

## **2 - EMPLOYMENT**

### **2.20 – Seat Belt Usage**

Adopted: January 2023

This policy is in place to protect our employees from harm while operating official vehicles, all-terrain vehicles, golf carts, equipment and personal vehicles while on official business.

All supervisors are responsible for the enforcement of this policy and educating employees on seat belt usage 100% of the time.

Employees are accountable to make sure that others riding with them are complying with this policy.

It is expected that employees will:

- Wear a seat belt at all times while driving or riding in a vehicle while performing official duties, this includes while in the back seat of a vehicle;
- Wear a seat belt in any all-terrain vehicle, golf cart, on or off-road equipment with Rollover Protective Structures or any similar equipment that is equipped with a seat belt;
- Wear a seat belt in any piece of equipment that is equipped with a seat belt;
- Not ride in or on parts of a vehicle or equipment that is not designed to be occupied by a person, examples include but are not limited to truck boxes, fenders, steps, bumpers, etc.;
- Wear the shoulder restraint properly if equipped with one.

Any employee being found to not comply with this policy is subject to progressive disciplinary action.

I have read the City of Marshalltown's policy concerning seat belt usage. I understand that as a condition of employment with the City that I must abide by the terms of the policy.

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Signed by employee

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Date signed