

130.0 Employees Operating Department Vehicles

Civilian personnel will operate unmarked vehicles only when required for their normal job duties. At no time will civilian personnel operate marked vehicles unless an emergency situation exists or unless the employee is directed by a sworn Department supervisor to operate the vehicle. At no time, even during emergencies, will a civilian employee operate a marked vehicle with emergency equipment activated, i.e. red lights, siren, etc.

EXCEPTION: Maintenance personnel may operate marked vehicles to and from service facilities, under the restrictions above.

130.10 Requirements

All personnel-operating Department owned vehicles must:

- A. Hold a valid Oklahoma Driver's License.
- B. Be on official Department Business.
- C. Be properly authorized to operate Department vehicles.

130.20 Seat Belt Use

All front seat passengers in City or Department owned vehicles must wear a restraint device.