1. PURPOSE AND SCOPE

This procedure supports the Non-revenue Vehicles and Use of Personal Vehicles for RTD Business policy and establishes requirements for the assignment and acceptable use of non-revenue vehicles and authorized personal vehicles while conducting RTD business. This procedure applies to those employees and contractors who are authorized to operate a non-revenue vehicle or use a personal vehicle for RTD business as determined by this procedure and related policies and procedures.

2. PROCEDURE

A. Driver Qualifications

An individual must meet the below qualifications to be eligible to operate a non-revenue vehicle:

- Be at least 18 years of age
- Possess a valid driver’s license and, if operating a motor vehicle covered by the U.S. Department of Transportation Motor Carrier Safety Administration Regulations, a valid Colorado Commercial Driver’s License and appropriate endorsements
- Have completed all required driving safety courses
- Have submitted a non-revenue and personal vehicle use authorization form and received authorization for the year
- Have successfully completed Human Resources’ Motor Vehicle Records review process
B. Driver Responsibilities

Only authorized employees and contracted employees may use non-revenue vehicles. Individuals operating a non-revenue vehicle are responsible for:

1. Carrying a valid driver’s license
2. Obeying all traffic laws and regulations
3. Using the vehicle for RTD business only and not personal use
4. Operating the vehicle in a safe and responsible manner consistent with all safety requirements and appropriate to road and weather conditions
5. Not altering vehicle equipment in any way
6. Checking the vehicle for safety and reporting any defects or damage to Bus Maintenance
7. Wearing safety restraints and ensuring that all passengers wear safety restraints when the vehicle is moving
8. Not eating, smoking, vaping, or using any tobacco, alcohol, controlled substances or drugs that could impair the ability to operate the vehicle safely
9. Not using a radar detector
10. Not using a mobile phone or other device or engaging in any other distracting activity
11. Immediately reporting an accident to Dispatch and supervisor
12. Immediately reporting any change in driver’s license status and reporting any traffic or parking citation involving the use of a non-revenue vehicle to Human Resources and a supervisor within 72 hours of occurrence
13. Paying any traffic or parking citation fine
14. Submitting accurate vehicle use records

Failure to comply with any of these responsibilities may result in disciplinary action up to and including termination of employment.

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed monthly for both employees and contracted employees. Driving privileges may be withdrawn or suspended from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

C. Passengers

Passengers may be transported in non-revenue vehicles or authorized personal vehicles used for RTD business only when they are engaged in the same official business (e.g., attending the same official event or function). It is strictly forbidden to carry passengers unaffiliated with official RTD business.
D. Use of Personal Vehicle for RTD Business

Employees required and authorized to use a personal vehicle for RTD business must comply with all the responsibilities required of drivers of non-revenue vehicles.

E. Outside the District Use

Non-revenue vehicles may not be taken outside District boundaries without a business reason and advance written authorization from the General Manager and CEO. Such authorization is not required for trips made for business reasons where the shortest route requires minimal or incidental travel outside the District.

F. Maintenance

Departments are required to relinquish non-revenue vehicles to Bus Maintenance upon request for maintenance service. All non-revenue vehicles will be serviced on a regular basis, at frequencies and intervals appropriate for the vehicle as determined by Bus Maintenance. Bus Maintenance will authorize those services deemed necessary based on vehicle service records. All non-revenue vehicles will be identified as such with the RTD logo and vehicle numeration in a size readily recognizable by drivers in normal traffic.

G. Traffic Violations

Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the vehicle operator. Each driver is required to immediately report any change in driver’s license status to Human Resources and a supervisor and to report all moving violations and parking citations to the Chief People Officer within 72 hours of occurrence. This requirement applies to violations involving the use of any non-revenue vehicle or where RTD required and authorized the use of a personal vehicle for RTD business. Motor vehicle violations incurred, whether in a personal vehicle or non-revenue vehicle may result in suspension or revocation of driving privileges and discipline up to and including termination.

H. Handheld Electronic Devices

Mobile phones and other handheld electronic devices shall not be used while operating a non-revenue vehicle. Using a mobile phone or other handheld electronic device while driving leads to an increased risk of having an accident through a lack of attention to driving. Employees may use hands-free settings on a phone or other device for calls or navigation.

I. Accidents

Any individual involved in an accident while operating a non-revenue vehicle or where RTD required and authorized the use of a personal vehicle for RTD business must notify Dispatch immediately by calling 303.299.3000 from the scene of the accident and must cooperate in the preparation of an incident report. Any injury sustained while in a non-revenue vehicle or authorized personal vehicle must be reported following Workers’ Compensation procedures. Drug and alcohol testing will be conducted following an accident consistent with the Drug and Alcohol Policy.
J. Fueling

All non-revenue vehicles must be fueled at authorized fueling locations and returned with a minimum of one-half tank of fuel.

K. Record-keeping Requirements

Utilization of non-revenue vehicles will be documented using approved forms to capture:

1. Employee ID number
2. Location where vehicle is stored
3. Vehicle ID number
4. Date and time checked out and returned
5. Destination and purpose of trip
6. Odometer at check out and when returned
7. Fuel level at check out and when returned
8. Notable condition defects or damage

The above information must be submitted by the operator each time a non-revenue vehicle is used. Limited Assignment and Take Home vehicles use must be tracked and submitted using approved forms.

L. Exceptions

In the event that an employee needs to petition the General Manager and CEO for an exception to any of the rules found in this procedure regarding non-revenue vehicles, the employee must have their Chief or Assistant General Manager write a properly qualified memorandum to the General Manager and CEO that details the rule being requested for exemption. Memoranda must include the following:

- Name of the requesting employee
- Requested vehicle number
- Start and end dates for the request (requests may not be for more than a period of one year)
- The rule for which an exemption is requested
- Business reason for the exemption and how it will benefit RTD
- Acknowledgement of tax consequences (e.g., applicability of U.S. Internal Revenue Service Commuting Rule or Cents-Per-Mile Rule)

3. REFERENCES

- RTD-HR-PLY-0030 - Non-revenue Vehicles and Use of Personal Vehicles for RTD Business Policy