



Administrative Regulations

Number AR34-2
Issue 2

Subject: Seat Belts, use and Operation.

I. PURPOSE

The purpose of this Administrative Regulation is to set forth policies and procedures for the installation and use of automotive seat belts.

II. SCOPE

This regulation shall be applicable to all City departments and offices directly responsible to the City Manager. However, in the interest of uniformity, effectiveness and completeness, and in the interest of loss prevention, it is requested that elective offices and other independent offices and departments also comply with this procedure.

III. AMENDMENT

The City Manager may amend the procedures and content set forth in this regulation as required.

IV. POLICY

All City-owned vehicles will have seat belts installed. After the installation of seat belts, the vehicle operator shall be responsible to see that passenger(s) have the seat belts on and adjusted properly before starting the engine of the vehicle.

City equipment requiring roll-over protection under Section 3651 (a) of the California General Industry Safety Orders will also have seat belts installed. The operator of such equipment shall also be responsible to see that the seat is belted on and adjusted properly before operating equipment of this type.

Exception - In the case of equipment other than passenger vehicles and trucks, not required by law to have seat belts installed, it will be departmental decision whether seat belts will be installed. It is the responsibility of each department head to enforce the provisions of this regulation as it relates to all employees.

V. PRIVATELY-OWNED VEHICLES

All privately-owned vehicles operated by employees while on City business shall be equipped with seat belts of a type and quality described in Section V. In order to receive authorization for the operation of said privately-owned vehicle, said vehicle must be equipped with approved seat belts. The department head shall make the decision as to which vehicles come under this jurisdiction.

VI. SEAT BELT TYPE

The seat belt shall be a metal-to-metal type approved by the California Highway Patrol.