



# CITY OF KINSTON

## Personnel Policy

Subject:  Employee Seatbelt Use	Section: Human Resources		Review Responsibility: Director of Human Resources		
	Policy #: 11	Effective Date: 2/1/2025	Rev. #: 2	Revision Date: 1/6/2025	Page: 1 of 1
	Supersedes: 4/1/2021	Prepared By: Tiffany Smith, HR Dir.		Approved By: Rhonda Barwick, City Manager	

### 1.0 Purpose

To ensure the safety of City of Kinston employees while operating or riding in city-owned vehicles and to comply with North Carolina General Statute 20-135.2A, which mandates seatbelt use for all drivers and passengers of motor vehicles.

### 2.0 Departments Affected

All City employees in all departments.

### 3.0 Policy

3.1 In accordance with North Carolina General Statute 20-135.2A, all employees are required to wear seatbelts at all times when operating or riding in any City of Kinston vehicle, regardless of the vehicle's size or the distance traveled. This includes during all work-related travel, whether within city limits or beyond.

3.2 All drivers and passengers, regardless of whether they are in the front or back seats, are required to wear their seatbelts. The seatbelt law applies to all vehicles that are federally required to have seatbelts. Unless the seat is equipped with only a lap belt, both the lap and shoulder belts must be properly worn. The shoulder belt must not be placed behind the back or under the arm.

3.3 Any employee found not wearing a seatbelt while operating or riding in a City vehicle may be subject to disciplinary action up to and including termination.

### 4.0 Exemptions

4.1 Seatbelt use is not required for:

- The passenger of a residential garbage or recycling truck while the truck is operating during collection rounds.
- Any occupant, while in the custody of a law enforcement officer, being transported in the backseat of a law enforcement vehicle.
- Any occupant of a motor home, except the driver and front seat passengers.
- A driver or occupant of a noncommercial motor vehicle with medical conditions that prevent them from using a seatbelt. Documentation from a licensed healthcare provider may be required to support such exemptions.