

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Fleet Vehicle Policy	Approved:	8-2013
Policy Number:	601	Author:	Dak/bpolk
Associated:	None		

Minimum Standards for Driving a State Vehicle

Only county employees who sign a Vehicle Use Agreement may drive county vehicles. They may only use county vehicles if they are on official county business, meet minimum driving standards and are authorized by their supervisor and Fleet Manager. The Vehicle Use Agreement will be documented and kept on file by the Fleet Manager and copy in the employee's personnel file.

County employees may be allowed to drive a county vehicle if the following minimum standards are met:

- Must have a valid operator's license,
- Must have minimum of two years licensed driving experience
- Must be eighteen (18) years of age
- Must sign a release to have a driver's license report completed if driving a County vehicle
- Must have a driver's license record eligible to drive a county vehicle as defined below
- Interns attending college with a perfect driving record.

Vehicle Use Agreements

All drivers must sign a Vehicle Use Agreement and submit the completed document to their supervisor and Human Resources for approval prior to operating a county vehicle. It is the driver's responsibility to immediately notify the supervisor and agency fleet manager/coordinator of any changes or updates in their driving record such as a DUI or license revocation, restriction or suspension. Any failure to comply with the Vehicle Policy will be reviewed by the driver's supervisor and may be considered a violation of work rules resulting in a loss of county vehicle driving privileges and possible discipline, up to and including discharge. Any questions should be directed to Human Resources

Driver Disqualification

County employees may not drive a county vehicle if their driving record reflects any of the following conditions:

- Three or more moving violations and/or at-fault accidents in the past two years
- Suspension or revocation of driver's license
- Employees with a DWI (Driving While Intoxicated) citation within 12 months

Exceptions to this policy can only be made by the County Administrator. Drivers denied the use of a county vehicle based on an unsatisfactory driving record may request a review of the denial by the County Administrator.

General Rules for all uses of County Vehicles:

- Employees are responsible for utilizing the Vehicle Information Data Sheet to know where to obtain gas and car washes for the vehicles.
- All vehicles are to be returned clean to the supervisor, ready for the next driver.
- All drivers and passengers in county vehicles must comply with all West Virginia laws, including the seat belt law.
- Drivers and/or their agency are personally responsible for the cost of all traffic citations, parking tickets, locksmith calls for retrieving keys, etc.
- Drivers are responsible for compliance with IRS requirements that are related to mileage reimbursement and personal use of a county vehicle.
- Compliance with county vehicle use policies is required of all drivers and passengers. No person may use a county vehicle, or permit the use of a county vehicle, in the following prohibited manners:
 - Reckless driving or speeding
 - The driver is impaired by fatigue, alcohol, drugs or any other condition
 - Drivers of county vehicle who feel that their driving abilities may be impaired must cease operating the vehicle immediately.
- Employees who believe another employee is impaired have a duty to prevent that person from driving a county vehicle.
- Tobacco use (smoking or chewing) is prohibited in county vehicles
- Drug or alcohol use is prohibited in county vehicles or being under the influence while in county vehicles
- Transporting non-county employee passengers, including family members, is not permitted.

Vehicle Policy

- Use for personal gain, such as delivering goods or services is not permitted.
- Modifications including affixing signs, stickers, bike racks, ski racks, etc. is not permitted
- Modifications to county vehicles is not permitted may be undertaken only with the prior written consent of the Fleet Manager.
- Transporting animals/pets is not permitted / exception Animal Control, K9 Units, or approval by the fleet manager
- Hauling loads that could structurally damage the vehicle (e.g., firewood, paper, gravel) is not permitted unless authorized by the fleet manager
- Use of trailer hitches and towing for personal use is not permitted
- Installation or use of any radar-detection devices is not permitted
- Transporting hitchhikers is not permitted
- Bicycles transported inside vehicles is not permitted unless authorized by the fleet manager or human resources
- Use for vacations or any other use not expressly authorized by this policy

Drivers who have questions regarding the appropriate use of a county vehicle should consult with their Supervisor or Fleet Manager to provide written authorization for exceptions.

Status of Driver:

1. Occasional Use of County Vehicle
2. Assigned a County Vehicle
3. Work Shared Vehicle

Occasional Use

Employees are required to reserve a vehicle, when needed, with the appropriate assigned Manager. Assigned Managers with County Vehicle Lending Authority:

- Engineering Department Manager (Roger Goodwin)
- Fleet Manager – Maintenance Department Manager (Bill Polk)

Failure to schedule a vehicle properly, failure to cancel a reservation, failure to pick up a vehicle on the day it is reserved, or failure to return a vehicle on the designated return date may result in suspension of the privilege to use county vehicles.

In the event a county vehicle is not available, rental cars may be used. See Rental Car Section.

Assigned Vehicles

A few select individuals will be granted permission to have an assigned county vehicle due to the nature of their position. An employee may be assigned a county vehicle based upon job responsibilities, an approved driving record and whether there is a critical business need. Employee must need to use the vehicle for official county business 5-7 days per work week. Employee is required to be on-call due to emergency services for the area. When an employee with a personal vehicle assignment is on leave or no longer works for the agency, the vehicle should be made available to other County employees for county business travel or returned to the County.

Employees are required to ensure they respond promptly to the maintenance schedule provided to them for all preventative maintenance so it is performed on schedule and have the vehicle serviced in a timely manner when notified of a recall or preventive maintenance. Your failure to deliver the vehicle on a timely basis to ensure maintenance and repairs are completed in accordance with agency policy may result in loss of the vehicle.

In the rare event an assigned vehicle is used for personal use, the employee is responsible for reporting their annual personal mileage to Payroll by December 31st of each year, so proper taxation can occur for personal mileage. The employee is responsible for maintaining a log of a personal mileage.

Work Shared Vehicles

Work shared and pool vehicles may not be used for commuting unless required by the employer. Further, work shared or motor pool vehicles are to be parked at the agency when not being used by an employee. A work-shared vehicle may only be used for business miles and associated incidental travel. No one is authorized to ride in a County vehicle except County employees without written permission from Legal.

Personal Use of County Vehicles

County vehicles shall not be used for personal purposes. County vehicles may be used for commuting only if the County requires the employee to commute for valid business needs of the County. At No time is the employee allowed to transport anyone else in the vehicle except another Jefferson County employee. The employee is Not allowed to transport family members, citizens, or other County employees (i.e. Berkeley Co. employees) in our County vehicle.

Vehicle Policy

Incidental Travel and Stops

Drivers are not permitted to use a county vehicle for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store. Drivers should remember that public perception of county employees is important and influenced by how and where the public sees county vehicles being used. Drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples are gaming and sports venues, liquor outlets and other locations where it is unlikely that any county business or allowable incidental use is involved. Drivers required to stay overnight(s) away from home may, with permission of their supervisor, use a county vehicle for the types of necessary activity that could be expected of a traveler away from home. Examples include evening use to go to a pharmacy, grocery, laundromat, fitness center, or other locations to purchase goods or conduct activities necessary for the employee's health and well being.

Rental Cars:

The use of a rental vehicle when traveling on official business for Jefferson County should only be used when absolutely necessary and when use of the rental vehicle is the most economical mode of transportation. The following shall be adhered to when renting a vehicle for official Jefferson County business.

- All rentals shall be at the most economical rate per day.
- The least costly rental vehicle suited to the trip is to be used, taken into account the number of passengers, luggage, equipment, etc. (1-2 people = intermediate or below; 3-4 people = full size or below).
- The County will not pay for the use of a rental vehicle to accommodate family members or non-County business associates traveling with the County employee.
- All authorized drivers must be listed on the vehicle rental agreement.
- Mileage is not reimbursable for rental vehicles. Direct cost of gasline is reimbursable.

Idling:

Limiting of idling reduces air pollution and greenhouse gas emissions, and contributes to healthier work environments and the efficient use of company resources. Limiting vehicle idling will also assist in the environment and efficient use of company resources of fuel and vehicle maintenance. This also is in alignment with the measure to reduce pollutants as outlined in the Eastern Panhandle West Virginia Ozone Early Action Compact.

This refers to all County vehicles or any other equipment (motors which freeze up quickly, tractors, etc.) utilizing fuels such as diesel, gasoline, propane or compressed natural gas.

Initial warm-ups are allowed as follows: 2 minute idle for diesel fueled vehicles. 1 minute for unleaded fueled cars or trucks. No operator shall unnecessarily idle the engine of a vehicle (unleaded or diesel) in excess of 90 seconds.

Operators making frequent and multiple stops that require their car/truck to be stationary for time periods up to 2 minutes may idle up to 2 minutes during those circumstances.

When engines must be left running for any reason, the operator must remain in the vehicle.

Exceptions: This policy does not apply where engine power is necessary for an associated power need such as, but not limited to, electrical or pressure generation, inverter or tool use, lift gate or boom operation. Vehicles may idle for the purpose of defogging, defrosting, deicing windows. Idling must end once conditions have been eliminated. This does not apply to vehicles being serviced or inspected. It does not apply to vehicles which house animals such as K-9 units or Animal Control vehicles. Where safety may be compromised by shutting down the engine during extreme weather conditions, vehicles may idle at the discretion of the operator. At railroad crossing, traffic accident, or engaged in heavy traffic, or traffic lights. Exceptions can be made by the Maintenance Manager during inclement weather for snow removal, etc.

Driver's Responsibility:

Drivers are responsible for immediately reporting all accidents or any damage to county vehicles to the Fleet Manager and Human Resources. Reports must also be made to local law enforcement personnel. If all paperwork is not submitted in a timely manner, the claim may be denied and the County may be responsible for additional costs. Each county vehicle will have an accident kit in the glove compartment advising employees of the procedures to be followed in the event of an accident. All procedures included in the accident kit need to be followed.

- Contact the nearest law enforcement agency to notify them of an accident.
- Obtain relevant information required from other parties involved to complete the Accident/Incident Report
- Ask for the case number and when the police report will be available.

Vehicle Policy

- Driver is required to seek a police report for all vandalism or hit-and-runs that exceed \$200, accidents resulting in injuries, vehicle damage over \$1,000, and/or property damage over \$200.
- Report the accident immediately your supervisor, the Fleet Manager and Human Resources.
- If outside of normal business hours, leave a voice mail or send an e-mail to the Fleet Manager and Human Resources with phone number, and a brief description of the loss.
- If the driver is unable to complete the accident report form, the supervisor is responsible for completing it. It is extremely important that the information is accurate and all blanks are filled in, including the driver and supervisor signatures.
- If a County employee is injured, the appropriate workers compensation forms should be completed by the employee or Human Resources if the employee is unable to complete the forms.
- Obtain and submit a copy of the police report to County Administrator and a copy to the employee's Department Manager.

Privately Owned Vehicles

Damages to the employee's personal vehicle are covered by the employee's own auto insurance and the employee is responsible for the insurance deductible. Under no circumstances will the County's property program pay for the employee's vehicle repairs. It is the employee's responsibility to carry personal auto liability insurance. Recommended minimum limits of personal auto insurance coverage are \$100,000 for bodily injury per person, \$300,000 for bodily injury per accident when two or more people are injured, and \$50,000 for property damage per accident. The employee's personal auto liability insurance also provides primary coverage for medical expenses incurred by other parties involved in an employee's at-fault accident, and primary coverage for repairs to other vehicles or property involved in an accident caused by the employee. The County liability program only provides coverage for amounts in excess of the employee's auto liability insurance if the county employee was negligent and within the scope of employment when the accident occurred. Questions may be referred to the Fleet Manager or Human Resources.

Fleet Manager Responsibility:

The Fleet Manager is responsible for the following:

- Designate and review vehicle assignments
- Establish maintenance procedures
- Maintain maintenance procedures on all county vehicles
- Maintain vehicle history records
- Develop and maintain procedures to evaluate and recommend vehicle for replacement.
- Monitor direct and indirect fleet costs
- Maintain fleet required
- Authorize the use of county vehicles
- Ensure adherence to fleet maintenance procedures
- Communicate and forward information regarding vehicle needs to fleet managers/drivers/supervisors
- Monitor vehicle use (e.g., mileage logs)
- Monitor costs that must be reimbursed to the County by the employee
- Investigate citizen driver complaints
- Assist in obtaining missing or erroneous driver reports
- Utilize county provided supplies to ensure cost containment for maintenance of vehicles
- Keep up-to-date information and instructions in each vehicle so the driver knows what to do in the event of an accident or failure of equipment
- Removal and additions to the insurance policy
- Review and update applicable county policies as they relate to vehicle administration
- Current purview and discretion of purchasing, maintaining and disposal of all County Commission, Elected and Contingency agencies vehicles to ensure we are utilizing all of our resources appropriately and cost efficiently
- Work with each department manager and elected official purchasing cars to ensure the title shows the owner as the "County Commission".
- Work with each department manager and elected official to provide an update on their current vehicles and short and long term planning for future vehicle needs during the budget cycling process. A presentation should be made to the Commission during the budget review process

Vehicle disposal and replacement:

- The fleet manager will be responsible for preparing a list of surplus vehicles for disposal and submit the list to the County Administrator, the Director of Financial Management and the County Clerk's Bookkeeping Department. The Fleet Manager will be responsible for proper advertising the surplus vehicles for public auction.
- The fleet manager will be responsible for preparing a specification sheet for required new vehicles and submitting same to the County Administrator and the Director of Financial Management for procurement of new vehicles. This should be accomplished at

Vehicle Policy

budget time and if possible purchased through fleet management.

Supervisor of a driver is responsible for the following:

- Maintain up-to-date knowledge of fleet policies and procedures
- Educate their staff/drivers of all policies and procedures
- Ensure completion of initial Vehicle Use Agreement for their employees
- Submit requests for a vehicle assignment
- Manage mileage envelopes/logs including a review of personal use

Human Resources Responsibility:

- Maintain up-to-date knowledge of fleet policies and procedures
- Maintain up to date annual records for drivers license records for the county. Review and advise supervisors and employees with issues regarding the results
- Manage workers compensation claims and third party litigation claims in conjunction with Legal
- Assist Fleet Manager with policy and policy revisions as required

Vehicle Policy

Vehicle Assignment for Occasional Use

Employee:	Date Form Completed:
Date Car Requested:	Date Car to be Returned:
Time Requested:	Time to be Returned:

Business Reason for the request:

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Fleet Manager/Supervisor Response:

Make/Model Assigned: _____ Tag Number: _____

Returned in clean condition: _____

Maintenance Needed/Problems with Vehicle: _____

Vehicle Policy

Vehicle Use Agreement

Jefferson County Commission

As a driver of a Jefferson County state vehicle, I acknowledge and understand all of the provisions of the Jefferson County Fleet Vehicle Policy.

It acknowledge it is my responsibility to immediately notify Human Resources if there is a change to my driving record such as a DUI, license revocation, restriction or suspension.

I understand any failure to comply with the Vehicle Policy will be reviewed by any one of the following: 1) my supervisor, 2) Human Resources or 3) the Fleet manager and may be considered a violation of work rules resulting in a loss of state vehicle driving privileges and possible discipline, up to and including discharge.

I authorize an annual update to my driving record by Human Resources. I understand if my driving privileges are revoked, I can obtain the reason why by contacting Human Resources.

Employee Signature

Date

Employee's State Where Licensed: _____

Employee's Driver License Number: _____

Date of Expiration: _____