



CITY OF BOWLING GREEN
PERSONNEL POLICY LETTER NO. 2


SAFE DRIVING POLICY

This Personnel Policy Letter provides guidance with respect to allowing temporary, part-time employees to operate City vehicles.

Since full-time, non-temporary employees have the training and substantially more experience driving City vehicles, the following guidelines will be established:

1. No temporary, part-time employee shall drive a City vehicle when a full-time (non-temporary) employee is in the same vehicle, unless it is necessary to fulfill a certain task. (Prior to arriving at the work site a supervisor must authorize the temporary, part-time employee to operate the vehicle.)
2. No temporary, part-time employee shall drive a fully loaded 1-ton vehicle (unless directed to do so by a supervisor).
3. No temporary, part time employee shall drive any vehicle while towing a trailer (unless directed to do so by a supervisor).
4. No temporary, part-time employee shall operate any vehicle or equipment with the exception of mowers, gators, automobiles, or pickup trucks (unless directed to do so by a supervisor).

These rules have been established so as to ensure not only the safety of our employees, but also the safety of the citizens of Bowling Green.



Barbara A. Ford
Personnel Director



Date