

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.14

Subject: Vehicle and Equipment Cleanliness Effective Date: January 25, 2007

Approved By: Kyle Hayes | 05/01/2021 Chris Catalina | 05/01/2021
City Manager/Date Personnel Director | Date

I. PURPOSE

- A. The purpose of this policy is to ensure that City owned vehicles and equipment present a positive image to the public and is a safe tool for the employees who are assigned to operate them.

II. RESPONSIBILITIES

- A. Department Directors are responsible for monitoring this policy.
- B. Department Directors, Division Managers and Supervisors are responsible for enforcing this policy in order to ensure the clean appearance of vehicles and equipment under their control.
- C. Employees are responsible for complying with the rules outlined in this policy.
- D. Employees are responsible for inspecting and reporting any violations to this policy prior to taking possession of a vehicle or piece of equipment.
- E. Division Managers and/or Supervisors must inspect the trucks and equipment, once a week, under their control.

III. RULES/PROCEDURES

The attached Vehicle Inspection Form must be completed and filed in order to ensure the implementation of the rules listed below.

- A. All City vehicles and equipment shall be maintained in a clean, orderly and sanitary condition, inside and out.
- B. No open food, snack or beverage containers are allowed to remain in City vehicles or in the operator's station of City equipment. No eating and/or drinking is allowed in a vehicle while it is in operation.

- C. The use of any type of tobacco is not allowed in City vehicles or in the operator's station of City equipment.
- D. Floors, seats, dashboards, glove compartments, consoles, door compartments and other areas subject to clutter shall be kept free of dirt accumulation, loose objects and trash. Vehicles shall be cleaned and vacuumed as needed.
- E. Upholstery tears or stains must be reported by the operators to their supervisors as they occur and/or identified.
- F. Public Health and Safety vehicles shall be cleaned of bio-hazards and sharp objects prior to relinquishing for service or use by another shift.
- G. The trunk, bed, toolbox or other storage areas of a vehicle or piece of equipment must be kept in a clean, and orderly state. Empty containers, broken tools, old parts, scrap metal, waste paper and other debris must be removed daily. All tools and supplies must be stored in a safe and orderly manner.
- H. Care must be taken by City personnel when loading and unloading their vehicles or equipment with tools and supplies so as to minimize the possibility of damage to the finish of the vehicle or equipment.
- I. Obvious cases of abuse or negligence will be cause for disciplinary action up to and including termination.

IV. OBJECTIVE

- A. City owned vehicles and equipment are a highly visible investment by the Citizens of Beaumont; therefore, it is the responsibility of the employees of the City to maintain these items in presentable condition.
- B. The City will provide the operators with the necessary means to maintain the condition of their assigned vehicles.

VEHICLE INSPECTION FORM

Truck Number		Driver	
--------------	--	--------	--

Please check the appropriate box

		Yes	No
1.	Any detectable signs of tobacco use in the vehicle?		
Comment:			
2.	Any detectable sign of food or beverage stains in the vehicle?		
Comment:			
3.	Are the seats, door compartments, dash, glove compartment, and floor clean?		
Comment:			
4.	Any new detectable upholstery tears?		
Comment:			
5.	Are the tools placed in a safe and orderly manner?		
Comment:			
6.	Is the truck and bed clean of old parts, broken tools, debris, etc.?		
Comment:			
7.	Any new detectable dents and scratches to the outside of the vehicle?		
Comment:			
8.	Are the decals on the vehicle in good condition?		
Comment:			
9.	Is the vehicle clean on the outside?		
Comment:			
10.	List any additional observations that need to be addressed with the operator and/or crew (for example: dress code compliance – Policy 3.13).		
Comment:			

Operator/Date

Supervisor/Date