



Director Approval - Original Approval Date: 12/31/2016
Update Approval Date: 12/31/2021
Signature: [Handwritten Signature]

PARKS & RECREATION

Date: 12/31/2016

Updated: 12/31/2021

Date To Be Reviewed: Five Years – 12/31/2026

Title of Document: 7.7.A LOPR_City Vehicle Use Guidelines

This document outlines the expectations of Lake Oswego Parks & Recreation (LOPR) staff involved in the maintenance and operation of City-owned motor vehicles.

All employees who use or intend to use City Vehicles are required to review the City Personnel Policy (located in the Private Pages) Number 5-1, Employee Safety and Health, specifically the sections listed below:

- Section 4. Incident, Injuries and Accident reporting
- Section 6. City Vehicles
- Section 7. Mobile Communication Devices
- Section 8. Motor Vehicle Accidents

Vehicle Management

The management of vehicles is based on operating procedures established by LOPR and/or a LOPR Department Division and its required, unique operating conditions.

Replacement of vehicles is reviewed during the development of the annual budgeting process. Budgeting is based upon anticipated needs for replacement or additional vehicles, funding availability, current age and condition, and utilization of existing vehicles that may be transferred to other divisions and/or locations. A current inventory of vehicles and their location is maintained within each LOPR Division.

Vehicle and 15 Passenger Van Use and Training

All persons responsible for driving a City of Lake Oswego vehicle for the Lake Oswego Parks & Recreation (LOPR) Department are trained in the operation of the vehicle and given information regarding service needs and requirements of the vehicles used. LOPR Management selects and approves all vehicle and passenger van operators and arranges for them to attend an operator training session prior to operating a vehicle. All persons responsible for driving a City of Lake Oswego 15 passenger van are additionally required to sign 7.7.A.4 LOPR_Driving Record Report Authorization FORM and acknowledge completion of 7.7.A.5 LOPR_15 Passenger Van Driver TRAINING by signing the 7.7.A.1 LOPR_15 Passenger Van Driver Training FORM. The FORMS and TRAINING are available as links from the *PP&P TABLE OF CONTENTS and FILE LINKS* document at P:/PARKS POLICIES & PROCEDURES folder.



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Vehicle Inspections

All licensed vehicles receive semi-annual safety inspections by City Motor Pool Department.

All noted conditions and repairs/replacement items reported on the safety inspections are completed as required in as timely a manner as appropriate.

Safety inspections are to be completed on 15 passenger vans by the van drivers (on a weekly basis for school-time pick-ups) and day of for one-time camp/field trips to ensure all safety features and working components are in working order. The 7.7.A.2 LOPR_15 Passenger Van Vehicle Safety Checklist FORM is available as a link from the *PP&P TABLE OF CONTENTS and FILE LINKS* document at P:/PARKS POLICIES & PROCEDURES folder. The Cultural Recreation Supervisor will maintain the forms for the vehicle inspections and ensure completed inspections done for Cultural activities are kept on file.

The completed inspection safety forms, work orders, vehicle repair logs, vehicle inspection reports, maintenance reports and logs are kept on site at the Motor Pool Department facility and/or location where the licensed vehicle or where the motorized equipment is retained.

Vehicle Repair and Maintenance

The licensed vehicle use of the assigned vehicles is based on adherence to the maintenance, service, part or component replacement schedule(s) as recommended by the manufacturer's owners or service manual particular to that vehicle or service notices sent from the manufacturer.

It is the combined responsibility of each Division Manager and the operating staff within that division to comply with recommended service and preventative maintenance requirements of the licensed vehicles assigned to that division.

All operating employees are responsible to adhere to the service, inspection, and replacement requirements as it applies to the vehicle they use.

Employees will report any and all concerns to their immediate supervisor, and supervisors/managers will share the information with any and all employees under their supervision, or employees that work with or on the same vehicle.

Licensed vehicles deemed unsafe to operate shall be immediately withdrawn from service.

Accident/Incident Reporting

If an operator of a City owned vehicle is involved in an accident, a Vehicle Accident Kit with instructions is located in the glove compartment of each City vehicle.

To print a Vehicle Accident Kit for placement in a vehicle's glove compartment, go to (Private Pages, HR section)



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In case of an accident:

- Stop and investigate immediately.
- If possible, move vehicle to the shoulder or other safe area to prevent further damage.
- Call 9-1-1 to report accident to the police.
- Notify immediate Supervisor, Human Resources and Fleet/Motor Pool Shop.
- Complete the 7.7.A.3 LOPR_DMV Accident and Insurance Report FORM is available as a link from the *PP&P TABLE OF CONTENTS and FILE LINKS* document at P:/PARKS POLICIES & PROCEDURES folder.
- Submit the appropriate form(s) and any other supporting documentation to a Supervisor and the Human Resources Dept. as soon as possible.

Related FORMS and TRAINING:

7.7.A.1 LOPR_15 Passenger Van Driver TRAINING FORM

7.7.A.1.1 LOPR_15 Passenger Van Driver TRAINING TEST

The 7.7.A.2 LOPR_15 Passenger Van Vehicle Safety Checklist FORM

7.7.A.3 LOPR_DMV Accident and Insurance Report FORM

7.7.A.4 LOPR_Driving Record Report Authorization FORM

Responsibility/Contacts: Recreation Deputy Director, Administrative Assistant, Recreation Supervisors, Coordinated with HR and Motor Pool