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## 1 WHAT DOES THIS EXECUTIVE ORDER DO?

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This Executive Order establishes the policy of the City and County of Denver related to the acquisition, titling and registration, identification, and usage requirements of city motor vehicles. These policies assure the city is adhering to various federal, state, and local laws, in addition to defining policy for maintenance and accident reporting.

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## 2 WHY WAS THE EXECUTIVE ORDER UPDATED?

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Changes in the way city departments and agencies conduct business required the Executive Order to be updated. This includes references to Executive Orders enacted since the previous update and removes references to outdated Executive Orders. Prescriptive language relating to safe vehicle operations are now found in the City's Safety and Health Management Program Standard 65.10 Motor Vehicle Safety. Information that appears in other Safety Standards was removed from the Executive Order and replaced with references to the pertinent Safety Standard. Every department and agency will have responsibility to comply the city's Motor Vehicle Program.

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## 3 WHAT WAS ELSE CHANGED?

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Chapters addressing Vehicle Operations and Safety, Defensive Driving training requirement, and Accident Reporting of the Executive Order were moved to Safety and Health Management Program Standard 65.10 Motor Vehicle Safety. The Fleet Utilization Program was aligned to meet the requirements of Executive Order No. 123 Citywide Sustainability Policy. Cross references to other Executive Orders, Fiscal Accountability Rules, and Career Service Rules were also updated.

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## 4 WHERE ARE THE VEHICLE SAFETY AND TRAINING REQUIREMENTS?

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Motor Vehicle Safety Standard 65.10 (Standard) establishes the policy of the City and County of Denver related to safe operations of city motor vehicles including general motor vehicle safety, driver's license review, defensive driving training, and auto accident procedures. Additionally, the city and its employees are required to adhere to various federal, state, and local laws and regulations regarding the usage of city motor vehicles, and operations of city-owned vehicles, personal vehicles, or leased vehicles for official city business. The requirements in this Standard are minimum requirements. Individual departments or agencies may require more stringent requirements than those found in this Standard. The Standards can be found here: <http://www.denvergov.org/content/denvergov/en/denver-department-of-finance/cash-risk-capital-funding/risk-assessment-and-analysis.html> or on the Risk Management SharePoint site.

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## 5 ARE THERE OTHER REQUIREMENTS?

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Yes. Career Service Rule 16 details with moving violations reporting requirements. The Controller’s Office has Fiscal Accountability Rules that govern the administration and operation of motor vehicles for official city business. The applicable Fiscal Accountability Rules are 10.5 – City Business Vehicle Use, 10.6 – Take Home Vehicles and Carpooling, 10.7 – Use of Personal Vehicles for City Business, and 10.8 – Travel.

Career Service Rule 16 can be found here:

<https://www.denvergov.org/content/dam/denvergov/Portals/672/documents/CSARuleRevisions/RULE16.pdf>

Fiscal Accountability Rules can be found here:

<https://www.denvergov.org/content/denvergov/en/denver-department-of-finance/fiscal-accountability.html>

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## 6 WHAT DO I HAVE TO DO TODAY?

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Review the updated Executive Order and Standard 65.10 Motor Vehicle Safety to familiarize yourself with the Motor Vehicle Program for the City and County of Denver. Review your CityU Learner’s Transcripts to determine when you last completed Defensive Driving Training and schedule your next training.

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