



**CITY OF STARKVILLE  
RECOMMENDATION FOR BOARD ACTION**

**AGENDA ITEM NO:**  
**AGENDA DATE:** 06-16-2015  
**PAGE:** 1

**SUBJECT:** A REPORT FROM CHIEF ADMINISTRATIVE OFFICER TAYLOR V. ADAMS AND PERSONNEL DIRECTOR RANDY BOYD ON IMPROVED DEPARTMENTAL GUIDELINES FOR VEHICLE USE.

**AMOUNT & SOURCE OF FUNDING:**

**FISCAL NOTE:** N/A

**REQUESTING  
DEPARTMENT:**

**DIRECTOR'S  
AUTHORIZATION:** Alderwoman Lisa Wynn

**FOR MORE INFORMATION CONTACT:**

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**AUTHORIZATION HISTORY:**

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**SUGGESTED MOTION:** A REPORT FROM CHIEF ADMINISTRATIVE OFFICER TAYLOR V. ADAMS AND PERSONNEL DIRECTOR RANDY BOYD ON IMPROVED DEPARTMENTAL GUIDELINES FOR VEHICLE USE.

# CITY OF STARKVILLE VEHICLE OPERATOR CERTIFICATION

*This certification shall be completed annually by all authorized personnel*

1. City of Starkville vehicles shall be operated only by authorized personnel who are properly licensed and approved prior to use of the vehicle. It is incumbent upon all operators of City vehicles to follow all motor vehicle laws and rules of the road, and to operate City vehicles in a safe and courteous manner. In order to be authorized to operate a City vehicle, an operator must possess a valid Driver's License. This license must be the appropriate license for the equipment to be operated. Additionally, the operator must have an acceptable driving record and be eligible to be insured under the City's insurance policies.
2. In the event an operator's driver's license is suspended for any reason, that operator shall notify the department head within one working day. The operator shall not operate a City vehicle during the term of the stipulated suspension. Also, any operator who is determined guilty of any citation, ticket, or infraction that would impact their driving record as set forth in the Policy regarding Driver's License and Driving Record (MVR) must notify their supervisor / Department Head of such charge as it may impact their ability to continue as an eligible driver.
3. Each operator has the responsibility to use reasonable care to insure the security and care of all City property entrusted to his use and care. When not occupied and in use, keys must be removed from the vehicle and the vehicle must be secured as designated by the department head.
4. CITY VEHICLES ARE TO BE USED ONLY FOR AUTHORIZED CITY OF STARKVILLE BUSINESS OR AS OTHERWISE SPECIFICALLY DESIGNATED BY THE DEPARTMENT HEAD. THE TRANSPORTATION OF DEPENDENTS AND PASSENGERS WHO ARE NOT CONNECTED WITH OFFICIAL CITY BUSINESS WILL NOT BE PERMITTED. CITY-OWNED VEHICLES SHALL NOT BE USED FOR THE PERSONAL BENEFIT OR CONVENIENCE OF INDIVIDUAL CITY EMPLOYEES, DEPENDENTS OR PASSENGERS NOT CONNECTED WITH OFFICIAL CITY BUSINESS, EXCEPT AS MAY BE SPECIFICALLY AUTHORIZED BY THE DEPARTMENT HEAD. EMPLOYEES WHO VIOLATE THIS POLICY ARE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION. THE CITY WILL COMPLY WITH INTERNAL REVENUE SERVICE REQUIREMENTS REGARDING VEHICLE USE BY CITY EMPLOYEES.
5. The driver and all occupants must wear seat belts at all times when operating any City vehicles, including both on and off-road equipment.
6. The possession, being under the influence of, or use of alcohol, illegal drugs, or any drugs or substances that may affect the employee's ability to drive safely are prohibited at all times while operating City vehicles. **Smoking is not allowed in City vehicles at any time.**
7. In the event of a motor vehicle accident while operating a City vehicle or an authorized personal vehicle while on City business, it is the driver's responsibility to immediately notify local police and their immediate supervisor/department head. The driver must ensure that a Police Accident Report is completed at the scene. An Accident Report must be completed by the driver and their supervisor. Failure to report an accident in accordance with this provision will result in immediate revocation of driving privileges and may result in disciplinary action up to and including discharge.
8. It is the responsibility of all operators to report all vehicular infractions issued against them while operating a City vehicle to their Department Head, who will then forward copies to the Personnel Office. Failure to report an infraction in accordance with this provision will result in immediate suspension or revocation of driving privileges. Payment of any fines or legal costs associated with vehicular infractions incurred while operating a City vehicle shall be the sole responsibility of the driver. An authorized driver's failure to report vehicular infractions received while operating a City vehicle may result in disciplinary action.
9. The transportation of Hazardous Materials must be in accordance with Department of Transportation regulations and approved in writing by the appropriate Department Head. Shipping through approved carriers whenever possible is recommended.
10. If flammable liquid must be transported, it must be transported in accordance with all federal, state and local regulations.
11. Firearms are not allowed in a City vehicle at any time except for duly sworn Police Officers or other City employees who are specifically authorized to carry firearms in connection with their duties.
12. Hitchhikers are prohibited in City vehicles.

*I understand the above provisions relating to authorized operation of City of Starkville vehicles.*

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

Driver's License # \_\_\_\_\_

State \_\_\_\_\_

Expiration Date \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

*This form is to be completed by all operators prior to operation of any city vehicle and is to be updated annually. Completed form is to be submitted to the Personnel Office.*

### S E D TRANSPORTATION EQUIPMENT

Vehicle Number	VIN	Crew or Operator	Chassis Mfr.	MODEL
11	1FTRW12W98FB21731	Tommy Sullivan	FORD	F150
14	10X9SPS62190	Crews	FORD	RANGER
18	1GTEC14V152175188	Shasia Plunkett	GMC	Sierra 1/2 Ton
19	1GDM7H1C82J517107	Line Crew	GMC	C 7500
22	1GDM7H1J2RJ515958	Dump Truck	GMC	Top Kick
23	1GDT7H4J6SJ511201	Tall Bucket	GMC	TOP KICK
24	1GTEC14V252284727	Warehouse	GMC	SIERRA
25	1GTEC14V252284291	Brad Scarborough	GMC	SIERRA
26	1FTYR10D83PB82754	Line Crew	FORD	RANGER
28	1FTKR1ED8BP449831	Robert Atkins	FORD	RANGER X-CAB
30	1FTKR1EDXBP449832	Marcus Gillespie	FORD	RANGER X-CAB
31	1GTEC14V952176105	Hatfield	GMC	SIERRA
32	1FTCR14X9SPA77640	Xtended Cab	Ford	Ranger
34	1FDAF56PX7EA14050	Service Bucket	Ford	F550 2WD
35	1HTJTSKN98H579215	Small Hi-Ranger	International	4300
36	1HTWGAAR58J641453	Line Crew	International	7400
37	1HTMMAAR49H051818	Floyd Bell	International	4300 SBA 4x2
38	3HAMMAAN5CL549685	Will Brooks	International	4300 SBA 4x2
40	1FT7X3A65DEA40436	Service Truck	FORD	F350
41	1FT7X3A67DEA40437	Service Truck	FORD	F350
42	GCCS19W728177718	Line Crew	CHEVY	S 10
44	1GDS7H4J521449	URD Truck	GMC	TOP KICK
46	H4J1SJ511218	Hatfield Crew	GMC	TOP KICK
49	1FMFK15588LA58684	Terry Kemp	FORD	Expedition
51	1FTEX1CM3DKG13018	Tommie Stinson	FORD	F150 XL
52	1FTFX1CF6DKF99220	Jason Horner	FORD	F150 XL
53	1FT8X3B66FEB45749	David Hatfield	FORD	F-350
54	3C7WRNBL9FG594762	Service Bucket	Dodge	RAM 5500

CITY #	VIN#	TAG#	MAKE	MODEL	YEAR	MAIN DRIVER	DEPARTMENT
52	1FTDF15Y0RNA08538	M018505	FORD	F-150	1993	CASEY JOHNSON	DRINKING WATER
64	1B7HC1G1Y2X5190007	G008558	DODGE	RAM-1500	1999	THEODIS WEAVER	DRINKING WATER
64A	1FTFX1CF7BFC66546	G058832	FORD	F-150	2011	SCOTT THOMAS	DRINKING WATER
53	1FTHF25H9PNB10599	G017375	FORD	F-250	1993	VARIOUS	REHAB/NC
56	1GBHR34KXJ118529	G02655	CHEVY	1 TON	1988	EDDIE ROGERS	REHAB/NC
57	1FTEF15N6SNA84572	M019057	FORD	F-150	1995	VARIOUS	REHAB/NC
60	3GTEC14V16G246536	G43836	GMC		2006	VARIOUS	REHAB/NC
61	2FWPEEDB2YAG66613	G12591	STERLING	LOW BOY	2000	VARIOUS	REHAB/NC
62	1GCEC14V93Z195234	G025206	CHEVY		2003	VARIOUS	REHAB/NC
67	1FTHF25H7PNB10598	M017376	FORD	F-250	1993	VARIOUS	REHAB/NC
57A	2FZHATAK83AL90908	G28378	STERLING	JET TRUCK	2003	VARIOUS	REHAB/NC
61A	2FZNALCB3YAG66826	G12590	STERLING	DUMP	1999	VARIOUS	REHAB/NC
67A	1FTBF2B63CEA17063	G058833	FORD	F-250	2012	VARIOUS	REHAB/NC
002	1FMCU0D76AKA92757	G55289	FORD	ESCAPE	2010	DOUG DEVLIN	WATER
55	1FT8W3A65CEA445528	G58835	FORD	F-350	2012	ELIS AGNEW	WATER
56	1FT8W30523EC57520	G026118	FORD	F-350	2003	MICHAEL REESE	WATER
63	1B7HC16Y9X5175679	G008675	DODGE	RAM-1500	1999	VARIOUS	WATER
6	1GTEC14V552201632	G32047	GMC	SIERRA	2005	RONNIE BETTS	WATER
65	1FT5W30592EB58403	G068997	FORD	F-350	2003	CHARLES JORDAN	WATER
68	1FT8W3A63CEA45527	G58836	FORD	F-350	2012	ALFRED INGRAM	WATER
Aquatech Jet Truck	1FVACYDT8FHGAS704	G66898	FREIGHTLINER	4700 DT466E	2014	VARIOUS	WATER
57	1FT8W3A640EA4095	G68996	FORD	F-350	2012	VARIOUS	WATER
66	1FTMRF1CF53FC9564	G58834	FORD	F150	2011	DANIEL SMITH	WATER
58A	1FDWE3FL7DDA74377	G63972	FORD		2013	JAMES MERRITT	REHAB/NC
Vaccun Jet Truck	1FVHG3CYYFHHGC4271	G066898	FREIGHTLINER		2015	EDDIE ROGERS	REHAB/NC

Primary Driver	Section	Year	Make	Model	VIN Number	Tag	Titled
Jeff Lyles	Code Enforcement	2011	Ford	F-150 Crew Cab	1FTW1CF4BFA87934	G-56554	Sanitation
Mike St. Louis	Building Dept	2001	Dodge	1/2 Ton	1B7HC16VX815231988	G-18337	Starkville Electric
Bill Jellison	Building Dept	2001	Dodge	1/2 Ton	1B7HC16VX15231989	G-18338	Community Development
Joyner Williams	Building Dept	2003	Ford	Ranger	1FTYR1QU63PB08071	G-26119	Community Development
Buddy Sanders/Edward Kemp	Planning/Engineering	1995	Ford	Crown Victoria	FLAP73W95X155884	M-18931	Community Development

## Randy Boyd

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**From:** Edward <e.kemp@cityofstarkville.org>  
**Sent:** Tuesday, June 02, 2015 4:20 PM  
**To:** 'Randy Boyd'; l.hardin@cityofstarkville.org; Taylor Adams  
**Subject:** FW: vehicle tag and truck #'s

Below is a listing of the Street Department vehicle information.

We are currently working with the Clerk's office to get a tag for all the vehicles that do not have a tag.

The engineering department vehicle is following:

Truck #	Tag #	Vin#	Type of Vehicle
99	G17670	1B7HC13Y91J568776	2001 Dodge Ram 1500

Edward C. Kemp, P.E., LEED A.P.

City Engineer

City of Starkville

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**From:** LaToya Brown [mailto:l.brown@cityofstarkville.org]  
**Sent:** Tuesday, June 02, 2015 2:56 PM  
**To:** 'Edward'  
**Subject:** vehicle tag and truck #'s

Mr. Kemp here is the list of all the vehicles and tag numbers

	Truck #	Tag #	Vin#	Type of Vehicle
1.	70	NO TAG	1HTMMAANX5H118753	4300 International
2.	71	G24101	3D7KA28D23G716171	2002 Dodge 2500
3.	73	NO TAG	3B6MC36501M558348	Dodge Ram 3500
4.	74	G18960	3B6MC36521M558349	Dodge Ram 3500
5.	75	G26557	3D6WG46T29G555985	2010 Dodge Ram 3500
6.	76	G26556	1GBJC34U73E330398	2003 Dodge Ram 3500
7.	700	G11429	1FTSW30S2XED83673	1999 F350
8.	701	G21754	1GCCS19W828177906	2001 Chevy S10
9.	702	NO TAG	3FDXW75283MB05558	2003 F750
10.	703	NO TAG	1FT8W3A67CEC68749	2013 F350
11.	704	NO TAG	1FT8W3A65CEC68748	2013 F350
12.	705	NO TAG	1FTSW30S72EB58402	2002 F350
13.	706	NO TAG	1HTMPAFM35H121825	2005 4200 International
14.	SIGN TRK	G21926	3B7KC23Z12M250188	2002 Dodge Ram 2500
15.	International	M12090	1HTSAZPP5LH271271	2005 4300 International

# STARKVILLE PARK AND RECREATION

DRIVER	TRUCK #	TAG#	TAKE HOME	CHECK OUT DAILY	COMMENTS
Kenneth Gordon	110	G65843	X		New Dodge Ram
Bruce Harris	109	G65842	X		New Dodge Ram
Don Robinson	104	G22622		X	Old Dodge Ram
Timothy Neal	107	G02331		X	Old Ford F-150
Office Staff		G40331		X	Ford Escort

## Sanitation & Environmental Services Department

All authorized drivers will be assigned vehicle by the Supervisor based on vehicle availability.

Drivers

will log vehicles in and out, by completing the Vehicle Log Sheet. On this sheet they will enter their name, vehicle number, check in and out time. The Supervisor will ensure that all vehicles are returned and secured at the end of each work day.

EXAMPLE

<b>VEHICLE LOG SHEET</b>					
<b>Date</b>	<b>Time (Out)</b>	<b>Driver</b>	<b>Number</b>	<b>Time (In)</b>	<b>Sup. Init.</b>
5/1/2015	1:30	John Smith	1234	2:55	AB

### SANITATION AND ENVIRONMENTAL SERVICES VEHICLE LIST

**Sanitation & Rubbish Division**

Calvin Ware - Lead  
Foreman

TRUCK NUMBER

TAG NUMBER

88	G 37127
96	G 46806
97	G 46805
00	G 28739
98	G 63969
33	G 41810
21 A	G 63971
42	G 67179
40	G 67176
91	G 63970
43	G 67178
41	G 67177
92A	G 42038
38	NO TAG
99	G 66197



TRUCK NUMBER

120

124

125

000

TAG NUMBER

G 08676

M 17063

G 24268

M 19195

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Landfill Division

Cap Riley - Crew Leader

TRUCK NUMBER

75 B

Jeep

TAG NUMBER

M 16559

M 19072

