

**MEMORANDUM
PLACER COUNTY EXECUTIVE OFFICE**

TO: Honorable Board of Supervisors

FROM: Thomas Miller, County Executive Officer
By Ronald W. Baker, Sr. Administrative Services Officer 

DATE: September 18, 2007

SUBJECT: Resolution Amending Section 14.22 of the Placer County Administrative Rules Authorizing Paid and Unpaid Student Interns Designated by Department Heads to Operate County-owned Vehicles

ACTION REQUESTED:

Adopt a Resolution amending Section 14.22 of the Placer County Administrative Rules authorizing Paid and Unpaid Student Interns designated by department heads to operate County-owned vehicles.

BACKGROUND:

County departments from time to time use a limited number of student interns to perform specific work which requires field services, transportation of clients and families, attendance at meetings in remote locations, and similar tasks that require the use of a vehicle. At this time, Section 14.22 of the County Administrative Rules prohibits student interns who are volunteers from operating County vehicles, which restricts the ability of student interns to perform assigned and necessary work.

Typically, student interns who have a need to operate County vehicles include graduate and undergraduate students carrying caseloads and acting in the capacity of County staff on a voluntary or paid basis. A student intern may provide services to any of the County's departments.

All student interns authorized to operate County vehicles under this resolution will be required to possess a valid California Drivers License, provide proof of automobile insurance, and attend a certified Driver Awareness Course approved by Risk Management. The designation of student interns authorized to drive County vehicles will be in writing by the department head and copied to Risk Management.

The Risk Management Division of the County Executive Office has reviewed this issue and the resolution attached and supports the amendment to Section 14.22 of the Administrative Rules.

FISCAL IMPACT:

No additional funding will be required from the County General Fund as a result of this action.

Before the Board of Supervisors County of Placer, State of California

In the matter of:

Resolution No.: _____

A Resolution Amending Section 14.22 of the Placer County Administrative Rules to authorize Paid and Unpaid Student Interns designated by a Department Head to operate County vehicles

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held *September 18, 2007* by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest: _____
Clerk of said Board

BE IT HEREBY RESOLVED by the Board of Supervisors, County of Placer, State of California, that Section 14.22 of the Placer County Administrative Rules is amended as follows (additions in bold/underline font):

Sec. 14.22 **TRANSPORTATION.** County volunteers shall not be permitted to operate any county vehicle at any time, except **as provided in (d) below or** in emergency situations during which the county employees are physically unable to operate a vehicle and where circumstances demand immediate movement of the vehicle in order to prevent a hazard or injury or the aggravation of a hazard or injury.

- (a) Volunteers shall be transported generally in conformance with the Administrative Rules, Chapter 3, for the transportation of employees on official county business.
- (b) Volunteers will not be covered for trips made in their personal vehicle unless prior to such a trip the department head or the delegated employee has approved such use of the private vehicle of the volunteer, has personally inspected the driver's license of the volunteer, and has personally inspected a certificate of insurance verifying that the volunteer has automobile insurance.

(c) Travel by the volunteer to and from the job site will not be included in the coverage of Workers Compensation benefits unless the appropriate department head or delegated employee directs such travel as part of the job assignment prior the service being provided.

(d) Paid and unpaid student interns of a county department who have been given a certified Driver Awareness Course approved by Risk Management and meet the same requirements as employees as stated in Chapter 2, Section III.5.C of the Administrative Rules, Use of County Vehicles, shall be permitted to operate county vehicles in the course of their internship. This designation shall be in writing and signed by the Department Head. A copy of the designation will be forwarded to the Risk Management Division of the County Executive Office along with current proof of liability insurance and a copy of a valid driver's license.

For the purposes of this Section, student interns shall include students enrolled in or recently graduated from a college curriculum in a field appropriate to their assigned duties who are providing services within a county department.

