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**POLICY FOR USE OF CITY OF CAMDEN VEHICLES (NON-LAW  
ENFORCEMENT)**

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1. **General Policy.** Vehicles owned by the City of Camden ("City Vehicles") are to be used only for official City Government purposes. Any employee operator of a City Vehicle is required to abide to the terms of this policy and agrees to operate City vehicles in accordance with State and Local Traffic Laws.
  
2. **Applicability.** The following policy governs the use of all licensed and registered vehicles, whether owned, leased, borrowed, or otherwise under City control, provided for the use of City employees. This policy does not cover mobile heavy equipment or other types of wheeled or tracked vehicles which are not authorized by law to operate on public streets or highways.
  
3. **Authorities.**
  - 3.1. **Business Administrator ("BA").** The BA has final approval authority to authorize City employees to operate City Vehicles. This includes assignments of employees to specific vehicles or eligibility for assignment to a "pool" vehicle for temporary use. The BA may delegate authority to Department Directors.
  
  - 3.2. **Department Directors.** If delegated, Directors may assign vehicles for use by personnel in their Department. This may include continuous use or pool assignment.
  
  - 3.3. **Risk Manager.** The Risk Manager may remove eligibility of any employee for use of a City vehicle for any reason that may limit the ability of the City to file an insurance claim on behalf of the City, defend an insurance claim, or maintain adequate vehicle liability coverage.
  
  - 3.4. **No vehicles should be taken home by City employees unless required by a collectively negotiated agreement or authorized by the Business Administrator.**
  
4. **Violations.** Any employee violating the provisions contained in this policy may be subject to disciplinary action, up to and including termination, in accordance with applicable laws and regulations. Violations of this policy may also result in the denial of indemnification and/or defense by the City of Camden to the employee in any civil or criminal matter brought in any Court arising from improper use of a City of Camden vehicle. The City of Camden also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

5. Driving Privileges and Licensure. Any employee operating a City Vehicle must have, in their possession, a valid driver's license issued by a state regulatory body within the United States. Licenses issued by any territory or possession of the United States, the District of Columbia, or any international agency (including any province of the Dominion of Canada) must be expressly approved by the City of Camden's insurance carrier before an employee will be permitted to operate any City of Camden Vehicle.

5.1.1.1. Employees are required to file a copy of a valid driver's license with the City of Camden prior to the use of any City of Camden Vehicle.

5.1.1.2. Upon request, an employee must provide a copy of their driver's license or other required documents.

5.1.1.3. Employees shall inform the City of Camden within twenty-four (24) hours of any changes in the status of their driving privileges (e.g. revocation, suspension or similar).

5.1.1.3.1. Suspension, revocation or similar status that prevents an employee from lawfully operating a motor vehicle may have additional disciplinary consequences if the employee's job title/responsibilities calls for the possession of a valid drivers' license.

5.1.1.4. Failure to comply with the requirements of this section will result in an immediate suspension of an employee's privilege to operate an City of Camden vehicle and may also result in the denial of indemnification and/or defense by the City of Camden to the employee in any civil or criminal matter brought in any Court arising from the use of an City of Camden vehicle while said employee's driving privileges were suspended or revoked.

5.2. The City of Camden reserves the right to obtain a driving abstract record from the New Jersey Motor Vehicle Service Commission or other regulatory and law enforcement agencies.

5.2.1.1. The City of Camden reserves the right to suspend an employee's City of Camden driving privileges if the City of Camden deems necessary based on the employee's driving record.

5.2.1.2. The City of Camden shall utilize information obtained pursuant to this section only for the purposes of furthering the objectives of this Policy and for no other reason and will not reveal personal or other information contained in an employee's driving abstract record to any party except where required by applicable law.

- 5.3. The City of Camden occasionally offers safe driving courses and reserves the right to compel employee attendance at such courses.
- 5.4. If requested by the Business Administrator, Department Director, or Risk Manager, the employee must agree to consent to a simulated road test to determine their fitness to safely operate a vehicle.
- 5.5. In the event that the employee is under the influence of any medication (prescribed or over-the-counter) that might impair their ability to safely operate a vehicle, they must refrain from driving until they notifies the City of Camden and await clearance to resume driving.
6. Official Use Only. The use of City of Camden Vehicles is restricted to official City business only. Employees shall not be permitted to use City Vehicles for travel or activity unrelated to City of Camden business. Likewise, no supervisor may authorize such use or any use of a City of Camden Vehicle for other than City of Camden business or use which is otherwise inconsistent with this policy.
7. Authorized Passenger. City Vehicles assigned to employees under this policy are to be operated only by the employee while acting within the scope of their employment. No employee shall authorize or permit any other non-City of Camden employee, including but not limited to family members of the employee, to operate or ride as a passenger in an assigned City Vehicle, unless said passengers are assisting in the official business of the City.
8. Commuting and Location of Vehicles. Employees who are assigned the regular use of a City of Camden Vehicle for official business may, with written permission of the Business Administrator, take the City of Camden Vehicle home at night and keep said vehicle at home while off duty. The Business Administrator may grant permission to certain employees by maintaining a master list by Job Title. Employees using a City Vehicle for commuting must take the most direct and expeditious route possible based on the prevailing conditions. The City shall not be responsible for, nor shall it reimburse, costs of commuting to include tolls.
9. Brief Stops Permitted. Employees using City Vehicles may make short, incidental stops while en route to or from official duties. This includes a bona fide commuting route. Such stops must be limited in duration and must not deviate significantly from the authorized route. Stops must not create the appearance of misuse of government property. Extended personal errands, shopping, or recreational activities are not permitted.
10. Vehicle Storage. If the employee will be absent from duty for more than two (2) working days, or more than five (5) consecutive days, including weekends and holidays, they must surrender the City of Camden's vehicle to their direct supervisor unless directed otherwise. An employee storing the vehicle at his residence must always provide safe parking for the vehicle.

11. The City of Camden reserves the right to monitor/record the movement activity of City owned vehicles via the use of GPS tracking, Dash Cams, and other vehicle monitoring systems (VMS). The intent of such monitoring systems is to protect the City, its employees, residents, and the general public.

11.1. Conditions and Procedures for the use of VMS.

11.1.1. Consent. Employees, while operating, occupying, having custody of a City owned vehicle agree to forego any expectation of privacy concerning the operation of any City owned vehicle and consent to their image, likeness, voice, other biometric information, geographic movement, or the recording of any other information by any VMS.

11.1.2. Data ownership and usage. Data recorded by any VMS is the exclusive property of the City of Camden. The City may use such data for any lawful purpose including, but not limited to, accident investigation, disciplinary actions, managerial oversight, discovery for a legal proceeding, law enforcement activity, or any other reasonable activity. Storage of video will be in accordance with the NJ retention regulations.

11.1.3. Employees are not permitted to disable, block or tamper with any installed equipment including, Dash Cams or GPS systems, installed in a City vehicle.

11.2. Retrieval and review of VMS Data.

11.2.1. The following personnel may access VMS data on any City vehicle at any time for any lawful reason:

- Business Administrator
- City Attorney or designated Assistant City Attorney
- Risk Manager
- Director of Public Works or Assistant Director of Public Works.

11.2.2. At the direction of the Business Administrator, City Attorney, or Risk Management, VMS data access may be granted to essential parties including but not limited to safety professionals, trainers, management, insurers and law enforcement.

11.2.3. Mandatory data retrieval. Vehicle data will be reviewed by the appropriate party for any qualifying incident including, but not limited to:

- 11.2.3.1. Unsafe Driving Practices such as speed limit violations or excessive speed for conditions, following too close or hard braking, lane deviations without the turn indicator engaged, failure to stop at a controlled intersection, etc.
  - 11.2.3.2. Damage to a City owned vehicle,
  - 11.2.3.3. Traffic citations received while driving a City owned vehicle
  - 11.2.3.4. Accidents involving a City owned vehicle
  - 11.2.3.5. Complaints of unsafe behavior involving a City owned vehicle
12. Commuting. The use of a City Vehicle for driving to and from work is voluntary and does not entitle the employee to compensation or pay while engaged in that activity.
13. Accidents and Incidents. Prior to operation of any City of Camden vehicle, employees must consult their Department Head as to the appropriate steps to take if they become involved in an accident (filling out accident reports, obtaining witness names, etc.)
  - 13.1. In the event of an incident or accident involving the use of an City of Camden Vehicle, employees must immediately contact their supervisor and/or Department Head. All required reports and documentation must be submitted to Risk Management within two (2) business days of receipt.
  - 13.2. An employee may be required to submit to an alcohol or drug screening test following an accident or incident if there is a reasonable suspicion to believe that the employee's use of drugs or alcohol may have contributed to the cause of the accident or as otherwise required by law or other policy of the City of Camden.
14. Citations and Violations. Operators of City of Camden Vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission. Drivers are responsible for paying any moving violation tickets and MUST notify the City of Camden of said violations within forty-eight (48) hours of receipt of said ticket (regardless of the employee's decision to contest such ticket in municipal court). Drivers are responsible for paying all parking tickets incurred. The City of Camden should be notified of the receipt of a parking ticket within 48 hours of receipt of said ticket.
15. Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZ-Pass). Upon having been notified of said violation, either by direct mail or notice from the City of Camden, an employee shall, within ten (10) business days of such notice, provide acceptable proof to the City of Camden that the outstanding toll and any related

fees have been paid. Unpaid toll violations will result in revocation of driving privileges and may result in disciplinary action.

16. General Policies and Procedures. Employees authorized to use an City of Camden Vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

16.1. Drivers must ensure that all required documents (driver's license, LD. badge/card, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.

16.2. No smoking is allowed in City of Camden Vehicles at any time.

16.3. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (BlackBerry, navigation systems, etc...) while driving City of Camden Vehicles is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.

16.4. All occupants must wear seat belts at all times when the vehicle is in use and observe all road safe rules and regulations, such as "Wipers On, Lights On."

16.5. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.

16.6. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, they should pull off the road and seek appropriate assistance.

16.7. Vehicles are to be fueled/charged at fueling/charging stations authorized by the employee's Department. Vehicles that require charging are to be parked and plugged into a charger at the end of their shift use.

16.8. Employees operating city-owned vehicles have a responsibility to maintain the cleanliness of the vehicle's interior.

16.9. Employees are responsible for the safekeeping of vehicle keys. Keys that are lost or stolen must be reported immediately to the Department head and Fleet Management. Employees will be charged the cost to replace lost keys.

17. Violation of this policy may result in disciplinary action up to and including the suspension of the employee's privilege to operate an City of Camden Vehicle and/or termination.