



CITY OF STONECREST, GEORGIA

CITY COUNCIL MEETING – AGENDA

3120 Stonecrest Blvd. Stonecrest, GA 30038

Tuesday, January 04, 2022 at 5:00 PM

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1 Council Member Rob Turner – District 2

Council Member Jazzmin Cobble – District 3 Council Member George Turner – District 4

Council Member Tammy Grimes – District 5

Citizen Access: [Stonecrest YouTube Live Channel](#)

I. ROLL CALL: Sonya Isom, Deputy City Clerk

II. PUBLIC COMMENTS

(This Meeting will be conducted virtually, the public comments received via email by 4 pm on the day of the meeting will be read or played via voice memo or video into the minutes by the City Clerk)

There is a three (3) minute time limit for each speaker during public comment.

III. AGENDA ITEMS

a. Ceremony – Swearing in of Council Members Tara Graves, Jazzmin Cobble, and Tammy Grimes – *Judge LaTisha Dear-Jackson*

b. Elections – Election of Mayor Pro Tem

c. For Decision – Reconstitution of Committees – *Mayor Pro Tem George Turner*

d. For Decision – Extension of Workers Compensation Insurance – *Steven McClure*

e. For Decision – Fleet Policy Amendment – *Gia Scruggs*

IV. EXECUTIVE SESSION

(When an executive session is required, one will be called for the following issues: 1) Personnel, 2) Litigation, 3) Real Estate)

V. ADJOURNMENT

Americans with Disabilities Act

The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.



CITY COUNCIL AGENDA ITEM

SUBJECT: Reconstitution of Advisory Committees

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINESS
☒ NEW BUSINESS ☐ OTHER, PLEASE STATE: Click or tap here to enter text.

CATEGORY: *(check all that apply)*

☐ ORDINANCE ☐ RESOLUTION ☐ CONTRACT ☒ POLICY ☐ STATUS REPORT
☐ OTHER, PLEASE STATE: Click or tap here to enter text.

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): 12/29/21 & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, January 4, 2022

SUBMITTED BY: Janice Allen Jackson

PRESENTER: George Turner, Mayor Pro-Tem

PURPOSE: Council to decide if they wish reconstitute committees: Parks & Recreation Advisory Committee, CID Advisory Committee, Stonecrest Financial Oversight Committee, and SPLOST Advisory Committee.

FACTS: Click or tap here to enter text.

OPTIONS: Choose an item. Click or tap here to enter text.

RECOMMENDED ACTION: Click or tap here to enter text.

ATTACHMENTS:

- (1) Attachment 1 - Click or tap here to enter text.
- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.



CITY COUNCIL AGENDA ITEM

SUBJECT: Extension of Workers Compensation Insurance

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☒ OLD BUSINESS
☐ NEW BUSINESS ☐ OTHER, PLEASE STATE: Click or tap here to enter text.

CATEGORY: *(check all that apply)*

☐ ORDINANCE ☒ RESOLUTION ☐ CONTRACT ☐ POLICY ☐ STATUS REPORT
☐ OTHER, PLEASE STATE:

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): 12/20/21 & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Tuesday, January 4, 2022

SUBMITTED BY: Steven McClure

PRESENTER: Steven McClure

PURPOSE: The purpose of this recommended action is to authorize coverage of Workers Compensation Insurance to elected officials in the Georgia Municipal Association Workers Compensation Program effective January 1, 2022. To accomplish this action, the City Council must approve the attached Resolution provided by the Georgia Municipal Association.

FACTS: Workers' Compensation benefits do not extend to individuals doing volunteer work for cities nor are volunteer firefighters or elected officials covered by Workers' Compensation. However, provided the City Council passes a resolution, Workers' Compensation benefits may be extended to elected officials.

OPTIONS: Approve, Deny, Defer Click or tap here to enter text.

RECOMMENDED ACTION: Approve

ATTACHMENTS:

(1) Attachment 1 - Extension of Workers Compensation Benefits (Action Item)



CITY COUNCIL AGENDA ITEM

- (2) Attachment 2 - Click or tap here to enter text.
- (3) Attachment 3 - Click or tap here to enter text.
- (4) Attachment 4 - Click or tap here to enter text.
- (5) Attachment 5 - Click or tap here to enter text.

EXTENSION OF WORKERS' COMPENSATION BENEFITS

To Elected Officials, Volunteer Firefighters & Volunteer Police Officers

Workers' Compensation benefits do not extend to individuals doing volunteer work for cities nor are volunteer firefighters or elected officials covered by Workers' Compensation. However, provided the City Council passes a resolution, Workers' Compensation benefits may be extended to volunteer fire fighters, certified volunteer police officers and elected officials.

If it is the desire of your city to provide Workers' Compensation coverage for volunteer firefighters, certified volunteer police officers and elected officials, then the city must pass a resolution (see sample attached) and return it to us along with the other documents before coverage may be extended to the volunteer firefighters, certified volunteer police officers and elected officials.

Please return to us a copy of your resolution or indicate on the accompanying page that your city declined to extend Workers' Compensation coverage to volunteer firefighters, certified volunteer police officers or elected city officials.

Please keep in mind that this is important, as there is no coverage for these individuals until a resolution is received by the GMA Workers' Compensation Self-Insurance Fund.

**STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF STONECREST**

RESOLUTION NO. _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST, GEORGIA AUTHROIZING THE CITY TO PROVIDE WORKERS' COMPENSATION COVERAGE TO ELECTED OFFICIALS OF THE CITY OF STONECREST THROUGH THE GEORGIA MUNICIPAL ASSOCIATION ("GMA") WORKERS' COMPENSATION SELF-INSURANCE FUND; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS, the duly elected governing body of the City of Stonecrest, Georgia (the "City") is the Mayor and Stonecrest City Council ("City Council"); and

WHEREAS, pursuant to the City's charter the City Council is empowered to provide and maintain a retirement plan, insurance, and such other employee benefits for appointed officers and employees of the city as are determined by the city council;

WHEREAS, the City is a member of the Georgia Municipal Association's Workers' Compensation Self-Insurance Fund (the "Fund");

WHEREAS, the City's Workers' Compensation benefits under the Fund currently do not extend to elected officials;

WHEREAS, if the City desires to extend its workers compensation the City Council is required to pass a resolution stating that workers' compensation benefits may be extended to elected officials;

WHEREAS, Workers' Compensation will not be extended until a resolution by the City Council is received by the Georgia Municipal Association Workers' Compensation Self-Insurance Fund.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Stonecrest, Georgia, that the City shall extend Workers' Compensation coverage to elected officials.

BE IT FURTHER RESOLVED elected officials shall be covered under the GMA Workers Compensation Self-Insurance Fund while performing their duties on behalf of the city.

BE IT FURTHER RESOLVED that the City shall submit the Workers' Compensation benefits application, including the accompanying documents entitled EXHIBIT A attached hereto to the GMA Workers' Compensation Self-Insurance Fund.

BE IT FINALLY RESOLVED that there is no coverage for elected officials until a resolution is received by the GMA Workers' Compensation Self-Insurance Fund.

SO RESOLVED, this ____ day of _____ 2022.

(SIGNATURES ON FOLLOWING PAGE)

City of Stonecrest, Georgia

George Turner, Mayor Pro Tem

Attest:

Tomika R. Lewis, Acting City Clerk

Approved As to Form:

City Attorney

EXHIBIT A

WORKERS' COMPENSATION BENEFITS

FOR

**VOLUNTEER FIREFIGHTERS, VOLUNTEER CERTIFIED POLICEMEN &
ELECTED OFFICIALS**

THROUGH THE GMA WORKERS' COMPENSATION SELF-INSURANCE FUND

PLEASE CIRCLE YES TO THOSE STATEMENTS YOU WISH TO IMPLEMENT:

Our city wishes to provide workers' compensation benefits for:

Yes

All Elected Officials

Yes

Volunteer Firefighters

Yes

Volunteer Law Enforcement Officers Who Have Passed The Georgia
State Requirements For Police Training

Yes

We Are Including A Copy Of The Resolution Indicating What The City
Council Wishes To Do

Please forward this notice along with copy of resolution to:

Stan Deese
Director, Risk Management Services
Georgia Municipal Association
PO Box 105377.
Atlanta, GA 30348

Signed by: _____

Title: _____

City: _____

Date: _____

AFFIDAVIT

CITY OF STONECREST
STATE OF GEORGIA

I, George Turner, the undersigned, being the Mayor Pro Tem of the City of Stonecrest, GA swear (or affirm) that to the best of my knowledge and belief, the statements contained in the application, including the accompanying documents, are true and complete.

Sworn before me this _____
day of _____, _____.

(Signature of Authorized Official)

Notary Public

My commission expires: _____



CITY COUNCIL AGENDA ITEM

SUBJECT: Fleet Policy Amendment

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINESS
☒ NEW BUSINESS ☐ OTHER, PLEASE STATE:

CATEGORY: *(check all that apply)*

☐ ORDINANCE ☐ RESOLUTION ☐ CONTRACT ☒ POLICY ☐ STATUS REPORT
☐ OTHER, PLEASE STATE:

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): December 20, 2021

Current Work Session: [Click or tap to enter a date.](#)

Current Council Meeting: Tuesday, January 4, 2022

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs

PURPOSE: This policy governs the use of the City's fleet vehicles. The Finance Department drafted a Fleet Policy that incorporates the processes and procedures that will be required to manage fleet for the City of Stonecrest. There were some additional council recommendations that have been incorporated into the 1st revision of the Fleet Policy.

FACTS:

OPTIONS: Approve, Deny, Defer

RECOMMENDED ACTION: Approve

ATTACHMENTS:

(1) Attachment 1 - Draft Fleet Policy

It is the policy of the City of Stonecrest ("City") to promote cost-effective vehicle management through efficient acquisition, operation, maintenance, disposal and recordkeeping.

1.0 Purpose

This policy establishes guidelines, responsibilities and procedures to ensure proper acquisition, operation, maintenance, disposal and recordkeeping for all vehicles operated by the City of Stonecrest. The City Manager has the discretion to designate the Facility Coordinator or a designee in his/her absence to perform the duties of the Facility Coordinator to ensure operational efficiency.

2.0 Persons Affected

All elected officials and employees of the City of Stonecrest.

3.0 Definitions

- 3.1 Authorized Driver means an elected official or an employee who has been vetted through the City Manager's Office and approved to drive a vehicle that is owned/leased by the City of Stonecrest.
- 3.2 Cost-benefit analysis means an assessment of various alternatives to compare their costs versus benefits.
- 3.3 Employee means an elected official, appointed officer or staff personnel with the City of Stonecrest.
- 3.4 Fuel Card PIN, also known as Driver Identification (ID) means the six (6) digit numerical Personal Identification Number (PIN) selected by the employee for use with the fuel card.
- 3.5 Facility Coordinator means an employee designated to be responsible for the accountability, use, and maintenance of City of Stonecrest vehicles.
- 3.6 Stonecrest Vehicle means a motor vehicle or trailer for which the City of Stonecrest that holds title or registration. This includes vehicles that were obtained through lease, purchase, donation, forfeiture or surplus. The City of Stonecrest vehicles display the City of Stonecrest logo and have a governmental license plate.

4.0 Responsibilities

- 4.1 The Facility Coordinator is responsible for:

- 4.1.1 Managing and overseeing all agency vehicles (including inventory, use, repair, and maintenance) and the issuance and use of fuel cards.
 - 4.1.2 Serving as the liaison for accounting and maintenance of vehicles used by the City of Stonecrest.
 - 4.1.3 Ensuring that the City of Stonecrest is in compliance with fleet requirements set forth under state law.
 - 4.1.4 Approving or denying an Employee's request to be an Authorized Driver based on the individual's motor vehicle report (i.e., driving record). The Finance Director may also revoke an Employee's status as an Authorized Driver.
 - 4.1.5 Acquiring vehicles utilizing all acquisition methods, (even when payment is not required), including, but not limited to, the following:
 - 4.1.5.1 Donation;
 - 4.1.5.2 Surplus property procedures;
 - 4.1.5.3 Sponsored projects and similar contractual processes.
 - 4.1.6 Disposing of existing vehicles in accordance with State of Georgia and the City of Stonecrest surplus property procedures.
 - 4.1.7 Accounting for assigned Stonecrest Vehicles and fuel cards.
 - 4.1.8 Maintaining and repairing Stonecrest Vehicles in accordance with the City of Stonecrest's and manufacturer's guidelines, (including vehicle inspection requirements) and submitting the maintenance and repair history to the Fleet Facility Coordinator on a quarterly basis.
 - 4.1.9 Ensuring that all Authorized Drivers complete a mileage report. The Facility Coordinator is also responsible for completing the maintenance and reconciliation of monthly mileage reports no later than the tenth workday of the following month.
- 4.2 The City Manager and Department Directors are responsible for:
- 4.2.1 Submitting Employee names to the Facility Coordinator for consideration to become an Authorized Driver.
- 4.3 Authorized Drivers are responsible for:

- 4.3.1 Operating Stonecrest Vehicles in a safe and courteous manner.
- 4.3.2 Ensuring assigned Stonecrest Vehicles are returned with adequate fuel at the end of the reserved period. Adequate fuel means at least one quarter (1/4) tank of fuel remaining in the vehicle.
- 4.3.3 Completing a mileage log and submitting it to the Authorized Driver's department or program's vehicle coordinator.
- 4.3.4 Notifying the Facility Coordinator of any changes to the Authorized Driver's driving status including, but not limited to: traffic warnings; traffic tickets; driver's license suspensions; driver's license revocations; and any other motor vehicle related citations.
- 4.3.5 Reporting any vandalism, theft, accidents, damages and losses to assigned vehicles.

5.0 Financial Responsibility

- 5.1 The department director is responsible for ensuring the proper use of vehicles by Authorized Drivers
- 5.2 The Authorized Driver is responsible for paying all traffic and parking fines incurred during the use of a Stonecrest Vehicle. Unauthorized use of a Stonecrest Vehicle or fuel card or; failure to follow policies and guidelines, may result in disciplinary action, up to and including termination of employment.
- 5.3 The City does not assume liability or expense incurred by Authorized Drivers resulting from:
 - 5.3.1 Unauthorized or prohibited use of a Stonecrest Vehicle;
 - 5.3.2 Improper use of a fuel card;
 - 5.3.3 Towing, storage or impound charges resulting from an improper parking violation;
 - 5.3.4 Damage, mechanical failure, or losses incurred to a Stonecrest Vehicle resulting from driver negligence;
 - 5.3.5 Misuse including, but not limited to, personal use, abuse or use of a Stonecrest Vehicle while impaired.

6.0 Authorized Drivers

- 6.1 Prior to operating a Stonecrest Vehicle, an Authorized Driver must complete and submit to the Facility Coordinator the City of Stonecrest's Driver Acknowledgement Form, indicating that the Authorized Driver:
 - 6.1.1 Possesses a valid driver's license.
 - 6.1.2 Agrees to use vision correction measures, if applicable, while operating a Stonecrest Vehicle.
 - 6.1.3 Agrees to report any ticket or warning received while operating any motorized vehicle.
 - 6.1.4 Has no more than six (6) points on their vehicle report.
 - 6.1.5 Has not had an "at fault" accident in the previous three (3) years.
 - 6.1.6 Has not received charges or convictions within the previous three (3) years and has no pending charges for any of the following offenses:
 - 6.1.6.1 Driving under the influence (known as "driving while intoxicated" in some states).
 - 6.1.6.2 Refusing to take a test for intoxication (including, but not limited to, breath, blood or other sobriety tests).
 - 6.1.6.3 Leaving the scene of an accident.
 - 6.1.6.4 Driving aggressively or exceeding the speed limit by more than nineteen (19) miles per hour.
- 6.2 The Facility Coordinator or the designee must check the motor vehicle record of any Employee applying to become an Authorized Driver. Accordingly, an Employee seeking to become an Authorized Driver must authorize the Georgia Department of Driver Services to release the Employee's motor vehicle record (MVR) to the City Manager's Office. Authorization is given by the Employee completing Driver Services' Request for Motor Vehicle Report (DDC-18).
 - 6.2.1. The Facility Coordinator or the designee must check Authorized Drivers' MVRs annually.
 - 6.2.2. Failure to consent to the MVR check will make an Employee ineligible to become an Authorized Driver.
- 6.3 A change to an Authorized Driver's status, such as receiving a traffic ticket or warning or losing the Authorized Driver's driver's license must be reported to the Authorized Driver's immediate supervisor and the Facility

Coordinator on the City of Stonecrest's Driver Notification Form. The Facility Coordinator or designee will review the changes and decide whether the Employee's status as an Authorized Driver should be revoked.

6.3.1 The Facility Coordinator will notify the relevant department head and the driver of the decision in writing.

6.3.2 If the decision is made to revoke, documentation will be placed in the revoked Authorized Driver's file in the Facility Coordinator's files as well as the individual's personnel file in Human Resources.

6.4 Authorized Drivers are subject to random drug testing.

6.4.1 Costs associated with drug testing will be the responsibility of the Authorized Driver's division, department or program.

6.4.2 A failed drug test will terminate an Employee's status as an Authorized Driver.

6.4.3 An Employee who has failed a drug test may be subject to disciplinary action, up to and including termination of employment.

7.0 Authorized Use of Stonecrest Vehicles

7.1 Stonecrest Vehicles are issued to Authorized Drivers to perform official City business only.

7.2 Authorized Drivers must observe all traffic laws and proper driving etiquette.

7.3 Authorized uses of Stonecrest Vehicles include:

7.3.1 Travel between the place from where the Stonecrest Vehicle is dispatched and the place where the official City business is performed;

7.3.2 Transport of Employees when they are on official City business;

7.3.3 Transport of materials, supplies, parcels, luggage and other items belonging to or serving the interests of the City; and

7.3.4 Transport of any person or item in the event of a declared emergency.

7.4 In addition to the uses listed in Section 7.3, authorized uses of Stonecrest Vehicles when in official travel status include:

7.4.1 Travel between the place of City business and/or the place of temporary lodging; and

7.4.2 Any of the following when on official travel status and the distance is not reasonable for walking:

7.4.2.1 Dining establishments;

7.4.2.2 Places to obtain medical assistance, including drug stores;

7.4.2.3 Dry cleaners and laundromats;

7.4.2.4 Similar places required to sustain the health, welfare or efficient performance of the Authorized Driver, excluding places of entertainment.

7.5 A Stonecrest Vehicle may be driven to an Authorized Driver's home after work hours under the following circumstances:

7.5.1 The Authorized Driver must be on approved travel status with prior take-home vehicle approval from the City Manager or designee;

7.5.2 The Authorized Driver must travel directly to a remote site from his or her home the next business day; or

7.5.3 The Authorized Driver will suffer great inconvenience by having to pick up or drop a vehicle off at his or her office at the beginning or end of a workday during which the Authorized Driver has used the vehicle in an authorized manner.

8.0 Service Animals

8.1 In accordance with the provisions with the Americans with Disabilities Act (ADA), service animals shall be permitted in Stonecrest Vehicles under the following conditions:

8.1.1 The Authorized Driver may be asked by the Facility Coordinator to answer the following questions to determine if the animal is a service animal: (a) is the service animal required because of a disability? and (b) what work or task has the service animal been trained to perform?

8.1.2 The service animal must be kept in a secured crate or transport container while the Stonecrest Vehicle is in motion.

9.0 **Unauthorized Use of Vehicles**

9.1 Unauthorized use or misuse of a Stonecrest Vehicle includes, but is not limited to the following:

9.1.1 Use by unauthorized personnel;

9.1.2 Driving violations committed by the Authorized Driver;

9.1.3 Any personal use by the Authorized Driver;

9.1.4 Use of a wireless device, other than a hands-free device, while operating a Stonecrest Vehicle;

9.1.5 Smoking in or within twenty (20) feet of a Stonecrest Vehicle;

9.1.6 Use of alcohol or any illicit substance use in a Stonecrest Vehicle or while operating a Stonecrest Vehicle;

9.1.7 Travel to attend a sporting or entertainment event, including hunting and fishing, that is not in the service of the City;

9.1.8 Off-road use;

9.1.9 Travel and tasks that are beyond a vehicle's rated capacity;

9.1.10 Towing vehicles or trailers, unless a vehicle is designed and designated for that specific purpose;

9.1.11 Travel to engage in soliciting votes; and

9.1.12 Unnecessary extension of the period that a Stonecrest Vehicle is in the Authorized Driver's possession.

9.1.13 Transport of:

9.1.13.1 Other City Employees to restaurants, cafes, drug stores or other places when not in the service of the City or another authorized use;

9.1.13.2 Relatives, friends, associates and other persons who are not Employees of the City or serving the interest of the City;

- 9.1.13.3 Hitchhikers;
- 9.1.13.4 Cargo that is unrelated to official City business;
- 9.1.13.5 Any item or equipment projecting from the side, front or rear of a vehicle in a way that obstructs safe driving or creates a hazard to pedestrians or other vehicles;
- 9.1.13.6 Political campaign literature or matter or any person or persons soliciting votes in any election; and
- 9.1.13.7 Acids, explosives, weapons, ammunition and highly flammable material, except by specific authorization from the City Manager or their designee or in a declared emergency.

- 9.2 When in doubt about whether a specific use is authorized, the decision of the Authorized Driver must be based on whether the use would serve the interest of the City (rather than the driver or others) and would be defensible in the event of questions from the public, a higher government authority or an auditor.

10.0 Fuel Cards.

- 10.1 Each vehicle is assigned a fuel card and each Authorized Driver selects an individual personal identification number (PIN). An Authorized Driver can only use his or her assigned PIN. Sharing a Fuel Card PIN is prohibited.
- 10.2 Except in described in Section 9.4 below, the fuel card must be used only at fuel stations where it is accepted, and if a service station refuses to honor the card, the Authorized Driver must make reasonable efforts to locate a fuel station that will honor it.
- 10.3 When refueling a City vehicle with a fuel card, the Authorized Driver must follow the proper procedures, which includes entering the assigned Fuel Card PIN and the vehicle's current reading.
- 10.4 The City does not reimburse for cash or personal credit card purchases of fuel for City vehicles. However, if a driver cannot access a fuel station that honors the fuel card, the City Manager or their designee has the authority to approve reimbursement.
- 10.5 Fuel cards cannot be used to purchase:
 - 10.5.1 Fuel for non-City vehicles; and
 - 10.5.2 Food, candy, beverages or similar items;

10.5.3 Fuel card use violations will subject the offending Authorized Driver to disciplinary action, up to and including termination of employment.

11.0 Vehicle Cleanliness

- 11.1 Eating food in Stonecrest Vehicles is prohibited;
- 11.2 Stonecrest Vehicles must be kept clean;
- 11.3 Authorized Drivers must remove litter from Stonecrest Vehicles after each use;
- 11.4 Authorized Drivers are responsible for ensuring the assigned Stonecrest Vehicle is washed and the interior cleaned by using an authorized car wash vendor;
 - 11.4.1 Authorized Drivers must identify themselves as City of Stonecrest Employees.
 - 11.4.2 Authorized Drivers must write the vehicle identification number (VIN) and license plate number of the Stonecrest Vehicle on the vendor's invoice. Failure to identify the Stonecrest Vehicle on the invoice may cause the burden of payment to fall to the driver.
- 11.5 If an Authorized Driver repeatedly returns Stonecrest Vehicles that are not clean, the Authorized Driver may lose the right to use a Stonecrest Vehicle.

12.0 Driver Safety

- 12.1 Authorized Drivers and passengers must properly use all available safety devices, including safety belts, and follow all of the vehicle manufacturer's safety guidelines.
- 12.2 Authorized Drivers must always:
 - 12.2.1 Turn off and lock Stonecrest Vehicles when left unattended;
 - 12.2.2 Park Stonecrest Vehicles in well-lit areas at night or in populated areas during the day;
 - 12.2.3 Remove from view, valuables that are inside the Stonecrest Vehicle when it is left unattended; and
 - 12.2.4 Check for items left in Stonecrest Vehicles before returning them to City Hall, or to the Facility Coordinator.

12.3 Authorized Drivers must always report acts of vandalism or theft to:

12.3.1 Local law enforcement;

12.3.2 The insurance company by immediately calling the number on the insurance card in the Stonecrest Vehicle;

12.3.3 The Authorized Driver must submit, within 24 hours the following documents:

12.3.3.1 City of Stonecrest Liability Incident Report Form; and

12.3.3.2 City of Stonecrest Incident Report form.

12.4 Authorized Drivers should not leave a disabled Stonecrest Vehicle unattended along the roadway. should a vehicle become disabled, the driver must take appropriate safety precautions to avoid injury and damage to the Stonecrest Vehicle.

13.0 Insurance

13.1 Stonecrest Vehicles are insured in accordance with state law;

13.2 An insurance card must remain in the Stonecrest Vehicle at all times;

13.3 Vehicle insurance coverage is in effect only when the Authorized Driver is operating the Stonecrest Vehicle for official City business;

13.4 Only Employees injured while engaged in official City business or an authorized use are covered by the City's Workers' Compensation program;

13.5 Liability insurance is in effect only when the Authorized Driver is operating a Stonecrest Vehicle for official City business. It covers physical damage to the vehicles of and the personal injury to parties who are involved in an accident.

14.0 Accidents, Damages and Losses

14.1 If a Stonecrest Vehicle sustains damage and/or the Authorized Driver is involved in an accident, the driver must follow the following procedures:

14.1.1 Contact local law enforcement;

14.1.2 Follow the instructions on the insurance card in the vehicle.

14.1.3 Notify Facility Coordinator and submit, within twenty-four (24) hours, the following documentation:

14.1.3.1 Driver Notification Form

14.1.3.2 Liability Incident Report Form

14.1.3.3 Incident Report Form

14.1.4 Notify the department director, department manager and/or the Facility Coordinator.

14.2 The department director and/or Facility Coordinator will:

14.2.1 Complete the Supervisor's Accident Follow-Up Form and send it to Facility Coordinator within two (2) business days of learning of an accident. The supervisor should also send a copy of this form to Human Resources for inclusion in the driver's personnel file;

14.2.2 Send a copy of the Driver Notification Form to Human Resources.

15.0 **Attachments**

- CITY OF STONECREST's Incident Reporting form
- CITY OF STONECREST's Driver Acknowledgement form
- CITY OF STONECREST's Driver Notification form
- CITY OF STONECREST's Liability Incident Report form
- CITY OF STONECREST's Supervisor's Accident Follow-Up form
- Georgia Department of Driver Services' Request for Motor Vehicle Report (DDS-18)

16.0 **Revision History**

Date	Rev. No.	Change	Reference(s)
12/20/2021	1.0	Initial Version	N/A
01/04/22	2.0	1 st Revision	

Approved and Effective this _____ day of the month of _____, 2021 by:

Gia Scruggs, M.B.A., CPM Finance Director

DRAFT