

Procedures for Vehicle Operation

The following procedures will be followed by Park District employees operating a vehicle. Employees must be 18 years old with a valid driver's license to drive a Park District vehicle.

Vehicle Operations

Drivers and Passengers

- Before being permitted to drive a Park District vehicle, employees must successfully complete the annual Driver's Challenge or complete a check ride with authorized staff member.
- Drivers may only operate vehicles for which they have been authorized.
- If multiple staff members are in the vehicle, the most senior full-time employee is always the designated driver. If only part-time employees are present, the most senior part-time employee is the designated driver.
- Only on-duty Park District employees may ride in Park District vehicles.

Operating the Vehicle

- Drivers must always do a 360 degree walk-around check and vehicle inspection before driving a vehicle.
- When backing up or out of a building or parking spot, always use a ground guide if available. Any passengers must assist with this.
- Employees should not allow vehicles to idle, even for heat, A/C, etc.
- Drivers should always take the most direct route to and from the job site. Cruising, especially past schools may result in disciplinary action.
- Drivers must not drive into parks unless specifically authorized by their supervisor. If authorized, a ground guide should be used if available. Safety (Mars) lights should be used if available. Drivers drive slowly and enter and leave the park by crossing the curb at an angle, with one tire at a time going over the curb. If the vehicle must be parked on a slope, always park pointing across or down a slope. Trying to drive uphill from a standing start can cause serious turf damage. Always check under the vehicle before leaving the parked position (children may like to play hide and seek under a vehicle). Drivers should carefully observe ground conditions and cease driving in a park immediately if the vehicle is causing damage to the park.
- Drivers must follow ALL driving and parking regulations. Parking tickets and moving violations are the responsibility of the driver.
- Refuel vehicle when or before fuel gauge reads $\frac{1}{4}$ tank.
- The driver must take the keys with him/her anytime he/she exits the vehicle.
- Vehicles are to be parked on the correct side of the street. Vehicles should not be parked in alleys.
- Staff should clear all tools, supplies, etc. from the vehicle if they will not be the next driver to use the vehicle. Vehicles should be left in neat and orderly condition for the next driver. Regardless of whether or not the employee will be using the vehicle again the next day, employees should clear all tools, supplies, etc. the from the bed of any trucks parked outside overnight.