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**CITY OF DEL RIO  
MEMORANDUM  
POLICY DIRECTIVE #2022-001  
OFFICE OF THE CITY MANAGER**

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**TO:** ALL CITY STAFF

**FROM:** JOHN SHEEDY, CITY MANAGER

**SUBJECT:** NON-EMPLOYEE DRIVERS AND OPERATORS

**DATE:** FRIDAY, FEBRUARY 11, 2022

DEPARTMENT AND DIVISION SUPERVISORS PLEASE ENSURE PROPER DISTRIBUTION OF THIS DIRECTIVE TO ALL PERTINENT STAFF AND CONFIRM.

**Issue** – Unauthorized non-employees driving, operating, or riding in city vehicles or equipment.

**Solution** – To not permit non-employees to drive, operate, or ride in city owned equipment for any purpose.

**Internal Policy** – *Non-employees are not permitted to drive, operate, or ride in city owned equipment for any purpose. The Fleet division manager may permit companies or persons to move vehicles or equipment for the purpose of repairs only. The city manager may permit guests or visitors to ride, but not operate, city vehicles and only with the expressed permission of the city manager. Employees who violate or fail to report known violations, are subject to disciplinary action, up to and including termination of employment.*