



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 21**

**USE OF OCCUPANT RESTRAINING DEVICES**

These Administrative Instructions set forth City policy with respect to the use of occupant restraining devices whenever operating City vehicles.

**INSTRUCTIONS**

The use of seat belts has been proven to save lives and reduce injury to occupants of vehicles involved in accidents. The policy establishes a seat belt program, which shall be an integral part of the overall employee safety program. This policy reflects Section 73.50 of the City's Administrative Code, "Occupant Restraining Device."

All City employees shall wear and/or use all available elements of a properly adjusted occupant-restraining device whenever they operate City vehicles. Employees shall not operate a City vehicle unless each front seat passenger in the vehicle is wearing all of the available elements of a properly adjusted occupant-restraining device. Each employee occupying a City vehicle as a passenger in the front seat shall wear all available elements of a properly adjusted occupant-restraining device.

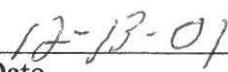
One exception to this policy would involve the operators of one-man refuse trucks and recycling trucks, while they are actively picking up refuse/recyclables along designated routes. As they transport materials to the County Landfill a properly adjusted occupant-restraining device shall be utilized.

Another exception to this policy involves police officers. The use of an "occupant restraining device" may be optional for a police officer in limited cases where an officer may deem that the efficiency of operations outweighs the safety benefit. An example of this would be when transporting a violent prisoner, or when looking for a person who is running on foot.

For this policy, as in Section 73.50 of the Administrative Code, an "Occupant Restraining Device" means a seat safety belt, shoulder belt, harness, or other safety device for restraining a person who is an operator of or a passenger in an automobile. The "Occupant Restraining Device(s)" must satisfy the minimum Federal vehicle safety standards established by the United States Department of Transportation.

Supervisors at all levels will monitor their personnel to ensure compliance with this policy. Observed failure to wear seat belts will constitute as a violation of this Administrative Instruction and subject employees to appropriate discipline.

  
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John B. Quinn, Mayor

  
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Date