Purpose
To define the Utah Department of Transportation (Department) usage standard for seatbelts in equipment and motor vehicles owned, leased, or rented by the Department. Provide a documented expectation and outline of consequences for choosing to disregard the use of an important safety vehicle safety feature.

Policy
All operators and passengers in state vehicles will wear seat belt restraints while in moving equipment and motor vehicles. Utah Traffic Code 41-6a-1803, Administrative Rule R27-3-15, and Department Policy 06-01 all require the use of seatbelts in moving equipment/motor vehicles.

The Department expects seat belts to be worn by all drivers and passengers within state equipment and motor vehicles. It is the responsibility of both the driver and the passenger to confirm that seat belts are properly worn. Each driver and passenger is responsible for their individual actions.

Failure to wear a properly fitted and utilized seat belt within equipment and motor vehicles that are owned, leased, or rented by the Department will result in some form of disciplinary action. These will be as follows:

A. 1st offense – Verbal warning documented by supervisor
B. 2nd offense – Letter of reprimand
C. 3rd offense – 3 Days off without pay
D. 4th offense – Termination

Disciplinary actions will be counted over a three year period for the purpose of this policy. The supervisor will work with Human Resources while engaging in the disciplinary process.