

# TATC VEHICLE OPERATION STANDARDS

1. Drivers of TATC vehicles must be at least 18 years old and have a valid driver's license.
2. Drivers of TATC vehicles must have a driving record in compliance with Utah Administrative Services Rule 27-7-3 (<http://www.rules.utah.gov/publicat/code/r027/r027-003.htm>). The authority to operate a state vehicle shall be suspended or revoked for up to three years if a driver meets any of the reasons defined below. For a more complete listing refer to the above rule.
  - a. The authorized driver, while acting within the scope of employment, has been involved in 3 or more preventable accidents during a three (3) year period; or
  - b. The authorized driver has 3 or more moving violations while driving a state vehicle within a 12 month period; or
  - c. The authorized driver has been convicted of any of the following:
    - i. Alcohol related driving violations;
    - ii. Reckless, careless, or negligent driving (including excessive speed violations);
    - iii. Driving violations that have resulted in injury or death;
    - iv. Felony related driving violations;
    - v. Hit and run violations;
    - vi. Impaired driving;
    - vii. Or any other driving violation determined by the Driver Eligibility Board as posing a significant risk to the safety or loss prevention of state vehicles.
  - d. The unauthorized use, misuse, abuse or neglect of a state vehicle as validated by the driver's agency; or
  - e. On the basis of citizen complaints validated by the agency, the authorized driver, while acting within the scope of employment has been found, pursuant to 63A-9-501, to have misused or illegally operated a vehicle three (3) times during a three (3) year period.
3. Drivers of TATC vehicles must complete an approved Driver Safety Program before operating a TATC vehicle and every two years thereafter. In the event of a moving

violation citation or accident in a TATC vehicle, the Driver Safety Program must be retaken prior to driving a TATC vehicle again.

4. Drivers of TATC vehicles must observe all state and local laws, including those stated in Utah Code Annotated 1953, as amended, Title 42, Chapter 6 (Traffic Rules and Regulations).
5. Drivers and all occupants must wear a seatbelt at all times and observe all posted speed limits including reduced speed construction zones and road hazard warnings. All seatbelts need to be fastened before the vehicle is put in motion.
6. Drivers are encouraged to briefly rest from driving every 2 hours.
7. Total driving time must not exceed 12 hours per day, irrespective of the number of drivers.
8. TATC vehicles must not be operated for travel purposes between 11:00 p.m. and 5:00 a.m., except where (1) the trip (a) is solely to return to a home base and (b) the return trip is less than 4 hours in duration or (2) it is necessary to leave home base prior to 5:00 a.m. in order to reach a destination less than four hours away or (3) the driver is within two hours of the destination.
9. Drivers must use good judgment concerning weather and driving conditions by reviewing weather conditions in advance of the trip and make prudent travel adjustments when necessary. Travel plans should allow for emergency stop-overs and associated expenses due to bad weather. Drivers must slow down if adverse weather conditions exist. Travel should not proceed in extreme weather conditions.
10. Drivers are responsible for the safe operation and condition of the vehicle they are driving and should be familiar with the vehicle safety equipment. Vehicle problems or concerns should be promptly reported to: Direct Supervisor
11. Towing or loading (including passengers) should not exceed the manufacturer's capacity limits. Adding storage or luggage racks above any vehicle that substantially changes the safe operation of the vehicle is not allowed.