconsin State Motor Vehicle Laws 343.18(1) "Every licensee shall have his or her license... in his or her possession at all times when operating a motor vehicle..."
- If an employee cannot present a valid license or Commercial Driver's License upon request, with required endorsements, the pool vehicle or equipment will not be released.
- When an employee who is required to drive as a part of his or her regular job duties loses his or her driver's license, the procedures set forth in Department of Public Works document DPW Commercial Driver's License Policy should be followed:

When the employee, whether required to drive every day or only occasionally, informs his or her division that his or her driver's license has been lost. Issue a Written Warning notice which:

- Reminds the employee that **maintaining valid State of Wisconsin regular driver's license or Commercial Driver's License (if required), is a mandatory requirement for his or her job.**
- Informs the employee that he/she has 30 days to regain his/her driver's license or be subject to demotion and/or layoff. Employees in positions requiring a CDL who have had their CDL revoked or suspended for a period of one year on more than two occasions due to violation of DPW's CDL policy will be discharged.

- Administrative suspension periods will be excluded.
- Reassign the employee non-driving duties for up to 30 calendar days. Employees in positions requiring CDLs may be reassigned to non-driving assignments for a period of up to one year if non-driving assignments are available.
- If the employee does not regain his/her drivers' license within 30 calendar days, demote or reassign the employee to a non-driving title. Employees in positions requiring
- An employee who, after the loss of their driver's license, continues to drive a city vehicle may be subject to discharge.
- An employee who is in their probationary period, and who loses their driver's license or CDL may be subject to termination.

When an employee hired as a laborer, including one subsequently promoted, loses his or her Commercial Driver's License (CDL) Class "B" minimum without air brake restriction, which is required to drive during snow and ice control operations, the division should take the following steps:

- Issue a Written Warning notice that covers the following:
  - Reminds the employee that a valid CDL is required for his or her job.
  - Informs the employee that he or she has up to one year to regain his or her CDL or be subject to discharge.
  - Employees in positions requiring CDL's may be reassigned non-driving assignments for a period of up to one year if non-driving assignments are available.
  - If the employee does not regain his or her CDL within one year, he or she will be scheduled for a pre- discharge hearing. Administrative suspension periods will be excluded.

In all cases the driver's department should be notified and provided with a copy of the Written Warning notice.

In any case an employee cannot be granted reinstatement or promotion to a driving position more than twice following resignation, voluntary demotion or disciplinary demotion due to the loss of his or her driver's license. Reinstatement will only be granted once for employees who lose a CDL.

Any employee who loses his or her Class D license for a third time shall remain at the reduced level or be discharged depending on his or her seniority status. An Employee who loses his or her CDL for a second time will be discharged.

## VI. FLEET VEHICLE ACCIDENTS

Periodically remind employees that they are required to report any vehicle accident involving city equipment to Fleet Services and their Supervisor as soon as possible.

If involved in an accident with a City-owned vehicle, follow these steps for Driver Responsibilities at the Accident Site:

- **Stop the vehicle.** Do not move the vehicles unless they pose an extreme safety hazard.
- Identify yourself and render assistance:
  - If someone is injured, call an ambulance.
  - Do not move any injured person unless his or her position exposes him or her to additional injury.
- When possible, stay on the scene until a Fleet Accident Investigator arrives.
- Contact Fleet Services (414-286-5561 or 414-286-2150 after hours) as soon as practical to have an accident report generated, if possible, at the scene. Have the following information available when you call:
  - Your vehicle number
  - Accident location
  - Brief description of accident
  - Condition of anyone injured
  - The drivability of the vehicles
- Do not discuss the accident with the other driver. **Do not apologize or admit guilt.**
- Fleet Services or the City Hall Operator will contact police and medical authorities and tow your vehicle if necessary. This includes towing your vehicle off Milwaukee County freeways.
- Exchange the following information with the parties involved:
  - Names
  - Driver's license numbers
  - Telephone numbers
  - Vehicle plate numbers
  - Vehicle owner names
  - Insurance information (The City is self-insured.)
  - Await the arrival of authorities or a Fleet Accident Investigator.
- Under certain circumstances, the driver may be taken for drug and alcohol testing by a manager. **Refusal to submit to required drug and/or alcohol testing has the same consequences as testing positive.**
- Fleet Services will keep records of all motor vehicle fleet accidents.
  - A database of all fleet accident records will be kept and organized by accident.
  - A City of Milwaukee - Fleet Accident Report (Form ME-4) shall be prepared by a supervisor or staff employee from Fleet. A state accident report may be prepared by personnel from the Milwaukee Police Department if they determine that such a report is necessary or required.
  - The fleet accident report should be filled out completely and include the

- signatures of both investigator and operator.
- Fleet accident reports will be filed by date of accident.
- Copies of the reports, both preventable and non- preventable, may be filed in employees' personnel folders.
- Fleet Services shall prepare quarterly summary reports of all motor vehicle fleet accidents.
- Where such classification is appropriate, a report may be classified as:
  - Investigative: Evidence points to involvement of a City vehicle, but location, vehicle number, driver, or other pertinent information cannot be established.
  - Equipment damage only: Damage to a City vehicle not resulting from a Motor Vehicle Fleet Accident as defined in American National Standards
  - Property damage only: Damage to private property not resulting from a Motor Vehicle Fleet Accident as defined in American National Standards
  - Equipment abuse: Equipment damage resulting from gross negligence and/or a deliberate act (e.g. misuse of equipment) whereby a reasonable person would expect said consequences of such act vandalism or theft
- Copies of Driving Record Abstracts (State of Wisconsin, DOT - DMV form MV3104) shall be filed in employees' personnel folders.
- All Motor Vehicle Fleet Accident Reports will be reviewed and a determination as to whether a fleet accident is to be classified as preventable or non-preventable shall be made as follows.
- Determination of preventable or non-preventable accidents will be based on information from the American National Standards Institute, Inc. in American National Standards – Manual on Classification of Motor Vehicle Traffic Crashes (D.16-2017)
- Simply stated, an accident will be judged preventable if the driver "failed to exercise every reasonable precaution" to avert the incident.
- Admission of "fault" by either driver, "blame placing" by another, mechanical failure, cost of repairs and damages, or other such factors are not definitive considerations in determining whether an accident is preventable.
- The determination shall be made by the Operations and Fleet Operations Manager or their designee, and will be subject to review and consensus by the Safety Specialists - Senior who shall meet on a regular for such purpose.
- The employee shall be given written notification of the determination.
- The notification shall include the employee's accident history for the previous two years.
- A copy shall be sent to the employee, his or her department head and safety specialist, and a copy shall be retained in Fleet Services files.
- The Fleet Services Manager or their designee will review all Fleet Accident Reports.

## VII. RETRAINING/REEVALUATION AND THE DISCIPLINARY PROCESS

- Retraining and disciplinary action shall be used to address frequent vehicle accidents, accident patterns, or cases of driver error which result in personal injury and/or equipment or property damage.

Employees are expected to take requisite care in the operation of equipment and the performance of their duties. This requires safe operation of vehicle and equipment and the proper safeguarding of City property. Negligence that results in injury, damage or loss of City property may result in disciplinary action up to and including Discharge.

If an employee is determined to have acted in a careless or negligent manner disciplinary action may result.

The final Disciplinary Action (memorandum, suspension or discharge) will be based upon an analysis of all of the facts and circumstances, which will include but not be limited to;

- The degree of carelessness or negligence.
- The dollar amount of damage.
- The dollar value of the lost or stolen property.
- The extent of any injuries (to include medical costs/lost time).
- The employee's Disciplinary History.

Generally (depending upon an employee's Disciplinary History), loss and damage below \$50,000 may result in suspension action. Amounts in excess of \$50,000 may result in a Discharge action.

- These are to be considered "guidelines." Management reserves the right to deviate from these "guidelines" on a case-by-case basis.
- The progressive discipline policy outlined in the DPW Standard Works to include the steps in the Progressive Disciplinary Policy, which are:
  1. Memo
  2. Written Warning
  3. One Day Suspension
  4. Three Day Suspension
  5. 10-Day Suspension
  6. 15-Day Suspension
  7. Discharge

Note: Probationary employees are subject to termination for misconduct, even for a first offense. Also, the Progressive Discipline Policy is to be considered a guideline when issuing discipline. City Service Rules and State Statutes require a "just cause" standard to be used when issuing discipline. Employees may be discharged for a first offense of misconduct depending upon the circumstances. There is no guarantee

expressed or implied that disciplinary “steps” will be followed in all matters of discipline.

- Disciplinary action may be issued for any preventable accident and/or whenever retraining/ reevaluation is required: Any recommended remedial training or reevaluation shall be referenced on the notice issued.
- Additional preventable accidents may result in disciplinary action; up to and including, discharge.
- Misconduct, failing to conduct a proper pre-trip inspection, gross negligence, operating under the influence, causing excessive property damage or injury, or incurring extreme repair costs may result in severe disciplinary action.
- In all cases fleet accidents will be evaluated on an individual basis, and disciplinary action will take into account the severity of injury and/or extent and amount of damage.
- Remedial training and reevaluation shall be incorporated into the progressive disciplinary process as follows:
  - A one-day remedial training/reevaluation session will be required for any employee involved in a second preventable accident within 24 months.
- Fleet Services Retraining/Reevaluation will be required and scheduled on city time for employees involved in preventable fleet accidents while driving trucks or operating heavy equipment.
- Remedial training/reevaluation shall be provided employees at this step to assist them in improving driving skills in an attempt to eliminate further accidents and/or driver errors which may result in further disciplinary action in the future.
- Remedial training/reevaluation may also be offered in conjunction with or in lieu of subsequent disciplinary action, depending on the nature and severity of the accidents.
- A major accident, defined as "one resulting in significant equipment or property damage, excessive repair costs, or personal injury," may necessitate remedial training/reevaluation and severe disciplinary action for that accident.