

City of
SACRAMENTO

Department of Public Works

TRANSPORTATION DIVISION
POLICIES & PROCEDURES

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1. GENERAL

1.1 **Objective**

These Policies and Procedures are intended to provide employees with a clear and documented definition of the processes and procedures used to manage the infrastructure and resources of the Transportation Division of the Department of Public Works. The Policies and Procedures provide the necessary guidance while maintaining flexibility for supervisory discretion and unique situations, and they may be revised from time to time as appropriate.

1.2 **Scope**

The policies and procedures contained in this handbook are intended to supplement and amplify the existing Rules and Regulations of the Civil Service Board (Civil Service Rules) and other City policies, thus they must be in accordance with those rules and policies and negotiated bargaining unit labor agreements. Should a conflict arise between this document and Civil Service Rules, Administrative Policy Instructions (APIs), personnel rules, policies, or labor agreements; Civil Service Rules, APIs, personnel rules, policies, or labor agreements shall take precedence.

1.3 **Operational Information**

The Transportation Division comprises four sections and nine major functions:

1. Traffic Engineering (15001921)
 - a. Traffic Design
 - b. Signal Operations and Traffic Calming
 - c. Entitlements and Traffic Studies
 - d. Transportation Planning
 - e. Traffic Investigations
 - f. Administration and Business Operations
2. Traffic Signs & Markings (15001931)
3. Traffic Signals (15001941)
4. Street Lighting (15001951)

Address and Main Phone Lines

PHYSICAL ADDRESS	MAILING ADDRESS
City Hall 915 I Street, Second Floor Room 2000 Sacramento, CA 95814	Department of Public Works Transportation Division 915 I Street, Room 2000 Sacramento, CA 95814
300 Richards Boulevards, Second Floor Sacramento, CA 95811	Department of Public Works 300 Richards Boulevards, Second Floor Sacramento, CA 95811

PHYSICAL ADDRESS	MAILING ADDRESS
24 th Street Corporation Yard Signs and Markings 5730 24 th Street, Building #10 Sacramento, CA 95822	Department of Public Works Transportation Division Signs and Markings 5730 24 th Street, Building #10 Sacramento, CA 95822
24 th Street Corporation Yard Signals and Lighting 5730 24 th Street, Building #11 Sacramento, CA 95822	Department of Public Works Transportation Division Signals and Lighting 5730 24 th Street, Building #11 Sacramento, CA 95822

Department of Public Works Main Line (916) 808-8300
 Transportation Division Office Number (916) 808-5307
 Transportation Division Fax Number (916) 808-8404
 Signs & Markings (916) 808-6363
 Signals & Lighting (916) 808-6259

1.4 Employee Identification and Access to the Workplace

All Transportation Division employees are issued an Employee ID Card (identification badge) to facilitate access to New City Hall, Historic City Hall, 300 Richards Boulevard, the 24th Street Corporation Yard, and the North Area Corporation Yard. Access hours, days, and locations are determined by the position classification and an employee's job duties. All changes to access of City facilities must be proposed through the employee's direct supervisor and approved by the Transportation Division Manager.

1.4.1 Wear and Use

During work hours, employees are required to have and display their Employee ID Card.

1.4.1.1 Employees who do not display their Employee ID Card when accessing a City facility are subject to inquiry for entry by a City security guard.

1.4.1.2 An employee attempting to access a City facility without their Employee Access Card in their possession will be directed by the City security guard to obtain a temporary identification badge, prior to entry.

1.4.1.3 Employees shall immediately report lost or stolen badges to their supervisor for replacement. Per the City Hall Handbook, there is a \$25.00 replacement fee for replacing lost cards after there has already been one free replacement.

1.4.2 Compliance with Security Guards

Transportation Division employees shall comply with all directions from a City security guard when entering and exiting a City facility.

1.4.3 City Hall

City Hall is open to the public Monday – Friday 7:30 a.m. – 6 p.m. To access the building outside of these hours an Employee ID Card must be used. All access to offices is restricted to persons carrying security badges. Only authorized vehicles are permitted to park in the City Hall basement.

1.4.4 300 Richards Boulevard

300 Richards Boulevard is open to the public Monday – Friday 8:00 a.m. – 4 p.m. To access the building outside of these hours an Employee ID Card must be used. All access to offices is restricted to persons carrying identification badges.

1.4.5 24TH Street Corporation Yard

24TH Street Corporation Yard (SACY) is not typically open to the public. All employees are issued an identification badge to facilitate access to 24th Street and other City facilities. During work hours employees are required to have and display their ID badge to the security guard for entry. Personal vehicles are not allowed to enter the gates at 24th Street Corporation Yard except on-call employees parking a private vehicle for their assigned duties. City vehicles are not allowed to access or park in the parking lot for private vehicles.

1.4.6 North Area Corporation Yard

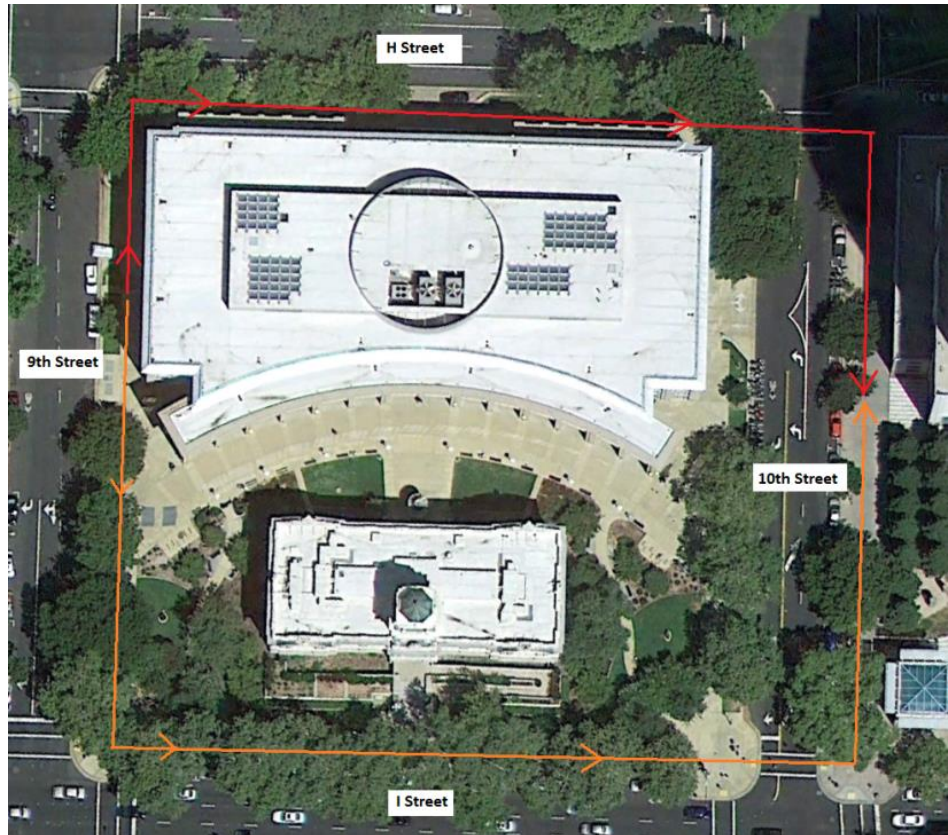
North Area Corporation Yard (NACY) is not typically open to the public. All employees are issued an identification badge to facilitate access to NACY and other City facilities. During work hours employees are required to have and display their ID badge to the security guard for entry.

1.5 Building Alarm**1.5.1 City Hall**

When the fire alarm sounds, everyone must exit the building immediately. Explain what is happening to visitors (including anyone waiting in the reception area) and assist them in exiting. Leave all office and conference room doors open. The Evacuation Area Manager will make a sweep around the 2nd floor checking all conference rooms, break rooms, offices and work areas to make sure everyone is out. Do not use the elevators.

If you are unable to use the stairs, wait in the stairwell and someone will come and help you exit the building. Exit the building and cross

10th Street at H Street or I Street in the crosswalk. Remain in front of the EPA building closer to H Street. All Employees must report to the Evacuation Area and remain there until directed otherwise. The Evacuation Area Manager will take a roll call to account for all staff.



The Building Manager will then be notified that the personnel accounting is complete. Once the all clear is given by police, fire and/or the building manager, you will be instructed to return to the building by the Evacuation Area Manager. If you drive up to the building and see emergency vehicles, do not enter the parking garage under City Hall.

1.5.2 300 Richards Boulevard

Please see the signs posted in the break room that indicate the primary and secondary escape routes as well as the meeting location.

1.5.3 24th Street Corp Yard

Please see the signs posted in each building break room that indicate the primary and secondary escape routes as well as the meeting locations.

1.5.4 North Area Corporation Yard

Please see the signs posted in the break room that indicate the primary and secondary escape routes as well as the meeting location.

1.6 Conference Rooms

There is a variety of conference room options available depending on the number of attendees and type of equipment needed to support the meeting. Most conference rooms are equipped with a white board and telephone.

1.6.1 City Hall

Conference rooms at New City Hall can be reserved on Outlook by using the following addresses: CH2105, CH2107, CH2109, CH2119A, CH2121, CH2124, CH2204 and CH2211.

1.6.2 300 Richards Boulevard

Conference rooms at 300 Richards Boulevard can be reserved on Outlook by using the following addresses: DS-R347; DS-R339; DS-R337 and DS-R221.

1.6.3 24th Street Corporation Yard

Conference rooms at the 24th Street Corporation Yard can be reserved on Outlook by using the following addresses: DOU-CR-Bldg22-Brass Room-5730 24th Street, DOU-CR-Bldg22-Copper Room-5730 24th Street, DOU-CR-Bldg22-Gold Room-5730 24th Street, DGS-Corp Yard Building 3 Training Center.

1.7 Facility Problems or Maintenance

If there is a facility problem or need for maintenance (such as broken fixture, lighting problems, etc.) at City Hall, report the issue to Tim Larkin (808-7913), the PW liaison with General Services for 2nd floor repairs. For Richards Boulevard and 24th Street Corp Yard staff, dial 311 or for non-time-sensitive issues, email 311@cityofsacramento.org. A work order will be submitted to correct the issue.

1.8 City Hall Mail Service**1.8.1 Regular Mail**

Central Services provides a mail tag form that can be found on the City intranet. This form can be used for all U.S. mail and must include the fund operating unit. For general 1st class mail the fund code is 1001, operating unit is 15000, and the Department ID number is based on the section you are assigned to. If you are producing mail for a project please include the project number in the space provided on the form. The mail room is closed at 2:30 p.m.

1.8.2 Interoffice Mail

If you need to send mail to another City office or site, you can send the item through interoffice mail. The list of mail codes is available on the City Intranet. You will need to indicate the department ID name and the mail code. Interoffice mail can be placed in the bin on the second floor near reception.

2. EMPLOYEE RESPONSIBILITIES

2.1 Customer Service

Our primary function is to perform a productive and courteous public service; therefore, when conversing with our internal and external customers, be polite, respectful and professional. Provide answers to questions, explain City policies, and ensure follow-up with customers to any unanswered questions.

2.2 Gratuities

The Transportation Division greatly values the importance of good relationships with vendors, contractors, consultants, and the general public. These relationships are based upon mutual respect, cooperation, and trust.

Employees of the Transportation Division may not solicit or accept personal gifts, business courtesies, meals, or services from any current or potential vendor, contractor, consultant, or citizen.

If an employee is subject to filing a Conflict of Interest (COI) statement, any item accepted over \$50 or in aggregate \$100 must be reported on their annual COI filing.

2.2.1 Items that MAY be acceptable:

- Unsolicited gifts of insignificant value (pens, hats, calendars, note pads, boxes of candy, light refreshments, etc) may be permissible if **NOT** related to a specific or potential business transaction. Any item of this type shall be placed in a work common area and made available to all employees. Promotional items are not to be displayed in public areas.
- Light refreshments provided at a vendor provided technical training may be permissible if the training is related to equipment that is currently owned by the City of Sacramento.

2.2.2 Items NOT acceptable:

- Gifts that are intended to influence or that may be considered by an objective observer to have the potential to influence an individual in the conduct of his/her job duties or that might personally benefit an individual, now or in the future, are never permissible and are prohibited.
- Gifts of cash or cash equivalents are never permissible.

2.2.3 General Guidelines

You should **NOT** accept anything that:

- Compromises, or appears to compromise the integrity of the business relationship.
- Places you or the giver in an unsafe environment (e.g. alcohol-related activities).
- Potentially embarrasses or damages your reputation, the City's reputation, or the giver's reputation.

If you in any way question whether or not the intended gift may fall in any of the three categories noted above, the intended gift should not be accepted or the gift should be returned.

2.3 Smoking

Smoking is prohibited in the workplace, including, but is not limited to, buildings, vehicles, equipment (including light and heavy duty trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed driver/passenger compartment), or other areas where work activities are being performed.

In addition to City Code Section 8.80, the Transportation Division considers the use of vaporizers and e-cigarettes to be a form of smoking.

2.4 Unacceptable Behavior

2.4.1 Discrimination

Discrimination against any employee based on race, sexual orientation, marital status, ancestry, national origin, age, physical handicap, religion, or any other basis protected by federal, state, or local law, ordinance, or regulation, shall not be tolerated.

(Source document: City of Sacramento Equal Employment Opportunity Policy Statements)

2.4.2 Workplace Violence

Violent behavior or threats will not be tolerated in the workplace. Any violent behavior related to the employee's work or work relationships, whether an employee is on or off duty, on or off City property or City workplaces, is prohibited. Transportation Division employees must immediately report any workplace violence, threats of violence, intimidation and harassment to their immediate supervisor. Retaliation for engaging in protected activities shall not be tolerated.

(Source document: API No. 44, Workplace Violence Policy)

2.4.3 Harassment

All employees are to be treated with respect and dignity. The City will not condone any form of harassment at the work place. Harassment is defined as unsolicited and unwelcome overtures by any employee, supervisor, or manager, be they written, verbal, physical and/or visual.

(Source documents: Policy Statement on Sexual Harassment; City of Sacramento Equal Employment Opportunity Policy Statements)

2.4.4 Other Unacceptable Behavior

Use of alcohol or controlled substances on the job is prohibited. Physical and verbal abuse to other City employees or the public is unacceptable. Behavior or materials (including pictures, calendars, and posters) that others may find offensive are prohibited in the workplace as well. Gambling, sleeping, excessive personal phone calls, personal commercial activities, and horseplay are also unacceptable activities during the work shift.

(Source documents: City Zero Tolerance Policy on Drugs and Alcohol; Policy Statement on Sexual Harassment; City of Sacramento Equal Employment Opportunity Policy Statements)

2.4.5 Confidentiality

All Transportation Division employees are expected to honor the privacy of their fellow employees. Confidential information that is acquired in the course of work-related activities that relates to an employee's personal characteristics, family matters, and/or employment actions, such as employee discipline and performance appraisal information shall be safeguarded and only disclosed on an official, need-to-know basis.

2.5 Publicity

Periodically City staff receive requests for interviews or information from various media organizations locally and statewide. If you are contacted, please direct the media to the Media and Communications Specialist. Staff members are not authorized to release any business-related information, to make any comments, or conduct any interviews with any media organization without prior authorization by the Transportation Division Manager.

3. COMPUTERS, NETWORK AND EQUIPMENT

3.1 Calendars via MS Outlook

The Calendar feature of Outlook can be used to schedule meetings, block out vacation times, and note other important items. The calendar feature should be used to keep track of appointments so that others can tell when you are available for meetings. To facilitate this, all Transportation Division employees are required to share their calendar. All managers, supervisors, and City Hall and 300 Richards Boulevard employees are required to share their calendar and must reflect their work hours, scheduled leave, meetings, and other appointments must be shown on their Outlook calendar. Instructions for creating and updating calendar entries are available on the network under Help in Outlook.

3.2 Technical Equipment

In most cases, there will be a computer at your work station. The computer is connected to the City's local area network (LAN), allowing access to various servers, printers, and network resources. Access to this system is subject to provisions of the City's Information Technology Resource Policy (API #5000). By logging into the City's network or utilizing a City technology resource you are agreeing to the terms and conditions of the Policy, including any monitoring of your computer activities. If you do not wish to accept the Policy's provisions, you must not log into the computer.

Employees are responsible for the safe/appropriate use and security of computers and handheld electronic devices. These items must be kept secure at all times and never left unattended and unlocked.

City issued cell phone use should be limited to City business. See API #5000 for the complete policy regarding city-issued cell phone use.

City equipment must be left at the office or shop in a secured location at the end of the employee's shift, unless the employee is on-call, or an exception has been granted by the employee's supervisor and the Transportation Division Manager. Employees that have been issued a City cell phone or receive a Technology Allowance must answer calls received or return calls in a timely manner.

3.3 Help Desk

The phone number to call for IT help is 808-7111. Service desk hours of operation are from 7a.m. to 5 p.m. Monday through Friday. Calls received outside of operating hours will go to voice mail. In that event, you will have the option to mark your call urgent, and a supervisor will be notified. Service requests can also be emailed to "SAC."

4. RECORDS RETENTION

Refer to the current records retention schedule that is released by the City Clerk's office and available on the Citywide Content Management (CCM) system. The CCM system can be accessed through Citynet.

5. PERSONNEL

5.1 Change of Address/Telephone Number

Employees are responsible for updating their personal information in eCAPS including Home/Mailing Address, Phone Numbers, and Emergency Contacts. In addition employees shall notify their supervisor immediately of any change of address and/or phone number.

5.2 Staffing Levels

The Transportation Division must maintain adequate staffing levels in order to properly serve our customers. The Division will continually make efforts to ensure that staffing levels provide services to our internal and external customers including but not limited to the general public, City staff, public counter customers, consultants, and developers. Below are guidelines to be followed related to staffing levels:

- Time off must be scheduled in advance to ensure that adequate staffing is available to assist customers.
- A minimum of one (1) staff member per working group in Traffic Engineering should be scheduled per work day.
- A minimum of one (1) member of the Traffic Engineering Leadership team should be scheduled per work day.
- Entitlements and Traffic Study staff are to be available to assist customers at the public counter at 300 Richards Boulevard, between the hours of 9 a.m. to 4 p.m., Monday through Friday, or at minimum during the hours the public counter is open.
- Traffic Engineering staff are to be available to monitor the Traffic Operations Center during the morning and afternoon peak hour commute periods.
- In the event that a section manager (supervisor) is on scheduled leave, a "person in charge" should be designated and the supervisor must inform all Division employees by email of the assigned designee.
- In the event that the City Traffic Engineer is on scheduled leave for more than one (1) day, a registered engineer from the Transportation leadership team must be designated to oversee the Transportation Division including providing signature approval of documents, plans, and work orders, as necessary. The City Traffic Engineer must notify all Division employees by email of the assigned designee.
- Staff members should be available during special meetings (Council, Planning Commission, Town Hall, etc.), as needed.
- For emergency situations (flood, earthquake, fire, major power outages, etc.), staff members are to be available, if needed.

5.3 Critical Staffing Levels

5.3.1 Signs & Markings

June 1st thru October 31st- No more than 3 staff may be scheduled off on any given day. This will include the Traffic Worker series, (I, II, III). In addition, only 1 Traffic Supervisor or Traffic Worker III shall be approved time off on the same day.

November 1st thru May 31st- No more than 5 staff may be scheduled off on any given day. During the holiday months a minimum of 1 Traffic Supervisor or Traffic Worker III must be scheduled per day.

Overtime must be approved by the Operations General Supervisor and the Transportation Division Manager, as needed. Stand-by status that results in overtime does not require approval.

5.3.2 Signals & Lighting

No more than 6 staff (including technicians and supervisors) may be scheduled off on any given day. No more than 3 technicians, 2 maintenance workers or 1 supervisor may be scheduled off at the same time.

Overtime must be approved by the Operations General Supervisor and division manager, as needed. Stand-by status that results in overtime does not require approval.

5.4 Alternate Work Schedules

The Transportation Division must maintain adequate staffing levels in order to meet our business objectives. To facilitate adequate coverage in our various job functions, Management, Exempt, Signs & Marking, Signals & Lighting staff are not eligible for alternate work schedules.

5.5 Timesheets and Pay Days

Time is to be entered into the ECAPS system by end of business on Friday of each week, except for employees whose time is entered into Infor EAM (7i) and uploaded to eCAPS on Monday morning. Supervisors will review and approve time entered no later than 10 a.m. on Monday of the following week. Time entry into eCAPS is the responsibility of the employee. Failure to enter time worked may result in a check not being processed and a loss of benefits. Occasionally, due to holidays, the schedule for entering and approving time in eCAPS may be accelerated.

5.5.1 To View Your Pay Check In ECAPS:

Navigate to – Self Service>>Payroll and Compensation>>View Paycheck

Your most recent paycheck stub will be visible. You can also view a prior period paycheck stub by clicking on the “View a Different Paycheck” link on the page.

5.6 Uniforms

Field employees shall report to work in their City-issued uniforms, unless authorized/directed by their supervisor. Unless otherwise excused by their Operations General Supervisor or immediate supervisor, an employee not wearing their assigned uniform by their scheduled start time shall be considered late.

5.6.1 Proper Uniform

Employees shall wear the uniform prescribed for their classification and job duties, unless an exception has been granted by the Operations General Supervisor. Uniforms are the property of the City of Sacramento and may not be altered in any way.

5.6.2 Uniforms required while on-duty

Employees are expected to remain in full uniform until the end of the work shift. Exceptions may be granted by the Operations General Supervisor or their designee for activities that are outside of the normal scope of work or when a doctor's certificate is presented indicating a medical reason.

5.6.3 Uniforms are not to be worn while off-duty

Employees shall not wear a City uniform when off duty. Employees are encouraged to remove their work clothes prior to leaving the assigned reporting location. Under no conditions may an employee wear a City uniform while engaged in supplemental/outside employment (e.g., a second job).

5.6.4 Non-Uniform Articles of Clothing

Personnel who are required to wear a uniform are not authorized to wear items of clothing or appurtenances that are not part of their uniform while on duty.

5.6.5 Uniform and Equipment Approval

If there is any doubt as to whether or not an item of uniform or equipment is authorized, the Transportation Division Manager will make the final determination.

5.7 Work Hours

All employees are expected to be at work on time and remain there during their scheduled work hours, except when excused by their supervisor.

- Each work group in the Division may set more specific work hours based on customer service needs and mission of the group.
- Temporary adjustments to work schedules, subject to approval in advance by the supervisor, may be necessary to address a unique project need or work scheduling needs (e.g. community meetings, meetings outside of the office, training, traffic data collection).

5.7.1 Traffic Engineering

The core work hours for Traffic Engineering are Monday through Friday from 7:00 a.m. to 6:00 p.m. Division employees' regular work hours should fall within these hours, and work hours should allow employees to be available during core business hours of 8:30 a.m. to 4:00 p.m. or as otherwise required for the needs of the work group, with the approval of the Transportation Division Manager.

5.7.2 Signs & Markings

The core work hours for Signs & Markings are Monday through Friday from 7:00 a.m. to 3:30 p.m. or as otherwise required for the needs of the work group, with the approval of the Transportation Division Manager.

5.7.3 Signals & Lighting

The core work hours for Signals & Lighting are Monday through Friday from 7:00 a.m. to 3:30 p.m. or as otherwise required for the needs of the work group, with the approval of the Transportation Division Manager.

5.8 Starting Time

All employees shall be present at their assigned reporting location and ready to begin work at the scheduled start time, unless they have prior authorization or direction from their supervisor to start at a different time/location. If City-issued uniforms and safety apparel are mandated, staff shall report to work dressed appropriately.

5.8.1 Late to Work

If a non-exempt Wages and the Fair Labor Standards Act (FLSA) employee anticipates being late to work, they must notify their supervisor as soon as possible, but not later than their scheduled start time. City Hall and Richards Boulevard staff must also notify the Public Works reception desk at 916-808-8300. Signals & Lighting and Signs & Markings employees must call the Operations General Supervisor. If they are unable to speak to the Operations General Supervisor, Signals & Lighting employees must call 916-808-6259 and Signs & Markings staff must call 916-808-6363 and request to speak to a supervisor. The employee must tell the supervisor why they are going to be late and when they will start work. The employee is to check in with the supervisor or designee immediately upon arriving at work.

Notification does not exempt an employee from the initiation of administrative and/or disciplinary action as a result of reporting to work late. Non-exempt employees will only be paid only for actual hours worked.

5.9 Rest Periods

Employees are provided two (2) fifteen (15) minute rest periods per work day as outlined in the employees' labor agreement. Breaks should generally be taken in the morning and afternoon and not be disruptive to the work group's function. The supervisor of each work group has the discretion to schedule work breaks as necessary to minimize disruption to the work group. If employees elect to work through their work break, no additional compensation shall be provided.

5.10 Lunch Period

Lunch breaks should generally be taken between 12:00 p.m. to 1:00 p.m. Exceptions to this time may be approved by the supervisor depending on business needs. A one (1) hour or one-half (1/2) hour lunch period shall be provided daily, depending upon the work unit's established work schedule. When a City sponsored or sanctioned event off-site is scheduled during lunch and expected to take longer than the employee's scheduled lunch break, approval by the supervisor in advance is required to attend the event.

Field employees shall remain within a reasonable vicinity of their job site for the duration of their lunch period, unless authorized by their Operations General Supervisor or immediate supervisor. Employees should seek clarification from their General Operations Supervisor if "reasonable vicinity" is unclear.

5.11 Workday Completion

At the completion of the scheduled workday, field employees shall be allowed fifteen (15) minutes prior to the end of their work shift for personal clean up.

5.12 Overtime

Transportation Division services are to be delivered within the employee's regular work hours. Employees are to work with their supervisor in scheduling and completing their work without the use of overtime. In some instances, in order to deliver essential services, employees may be required to work overtime, which may be compensated as CTO or pay at one and one half times an employee's normal hourly wage. Overtime must be approved in advance by their supervisor and the Transportation Division Manager. Overtime incurred as a result of an employee's stand-by status does not require prior approval.

FLSA exempt employees shall not earn overtime compensation or accrue compensating time off but shall be expected to devote as much time as may be necessary to deliver City related services.

5.13 On-Call/Standby

The Signals & Lighting and Signs & Markings Sections must be available to respond to urgent requests for services on a 7-day a week/24-hour a day basis. Individual work groups within these sections may establish on-call/standby lists to address these requests.

5.13.1 List Creation

On-call / Standby lists shall be established annually by each Operations General Supervisor, or their designated representative, after vacation scheduling has concluded. An employee accepting on-call/standby duty is expected to fulfill his/her obligation for the entire week. If for any reason the employee must have someone else stand by for them, for any period of time, they first must secure approval from the On-Call Supervisor.

Employees whose use of sick leave has been determined excessive during the previous year, as explained in [Section 5.17.4, Sick Leave Usage](#), shall not be considered for on-call/standby. This restriction is necessary to ensure employees selected to work on-call/standby will be available to the maximum extent reasonably possible.

5.13.2 Schedule

The on-call/standby period is from 3:30 p.m. Friday through 7:00 a.m. the following Thursday. The person on-call/standby is to include 1 hour of standby time each day on his/her timesheet from Saturday through Friday using the "Standby" Time Reporting Code.

5.13.3 Materials

Before leaving the corporation yard nightly, it shall be the responsibility of the on-call/standby employee to check his/her vehicle for the necessary tools and materials to provide the appropriate level of emergency service. The employee must ensure that the vehicle is fueled and in good working order and a pre-trip inspection is performed, as required.

5.14 On-the-Job Injury

In case of any employee on-the-job injury, the immediate supervisor shall be notified as soon as possible; but in any event, before the end of the work shift.

Employees are responsible for:

- a. reporting all work incurred illnesses, injuries, and near misses, regardless of seriousness, to their immediate supervisor before the end of the work shift; and
- b. securing first aid for minor injuries immediately.

Supervisors are responsible for:

- a. securing further medical treatment for employees, if required, from a City physician or a pre-designated provider;
- b. completing Form WC001, Report of Industrial Injury, for any employee who reports a work-incurred illness or injury and forwarding it to the Workers' Compensation Unit within 24 hours;
- c. providing a DWC Form 1, Workers' Compensation Claim Form, to the worker within 24 hours of an illness or injury that requires medical treatment;
- d. forwarding the completed DWC1 form to the Workers' Compensation Unit within 24 hours of receipt from the injured worker;
- e. reporting any serious illness or injury involving hospitalization, loss of consciousness, dismemberment, disfigurement or death to the Workers' Compensation Unit and Employee Health & Safety Office (EH&S Office) immediately by phone (916-808-5741); and
- f. investigating the cause of work-related illnesses and injuries, as well as near misses. In case of any employee on-the-job injury, the immediate supervisor shall be notified as soon as possible; but in any event, before the end of the work shift.

Please see the Illness and Injury Prevention Program (IIPP) Procedure for more information.

5.15 Out-of-Class Assignments

All out-of-class assignments must be approved by the Transportation Division Manager and Department Director and shall be allocated in conjunction with the respective labor agreement provisions. At all times, the operational needs of the work unit and the division shall be the determining factor for out-of-class assignments.

Employees whose use of sick leave has been determined excessive during the previous year, as explained in [Section 5.17.4, Sick Leave Usage](#) shall not be considered for out-of-class assignment. This restriction is necessary to ensure employees selected to work out-of-class will be available to the maximum extent reasonably possible.

5.16 Modified/Alternative Duty Status

The City of Sacramento Modified/Alternative Duty Policy provides program policy and guidance, including instructions and forms.

Alternative duties shall be sought first within work sections of the Transportation Division before an employee is considered for temporary re-assignment outside of the Division.

Employees on modified or restricted duty status shall not be allowed to work "On-Call Duty" or assigned to work any "Overtime" until they have been cleared to return to full, unrestricted duty.

(Source document Human Resources Policy Instruction Section IV-95-2)

5.17 Absences**5.17.1 Unscheduled Leave**

Unscheduled leave refers to leave not approved in advance by the supervisor such as sick leave or emergency leave. The division recognizes that in some cases unscheduled leave is necessary and cannot be avoided. Since unscheduled leave can be disruptive to the operations of the division it should be avoided when possible.

5.17.1.1 Sick Leave

If an employee is unable to report to work because of illness, the employee must call their immediate supervisor at least fifteen (15) minutes before their start time. In addition, City Hall and 300 Richards Boulevard staff must call the Public Works receptionist at 916-808-8300. Signals & Lighting and Signs & Markings employees must call the Operations General Supervisor. If they are unable to speak to the Operations General Supervisor, Signals & Lighting employees must call 916-808-6259, and Signs & Markings staff must call 916-808-6363 and request to speak to a supervisor. If the illness continues the employee must call each additional day they are sick.

If the employee has been issued a physician's certificate to be absent for more than one (1) day and has informed their supervisor, calling daily is not necessary. If the employee is absent for more than five (5) consecutive days, a physician's certificate must be submitted to the employee's supervisor upon return.

Any employee that is unable to report to work because of personal illness must utilize the "Sick" absence time reporting code. Please see [Section 5.17.5 Sick Family Care](#) for information on the "Sick Family" time reporting code. The "Sick" absence time reporting will be used to track sick time usage.

The above guidelines may be superseded by Sick Leave Verification requirements.

5.17.1.2 Emergency Leave

If an employee must leave work early due to an emergency, City Hall and 300 Richards Blvd employees must immediately notify their supervisor and the receptionist at 916-808-8300. Signals & Lighting and Signs & Markings employees must call the Operations General Supervisor. If they are unable to speak to the Operations General Supervisor, Signals & Lighting employees must call 916-808-6259 and Signs & Markings staff must call 916-808-6363 and request to speak to a supervisor.

The employee must keep their supervisor informed, as appropriate, if the emergency continues.

5.17.2 Scheduled Leave

Scheduled leave refers to time off, such as Vacation, CTO, PTO, ATO, PTA, Furlough, Sick Leave (scheduled appointments) and accrued and earned Holiday, and must be approved in advance by the employee's supervisor. In evaluating a request for time off, the supervisor will evaluate staffing levels necessary to provide transportation services while making reasonable efforts to accommodate the request as appropriate.

For the purposes of schedule management, Alternative Work Schedules such as 9-80s are considered scheduled time off and must be listed on supervisor's calendar as well as the Transportation Division calendar due to their impact on staffing.

Requests for scheduled leave will be reviewed and approved on a case by case basis. Below are guidelines to be followed related to scheduled leave:

- When requesting one (1) day off or less:
 - Traffic Engineering: At least one (1) working day in advance.

- Traffic Signs & Markings: At least five (5) working days in advance.
- Traffic Signals & Lighting: At least three (3) working days in advance.
- When requesting multiple days off, the employee should provide additional advance notice beyond the minimum noted for each work group above to allow the supervisor adequate time to evaluate workload and staffing levels.
- For routine medical appointments, the employee should make every effort to schedule them to minimize disruption to the work day and coworkers. For example, schedule the appointments on the employee's 9-80 day off, on a scheduled furlough, or early in the morning or late in the afternoon.
- The method (email, Outlook appointment, verbal, etc.) of requesting scheduled leave shall be at the discretion of the supervisor.
- Employees should be aware that there may be instances where requests for time off will be approved or denied given the business needs of the division.
- The supervisor will respond to requests for leave as soon as practicable.
- Immediately upon approval, the employee must place an Outlook appointment on their calendar as well as their supervisor's calendar in the following manner:
 - In Outlook, send an all-day Appointment request to your supervisor. This is for ALL requests and will allow the appointment to be posted without impacting the scheduling of regular business meetings.
 - In the Subject line, the meeting request must include your name and clearly show the dates and/or times that you are scheduled to be out of the office. Please keep in mind that Outlook will only show the first 15 characters of a subject line in a weekly or monthly calendar view. In the body of the appointment request, the type and amount of time must be listed for each day or time period requested.

Note: For time off of four hours or more per day, the TransportationDivision calendar must be included as a required attendee when the request is placed on the supervisor's calendar.

- In Outlook, post the approved time off as an appointment on your personal calendar to block either the hours off for a partial day event or the whole day off for an all-day event.

Utilizing these guidelines for requests and procedures for posting time-off will increase efficiency by increasing the confidence of staff to utilize the scheduling assistant to schedule meetings and

time off. It will also allow supervisors to more quickly respond to requests for time off.

5.17.3 Vacation Scheduling in Signs & Markings and Signals & Lighting

Vacations will be approved by the Operations General Supervisor. Staff shall submit a bid 31 days prior to November 1st of each year to the Operations General Supervisor.

Employees may only bid on the time they will accumulate in the coming year. Classification seniority and continuous City service will govern if more than 1 staff bids for the same period. The final vacation schedule, as approved, shall be posted not later than the first Friday of December.

Employees submitting for vacation after January 1st of each year shall give one week notice for any vacation time off request. Exceptions must be approved by the Operations General Supervisor. The maximum number of staff scheduled to be off will be considered based on operational needs by the section manager. During the 2 weeks that include Christmas and New Year holidays, additional vacations may be allowed at the supervisor's discretion.

5.17.3.1 Additional Time off requests in Signs & Markings

Staff submitting for vacation after January 1st of each year shall give five (5) working day notice for any vacation time off request. If proper notice is not given, staff risk not having the time off request approved based on operational needs. Exceptions must be approved by the section manager.

5.17.3.2 Additional Time off requests in Signals & Lighting.

Staff submitting for vacation after January 1st of each year shall give a three (3) working day notice for 1 day off. Staff submitting for two (2) or more days off shall give a five (5) working day notice. Exceptions must be approved by the Operations General Supervisor.

5.17.4 Sick Leave Usage

[Civil Service Board Rules](#), Rule 16 defines and outlines sick leave use and limitations. To ensure compliance, each supervisor shall monitor sick leave usage for their section on an annual basis.

5.17.4.1 Annual Review

If an employee uses more than forty-eight (48) hours of sick leave in six (6) months, or ninety-six (96) hours in

twelve (12) months, they may be placed on sick leave verification. Consideration shall be given to employees who have provided doctor's verification in accordance with the Civil Service Board Rule 16, Sick or Special Leave, because of long-term illness or injury. The supervisor will also review sick leave usage and take into account factors such as:

- Family and personal needs such as children and chronic medical conditions;
- Employee's sick leave history and pattern;
- Employee's cumulative leave balance; and
- Employee's sick leave verification history.

5.17.4.2 Sick Leave Verification

Based on the usage and factors listed in Section 5.17.4.1, an employee may be placed on sick leave verification and required to provide a medical certificate to verify any future absences which are due to illness or injury. The Transportation Division shall notify and receive approval from the Citywide Leave Administrator in the Department of Human Resources, Administration Division prior to placing employees on sick leave verification to ensure compliance with appropriate City policies. The requirements for sick leave verification are as follows:

- a) The medical certificate must be signed by a physician (or a nurse practitioner).
- b) The physician must have physically examined the patient/employee and determined that they are ill or injured and unable to perform the duties of the job and needs to be absent from work on specific date(s).
- c) The patient/employee must be seen on the first day of their absence; medical certificates with retroactive date(s) of absences are not acceptable.
- d) Medical certificates that indicate the patient/employee was given telephone advice are not acceptable.
- e) Medical certificates that indicate the patient/employee "states he/she has been

ill and unable to work from date (or dates)" are not acceptable.

- f) A medical certificate is required when the employee takes special leave for family care.
- g) The medical certificate must be submitted to the employee's supervisor at the beginning of the shift on the first day of return to work following the illness or injury.

Specifically, the physician must describe the functional limitation(s) that require an employee's leave from work for medical reasons or limit the fitness to perform the employee's primary job functions. For example, the medical certification may say the following:

"Employee was in my office on (insert date) and is unable to work on (insert date) because he/she is unable to lift more than three (3) pounds and is unable to sit for more than ten (10) minutes. Employee can return to work without restrictions on (insert date)."

Or the medical certification may state:

"Employee was in my office on (insert date) and is unable to work on (insert date) because he/she is contagious."

Once an employee has been notified in writing that a medical certificate is required for use of sick leave, they must see the physician (or nurse practitioner) on the first day of illness/injury. The employee must continue to provide medical verification until notified in writing that medical verification is no longer required.

Employees placed on sick leave verification may request to be removed after six (6) months, or earlier based upon appropriate Departmental policy. If it is determined by the Citywide Leave Administrator in the Department of Human Resources, Administration Division that the employee is in compliance with the policy, the employee shall be removed from sick leave verification. If the employee is not in compliance, the employee may request to be removed on a

monthly basis thereafter. Failure to provide medical verification will result in the employee being required to use the Without Pay "WOP" absence time reporting code for the absence.

5.17.5 Sick Family Care

Sick Family Care allows employees to use up to 10 days or 80 hours of available sick leave, per calendar year, to care for an ill or injured family member. A family member is a parent, spouse, registered domestic partner, child, stepchild, or sibling. Any employee that is unable to report to work because of the illness of a family member must utilize the "Sick Family" absence time reporting code, which will be used to track sick family care usage. Hours in excess of 80 will be required to be coded using the Without Pay "WOP" absence time reporting code for the absence.

5.17.6 Leave of Absence (LOA)

The City of Sacramento provides the following types of leave of absences and typically allows the following durations:

- Family Care (up to 4 months)
- Medical (up to 6 months)
- Military
- Parental (up to 6 months)
- Pregnancy Disability (up to 17 1/3 weeks)
- Pregnancy Disability/Parental (up to 7 months)
- Personal (21 consecutive business days up to 3 months)

For more information on specific requirements for each type of Leave of Absence, please see the Public Works Leave of Absence Procedure and API #40 Family and Medical Leave Policy.

Generally, to request a Leave of Absence, employees must complete a Leave of Absence Request form and provide 30 days advance notice of the need to take a leave to their supervisor, if foreseeable. When 30 days is not feasible, the employee must provide notice as soon as practical.

5.18 Medical Examination

The Transportation Division strives to maintain a safe and healthy work environment for its employees. It is critical that each employee be physically fit to safely carry out their assigned duties.

5.18.1 Personal Illness or Injury

If, in the opinion of the Appointing Authority or designee, there is objective evidence that an employee is incapacitated from performing his/her duties due to personal illness or non-work related

injury, an examination by a City designated physician may be required. If the report of the designated City physician determines the employee incapacitated from performing his/her duties, the employee may be required to take sufficient sick leave benefits, or other leave, to recover sufficiently to perform the duties of the employee's position.

5.18.2 Return to Work

When an employee returns from an extended absence, they must provide the Division's Personnel Action Request (PAR) contact a personal physician clearance prior to his/her intended return-to-work date. If upon return to work there is objective evidence that the employee cannot perform the essential functions of the job, the employee may be required to submit to examination by physicians designated by the City. Failure to provide these clearances in advance may cost the employee additional time off while awaiting the City physician clearance.

5.18.2.1 Safety Sensitive Assignments

Employees who work in a safety sensitive job assignment and are required to maintain a valid commercial driver's license shall be required to submit to a drug test prior to return to work. An employee shall not be allowed to return to work prior to the return of the drug test results.

6. OPERATIONS

6.1 Housekeeping

Employees shall maintain their workspace, including work vehicles, free of debris. Work areas shall be reasonably organized. All trash and unnecessary papers shall be placed in recycle or trash bins.

6.2 Incident Reporting Forms

Vehicle accident, property damage, 3rd party injury, and near miss forms are available on Citynet. Each form has specific instructions for timelines and reporting requirements. Below is a brief description of when each form must be completed.

6.2.1 Blue Border Form

Required to report city vehicular equipment that is involved in an accident that causes damage to any property. A good rule of thumb is to use this form if wheels ARE turning.

6.2.2 Red Border Form

Required to report incidents in which a third party (not a City employee) is injured or sustains property damage while on City property, and the injury/damage was NOT caused by a City owned vehicle. This form may also be used to report damage or loss of City owned equipment. A good rule of thumb is to use this form if wheels NOT turning.

6.2.3 Yellow Border Form

Recommended in the event of a near miss. Near misses are defined as unintended events which have the potential for causing personal injury, illness, property damage or environmental impairment. Unsafe working conditions, unsafe employee work habits, improper use of equipment, or use of malfunctioning equipment have the potential to cause work-related injuries.

6.3 Vehicle Operation

City-owned vehicles shall be used for official use only and shall be operated in a manner consistent with all safety and legal requirements of the City and State.

Employees shall not alter, change, or disable any part of a City vehicle. For example, operational safety devices such as, but not limited to, the over-speed devices, pressure regulating devices or any other safety or operationally related parts, etc. shall not be altered.

6.3.1 Driver's License

Each employee is responsible for maintaining a valid driver's license and appropriate endorsements, as well as a current medical certificate, as required. Vehicle operators must inform their supervisor of any change in their driver's license status.

6.3.2 Daily Inspections, vehicles with GVWR 10,501 lbs or more

6.3.2.1 Employees shall complete a pre-trip inspection and fill out appropriate vehicle condition report on their assigned equipment before leaving the corporation yard. Any hazard observed shall be reported to the supervisor. Any abuse of equipment shall be the employee's responsibility.

6.3.2.2 As part of the daily pre-trip inspection, each driver shall ensure that their vehicle is clean. Any vehicle that does NOT meet the standards of a clean cab shall be reported to the supervisor.

6.3.2.3 Upon returning their vehicle to the corporation yard, at the end of the work shift, drivers shall conduct a post-trip inspection and fill out appropriate vehicle condition report.

6.3.2.4 Diesel powered vehicles shall only be idled in accordance with the requirements of City Code Section 8.116 and 13 CCR § 2485 of California Code of Regulations.

6.4 Safe Operation

Seat belt use is mandatory for drivers and passengers while driving a City vehicle.

Employees shall not operate a City vehicle while using a computer or wireless telephone, unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving.

Emergency flasher lights and all operational lights shall be turned on when performing job duties. Do not park on main thoroughfares unless absolutely necessary. If necessary, set out warning reflectors and cones and turn on emergency four-way flashers. Avoid blocking any traffic signs and signals.

Employees shall obey speed rules and directional traffic controls at all time, including at all City facilities and corporation yards.

6.4.1 Refueling

6.4.1.1 Employees shall ensure vehicles are fueled and ready for immediate service daily.

No vehicle shall be refueled without first stopping the engine.

6.4.2 Security

Vehicles left unattended shall be properly secured.

6.4.3 Secure Loads

Vehicles shall be checked to make sure that the load is secure. When tarps are not required, tarps shall be rolled up and secured.

(California Vehicle Code § 23114)

6.4.4 Routes

When traveling to and from job sites, the most efficient and safest route should be used.

6.4.4.1 Transportation Division employees en route to the 24th Street Corporation Yard shall not use James Way, 32nd Avenue or 34th Avenue as a thoroughfare to avoid traffic at the intersection of Fruitridge Road and 24th Street.

6.4.5 “Out of Town” Vehicle Use

Vehicle usage more than 25 miles outside of City limits must be approved in advance by the Director of Public Works using the Vehicle Assignment Request Form.

6.4.6 Overnight Vehicle Retention

Overnight vehicle retention must be approved in advance by the Director of Public Works using the Vehicle Assignment Request Form.

6.4.7 Backing Vehicles and Equipment

When backing a City vehicle, or heavy or large equipment, the vehicle operator shall only do so safely.

6.4.7.1 Make backing/turn-around maneuvers only when a situation requires it. Whenever possible, drivers shall go around the block or use a nearby cul-de-sac, rather than backing a vehicle down the street. Unless absolutely necessary, do not attempt backing maneuvers on arterials, very busy streets, main thoroughfares, or in intersections.

6.4.7.2 Whenever possible, a spotter shall be used to aid the driver in guiding the vehicle. The spotter shall be positioned

outside the vehicle on the right rear for distances less than twenty (20) feet. Do not proceed until the spotter is visible. If the spotter is not in sight, the driver should stop immediately. It is ultimately the driver's responsibility to complete the procedure safely, even when using a spotter.

6.4.8 Use of City Vehicles

Personal use of a City vehicle is prohibited. Per the City Transportation Policy (API 4201), City owned vehicles shall be used for official City business only and shall be operated in a manner consistent with all safety and legal requirements of the City and State."

6.4.8.1 City-owned vehicles shall not be used to transport any passengers other than authorized City employees on official City business or persons directly related to the City business being conducted.

6.4.8.2 When parking a City vehicle at or near a retail establishment, show courtesy by parking away from the public parking area, especially when parking equipment and large trucks.

6.4.8.3 Unless it is necessary to complete a maintenance or emergency activity, employees shall not stop or park a City vehicle in a location where parking is designated (colored curbs) or restricted, whether the vehicle is occupied or not.

6.4.9 Emergency Road Service and Accident Reporting

Vehicle operators shall be thoroughly familiar with and adhere to all City policies and procedures regarding emergency road service and reporting accidents/incidents involving City vehicles.

6.4.9.1 An employee involved in an accident while operating a City vehicle or piece of equipment must immediately notify the Police Department (or, outside of City limits, the California Highway Patrol or whatever local law enforcement agency has jurisdiction), so that the accident is investigated at the time and place that it occurred. This is required regardless of how minor the accident is. If the accident happens outside of the City limits, make sure to ask that a report be taken.

Employees must fill out the [Blue Border](#) reporting form (available on Citynet) as soon as possible and provide it to their immediate supervisor for distribution to Fleet, Risk, and Safety offices within 24 hours or 48 hours if the accident occurs on the weekend.

6.4.9.2 Once the police have been notified, the employee shall also notify their supervisor and the employee shall remain on the scene until released by their supervisor.

6.5 Equipment

6.5.1 Maintenance of Tools and Equipment

It is the responsibility of all employees to maintain tools and equipment in a clean condition and in good working order. Unsafe tools or equipment shall be reported immediately to a supervisor or crew lead employee.

6.5.2 Safe Operation of Tools and Equipment

Employees shall notify management of any tool or equipment they are not thoroughly familiar with. Supervisors shall ensure employees receive proper instruction in the safe operation of any tool or equipment before assigning it to an employee.

6.5.3 Loss of Tools and Equipment

Employees shall report the loss of any tool or equipment to their supervisor and complete a [Red Border](#) form. Supervisors shall review and submit the Red Border form to Risk Management.

6.6 City Travel

6.6.1 Travel Requests

All requests by Transportation Division staff for official City travel shall be reviewed and approved by the Transportation Division Manager or authorized designee prior to submission to the Transportation Division Travel Coordinator. All out-of-state travel requests must also be approved by the Director of Public Works.

6.6.1.1 Travel request forms must be submitted to the Transportation Division Manager a minimum of five (5) business days prior to the requested first day of travel. Any travel request that includes a request for advance or prepayment must be submitted to the Transportation Division Manager at least fifteen (15) business days prior to the trip.

6.6.1.2 A request for travel that cannot be submitted at least five (5) business days prior to travel, or fifteen (15) days for requests including an advance or prepayment, shall require a memo from the appropriate section manager to accompany the request explaining the urgent circumstances that precluded timely submission.

6.6.2 Travel Reconciliation

Upon completion of approved travel, all reconciled travel requests shall be reviewed by the Transportation Division Travel Coordinator. Travelers must submit the reconciled travel request form, with any required receipts, to the Transportation Division Manager within ten (10) working days of their return.

6.7 Property Control**6.7.1 Use of City-issued Supplies, Materials, and Equipment**

Taking new, used, or surplus City supplies, materials, or equipment for personal use is not permitted. Disposal of all surplus property shall be through established procedures in accordance with City Code, Section 3.8.

Avoid any actions that may give the appearance of, or that may lead to accusations of, violations of this policy.

6.7.2 City Tools and Equipment

No City tools or equipment may be removed from City property or used for non-City/personal use.

6.7.3 Personal Property

Employees are advised to affix their name to and notify their supervisor of any personal property brought into the workplace. The City is not responsible for damage, loss or theft of any such miscellaneous personal property.

7. SAFETY

7.1 Personal Responsibility

Each employee is responsible for his/her safety. Safety rules and common sense have always been major factors in preventing injuries. Each Transportation Division employee is responsible for reporting safety hazards, using all safety clothing and equipment, and reporting every accident and injury. Common sense shall dictate when to use personal protective equipment and apparel, when not described above. If in doubt, wear it or use it.

7.2 Personal Protective Apparel and Equipment

7.2.1 Safety Vests

Employees, while working in the field, shall wear their assigned safety vest, especially in the following situations:

- While working in high-risk environments that involve high-task loads,
- Times of reduced visibility (darkness or inclement weather),
- Traffic exceeding 50 miles per hour shall wear ANSI Class III safety garments.

Supervisors may direct employees to wear Class III vests at any time when additional visibility would enhance the safety of employees.

7.2.2 Rain Gear

Rain gear shall be ANSI approved high-visibility orange or yellow in color.

7.2.3 Safety Glasses

Employees working in locations where there is a risk of receiving eye injuries (such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections or injurious light rays which are inherent in work place) must wear their City issued eye protection. Personal eye wear used in lieu of the City provided eye protection shall meet City and CAL OSHA standards for eye protection. Employees are required to wear approved safety glasses as indicated by CAL OSHA Section 3382 (A). The specific approved glass specification is ANSI-Z87-1-1989.

7.2.4 Hearing Protection

All employees are required to wear approved hearing protectors when exposed to an 8-hour time weighted average of 85 decibels or greater. Hearing protectors supplied by the Transportation Division are an approved type. Title 8 – General Industry Safety Orders Section 5098.

7.2.5 Footwear

All employees shall wear appropriate foot protection when there is the possibility of being exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations. Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn.

Safety shoes purchased after January 26, 2007, shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, and protective footwear purchased on or before January 26, 2007, shall meet the requirements of either the American National Standard for Men's Safety-Toe Footwear, Z41.1-1999, or the American Society for Testing and Materials (ASTM) F2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05.

(CAL OSHA Section 3385 (a)(b)(c)(1)(2))

7.2.6 Hard Hats

Hard hats shall be worn by all employees when working under or close to overhead activities where objects could fall upon the employee. Hard hats shall be worn at all times when working on a job where a backhoe, gradall, loader or crane is in operation. Hard hats shall be worn when working in a position where loose or movable objects are above or around the head, or whenever there is a possibility of a blow to the head by a foreign object. This also applies when loading trucks by hand. All employees working on a job that has any of the above in operation shall wear a hard hat, including the operator.

Protective helmets placed in service after October 30, 2004, shall comply with American National Standards Institute (ANSI) Z89.1-1997 Industrial Head Protection, and protective helmets placed in service on or before October 30, 2004, shall comply with one of the following ANSI standards, which are hereby incorporated by reference: ANSI Z89.1-1969 Safety Requirements for Industrial Head

Protection; ANSI Z89.2-1971 Industrial Protective Helmets for Electrical Workers, Class B; ANSI Z89.1-1981 Requirements for Protective Headwear for Industrial Workers; ANSI Z89.1-1986 Protective Headwear for Industrial Workers -- Requirements; or ANSI Z89.1-1997 Industrial Head Protection. The employer shall ensure that the appropriate class of ANSI designated helmet is selected and used.

(CAL OSHA Section 3381 (a) (b) (c) (d) (e))

7.2.7 Other Personnel Protective Apparel and Equipment

Employees assigned to special or emergency situations shall wear safety apparel and equipment as issued by their supervisor.

7.3 Chemical Safety

7.3.1 Training

An employee working with chemicals or solvents shall be familiar with all safety procedures pertaining to the handling of such chemicals/solvents. Supervisors shall be responsible for the chemical and/or solvent instructions of employees.

7.3.2 Material Safety Data Sheet (MSDS)

Supervisors shall ensure the appropriate MSDS for each chemical in use is available at the work site and that employees are aware of its availability and location.

7.4 Crane Operation

To enhance the safety of employees operating a mobile crane, or working in close proximity to a mobile crane, all Traffic Control & Lighting Supervisors, Traffic Control & Lighting Technicians, and Senior Maintenance Workers of the Signals & Lighting sections will obtain and maintain California Department of Industrial Relation-Accredited Mobile Crane and Tower Crane-Operator Certification Training. Employees will be required to successfully complete a physical examination and a substance abuse test prior to training.

Appendix A

Civil Service Board Rules link:

<http://portal.cityofsacramento.org/HR/Divisions/Administration/HR-Boards-Commissions/Civil-Service-Board>

City of Sacramento Labor Agreements

<http://portal.cityofsacramento.org/HR/Divisions/Labor-Relations/Labor-Agreements>

This document supersedes the document revision "Transportation Division Policy and Procedure Manual" dated August 2013 and all previous revisions.

Document revision history:

August 25, 2015 Original Document – Current

Every effort has been made to create a document that is accurate and timely. If you find anything in this document that is incorrect or out of date, please notify Transportation Division Administration. Thank you.