

MEMORANDUM

DEPARTMENT OF PUBLIC WORKS / SHERIFF'S OFFICE
County of Placer

TO: BOARD OF SUPERVISORS DATE: November 18, 2014
FROM: KEN GREHM, ^{YD}PUBLIC WORKS / MARK REED, SHERIFF'S OFFICE
SUBJECT: **TRANSFER OF RESIDUAL FIXED ASSET VEHICLES TO THE SHERIFF'S
OFFICE AND MODIFICATIONS TO COUNTY VEHICLE POLICY**

ACTION REQUESTED / RECOMMENDATION

1. Authorize the fixed asset transfer of vehicles listed on Attachment 1 from Department of Public Works Fleet Services to the Sheriff's Office. There is no net county cost; and
2. Adopt modifications to the County Vehicle Policy recognizing the establishment of an additional fleet manager and associated responsibilities.

BACKGROUND

The Department of Public Works, Fleet Services Division has traditionally had responsibility for management and ownership of the countywide vehicle and equipment fleet as a consolidated service. The County Budget and Financial Policy speaks to consolidation as one method for service delivery, and encourages departments to consider alternatives to help reduce costs wherever possible. At this time, the Sheriff's Office has adequate staff to perform all Sheriff Fleet management functions efficiently.

As with other customer departments, the Sheriff's Office paid for fleet services through direct billing or annually established fleet rates. Several years ago the Sheriff's Office began taking steps toward establishing an independent fleet management program for department vehicles and equipment. Beginning in 2000, the Sheriff's Office began independent leasing of vehicles to meet specialized vehicle needs. In Fiscal Year 2011-2012, Public Works transferred 17 fleet vehicles to Sheriff's Office ownership, at which time it was agreed upon that future replacement patrol vehicles would be purchased and owned by the Sheriff's Office. Through this on-going replacement strategy, the remaining Public Works fleet vehicles assigned to the Sheriff's Office would eventually be moved entirely to the Sheriff's Office fleet. The benefits of an accelerated fleet transition would insure that all vehicles are being maintained in a consistent manner and minimizes confusion associated with the current division of responsibilities.

This action will finalize the transfer of remaining Sheriff's Office fleet vehicles to the Sheriff's Office such that they become responsible for the management and operation of their own department vehicles. This will insure the separate allocation of costs for public safety vehicles and allow more control and flexibility within the Vehicle Policy to the Sheriff's Office in operating and maintaining their vehicles. The Sheriff's Office could utilize contracted vendors, fleet services or its own employees to maintain their vehicles at their own discretion. Services and responsibilities that the Sheriff's Office will assume responsibility for their fleet include maintenance, fueling, cost tracking/billings, regulatory compliance and administration.

It is anticipated that the Sheriff's Office will choose to utilize many of the same vendors and resources currently available through Procurement Services and Fleet Services. Fleet Services and the Sheriff's Office will work cooperatively, as needed, to ensure timely, accurate and complete regulatory reporting. The Sheriff's Office will be responsible for reporting all essential regulatory compliance data for their vehicles to Fleet Services, and Fleet Services will in turn continue to provide any required reporting on all countywide fleet vehicles to regulatory agencies, such as the California Air Resources Board and Bureau of Automotive Repair.

The current County Vehicle Policy recognizes Public Works, Fleet Services as the provider of fleet management services for the County. The proposed revisions recognize that the Sheriff's Office will be responsible for managing their own fleet.

A fleet services agreement between Public Works Fleet Services and the Sheriff's Office will be executed by which the Sheriff's Office can choose to utilize Fleet Services for any services including maintenance, fuel, etc. These services will minimally provide for urgent or emergency services requested by the Sheriff's Office but may include periodic or regular services at the discretion of the Sheriff's Office. The cost of those services will be the same as charged to other County direct charge customers. Fleet Services staffing levels will be adjusted to match the needs of the retained fleet operations. However, the requested action will not impact existing employees due to existing staff vacancies.

ENVIRONMENTAL

The requested action is not a project as defined by Public Resources Code Section 21065, and is therefore exempt from environmental review under CEQA.

FISCAL IMPACT

The transfer of fixed assets and associated depreciated values will be reflected in the departments' annual budgets. Public Works Fleet Services vehicle and service rates will also be adjusted, beginning in Fiscal Year 2015-2016, to account for the effect of changes implemented in the current Fiscal Year. Since these rates are based on prior actual costs, the exact impact cannot be determined at this time.

Attachments

Attachment 1 – List of vehicles to be transferred

Exhibit 1 – Revised County Vehicle Policy

ATTACHMENT 1
PLACER COUNTY SHERIFF'S VEHICLE INVENTORY

EQUIP ID	DESCRIPTION	YEAR	MANUFACTURER	MODEL
06261	PATROL SEDAN - TAKE HOME	2006	FORD	CROWN VICTORIA
06265	PATROL SEDAN - TAKE HOME	2006	FORD	CROWN VICTORIA
06294	PATROL SEDAN - TAKE HOME	2006	FORD	CROWN VICTORIA
06310	PATROL SEDAN - TAKE HOME	2006	FORD	CROWN VICTORIA
07253	PATROL SEDAN - REGULAR PATROL	2007	FORD	CROWN VICTORIA
2415	PATROL SEDAN - REGULAR PATROL	2008	FORD	CROWN VICTORIA
08243	PATROL SEDAN	2008	FORD	CROWN VICTORIA
08290	PATROL SEDAN	2008	FORD	CROWN VICTORIA
08318	PATROL SEDAN	2008	FORD	CROWN VICTORIA
08368	PATROL SEDAN	2008	FORD	CROWN VICTORIA
08372	PATROL SEDAN	2008	FORD	CROWN VICTORIA
09228	PATROL SEDAN	2009	FORD	CROWN VICTORIA
09267	PATROL SEDAN	2009	FORD	CROWN VICTORIA
09275	PATROL SEDAN	2009	FORD	CROWN VICTORIA
09278	PATROL SEDAN	2009	FORD	CROWN VICTORIA
09288	PATROL SEDAN	2009	FORD	CROWN VICTORIA
11237	PATROL SEDAN	2011	FORD	CROWN VICTORIA
11251	PATROL SEDAN	2011	FORD	CROWN VICTORIA
11254	PATROL SEDAN	2011	FORD	CROWN VICTORIA
11301	PATROL SEDAN	2011	FORD	CROWN VICTORIA
11304	PATROL SEDAN	2011	FORD	CROWN VICTORIA
11312	PATROL SEDAN	2011	FORD	CROWN VICTORIA
11336	PATROL SEDAN	2011	FORD	CROWN VICTORIA
11342	PATROL SEDAN	2011	FORD	CROWN VICTORIA
11371	PATROL SEDAN	2011	FORD	CROWN VICTORIA
2410	LEASE - TAKE HOME	2008	FORD	CROWN VICTORIA
2413	LEASE - TAKE HOME	2008	FORD	CROWN VICTORIA
2414	LEASE	2008	FORD	CROWN VICTORIA
00276	FORD EXCURSION 4X4 4 DOOR	2000	FORD	EXCURSION

03345	SAR 4X4 CREW CAB	2003	FORD	F350 4X4 EXT
05285	3/4 TON 4X4 PICKUP W/ UTILITY BED	2005	FORD	F350
05333	PATROL 4X4 - RESIDENT DEPUTY	2005	FORD	EXPEDITION
06364	15 PASSENGER VAN	2006	FORD	E350
06365	15 PASSENGER VAN	2006	FORD	E350
09330	15 PASSENGER VAN	2009	FORD	E350
11182	15 PASSENGER VAN	2011	FORD	E350
11250	15 PASSENGER VAN	2011	FORD	E350
06467	4 DOOR SUV 4X4	2006	FORD	DURANGO
06339	4 DOOR 4X4 SHERIFF PATROL - REGULAR	2006	FORD	EXPEDITION
06340	4 DOOR 4X4 SHERIFF PATROL - REGULAR	2006	FORD	EXPEDITION
06259	4 DOOR 4X4 SHERIFF PATROL	2006	FORD	EXPEDITION
07287	4 DOOR 4X4 SHERIFF PATROL	2007	FORD	EXPEDITION
07300	4 DOOR 4X4 SHERIFF PATROL	2007	FORD	EXPEDITION
07308	4 DOOR 4X4 SHERIFF PATROL	2007	FORD	EXPEDITION
07384	4 DOOR 4X4 SHERIFF PATROL	2007	FORD	EXPEDITION
08260	4 DOOR 4X4 SHERIFF PATROL	2008	FORD	EXPEDITION
08262	4 DOOR 4X4 SHERIFF PATROL	2008	FORD	EXPEDITION
08270	4 DOOR 4X4 SHERIFF PATROL	2008	FORD	EXPEDITION
08317	4 DOOR 4X4 SHERIFF PATROL	2008	FORD	EXPEDITION
08335	4 DOOR 4X4 SHERIFF PATROL	2008	FORD	EXPEDITION
08366	4 DOOR 4X4 SHERIFF PATROL	2008	FORD	EXPEDITION
08376	4 DOOR 4X4 SHERIFF PATROL	2008	FORD	EXPEDITION
09352	4 DOOR 4X4 SHERIFF PATROL	2009	FORD	EXPEDITION
09355	4 DOOR 4X4 SHERIFF PATROL	2009	FORD	EXPEDITION
09367	4 DOOR 4X4 SHERIFF PATROL	2009	FORD	EXPEDITION
09383	4 DOOR 4X4 SHERIFF PATROL	2009	FORD	EXPEDITION
10245	4X4 15 PASS JAIL VAN/QUIGLEY 4X4	2010	CHEVROLET	15 PASS VAN
10257	4X4 15 PASS JAIL VAN W/WHEEL CHAIR	2010	CHEVROLET	15 PASS VAN
96264	4X4 SEARCH & RESCUE TRUCK	1996	FORD/SUMMIT	F450
08175	MINI PASSENGER VAN	2001	FORD	FREESTAR
06360	3/4 TON 4X4 EXTRA CAB PICKUP	2006	FORD	F250



PLACER COUNTY
VEHICLE POLICY

1.0 PURPOSE 2

2.0 DEFINITIONS 2

3.0 ADMINISTRATION OF COUNTY VEHICLES 3

4.0 USE OF COUNTY VEHICLES 7

5.0 COUNTY VEHICLE FORMS..... 1211

1.0 PURPOSE

- 1.1 The purpose of this policy is to provide comprehensive guidance on the procurement, disposal, maintenance, and operation of Placer County owned and leased vehicles, and operation of personal vehicles used for County business. It is the goal of this policy to promote efficiency in the use of vehicles necessary to conduct the business of the County. This policy shall apply to all County employees, and others as defined in Section 4.1.5.
- 1.2 This policy authorizes the County Executive Officer, or designee, to issue and enforce policies promoting cost effective fleet management through efficient vehicle acquisition and disposal, vehicle operation, and vehicle maintenance.
- 1.3 This policy establishes that the ~~Public Works Department~~ Fleet Manager shall be responsible for managing fleet in accordance with accepted best fleet management practices.
- 1.4 This policy establishes that the ~~Public Works Department Fleet Services Division~~ Fleet Manager shall be responsible for planning, directing, managing, coordinating and supervising procedures for the acquisition, maintenance and repair, replacement and disposal of County vehicles.
- 1.5 This policy establishes that department heads are responsible for the usage of vehicles by their employees as set forth in this policy.

2.0 DEFINITIONS

Assigned Take Home Vehicle (Overnight Vehicle Assignment) – A county vehicle which is used overnight on a daily basis by a county employee for county business and for regular commute to and from the employee's home and work location, without prior written authorization.

Assigned Vehicles

Department Assigned Vehicle – A county vehicle assigned to a department for county business but not for employee commuting to and from an employee's home and work location.

Employee Assigned Vehicle – A county vehicle assigned to a county employee for county business but not for employee commuting to and from the employee's home and work location.

VEHICLE POLICY

County Pool Vehicle – A vehicle issued from the central motor pool.

County Vehicle – Any vehicle owned or leased by the County.

Designated Parking Area – A county parking facility or lot which has been identified by the County as an acceptable overnight location for parking the assigned county vehicle.

Fleet Manager - The department or agency responsible for management of County vehicle fleet. The Department of Public Works, Fleet Services Division shall be the designated manager of the County fleet, except for Sheriff's Office fleet vehicles, which shall be managed independently by the Sheriff's Office.

Mini Pool – Sharing of one or more vehicles by multiple users within one or more departments.

Personal Vehicle – Any vehicle owned privately by an employee.

Primary Responder – An employee that has primary responsibility for immediate response, to protect life, health, safety, and property, and to maintain and enforce law and order.

Take Home Vehicle Assignee – Employee assigned a Take Home Vehicle.

Work Location – The office or site a county employee reports to perform normally scheduled work.

3.0 ADMINISTRATION OF COUNTY VEHICLES

3.1 Responsibility for Vehicles

The ~~Department of Public Works, Fleet Services Division~~ Fleet Manager shall be responsible for County Pool Vehicles and Assigned Vehicles.

Departments who purchase, procure, or lease their own or other vehicles separately from Fleet Services are responsible for the maintenance and replacement of their vehicles.

All County vehicles shall be under the supervision of the Board of Supervisors as to the time and replacement necessary and type of vehicle to be acquired.

3.2 Maintenance of Vehicles

VEHICLE POLICY

All County vehicles shall be properly maintained, serviced, and kept in proper condition. Proper maintenance records in accordance with applicable laws and industry standards shall be kept for review and inspection by regulatory agencies. County, State, and Federal regulations and standards may include but not be limited to: CHP Biannual Terminal Inspections, Air Resources Board, Waste Management Board, Water Resources Board, Federal Motor Carrier Safety Board, and Federal Transit Administration.

~~Fleet Services~~ The Fleet Manager shall be responsible for maintenance and records of its vehicles as noted in section 3.1 of this policy. Departments shall be responsible for ensuring vehicles are brought to ~~Fleet Services~~ the Fleet Manager for appropriate maintenance.

All other Departments shall be responsible for vehicle maintenance and records for their own vehicles as noted in section 3.1 of this policy.

3.3 Storing of Vehicles

~~Fleet Services~~ The Fleet Manager shall designate appropriate parking and storage locations for its vehicles. Departments with Assigned Vehicles shall work with ~~Fleet Services Division~~ the Fleet Manager to designate parking areas that are appropriate for Department Assigned Vehicles. Department heads for departments who own their vehicles shall be responsible to designate appropriate areas for storing and parking of vehicles.

3.4 Vehicle Marking/Identification

All County Vehicles shall have a prominent County vehicle identification decal affixed. Exceptions may be granted by the County Executive Officer on a case-by-case basis for services, such as law enforcement and public health and safety activities. Requests may be submitted by the department head on the prescribed *Decal Exemption Form*.

3.5 Purchasing and Disposal of Vehicles

The purchase and disposal of vehicles will be determined by fleet needs, usage, and availability of funds.

As part of the annual budget process, ~~Fleet Services~~ Fleet Managers will provide a recommended list of vehicles for replacement to the County Executive Officer.

Annually, all departments will provide a recommended list of their vehicles for disposal to ~~Fleet Services~~ the appropriate Fleet Manager and shall work with the Administrative Services Department to determine the most cost-effective method of disposal.

3.6 Vehicle Fuel Efficiency

All departments that are authorized to acquire vehicles will acquire fuel efficient vehicles for each specified application or use, to the extent possible. This shall include but not be limited to; gasoline-hybrid, electric or other alternative fuel vehicles currently available.

Guidelines shall be developed and implemented by ~~the director of public works~~ Fleet Managers to minimize or reduce carbon emissions. Alternative forms of transportation for short inter-department commute or travel shall be considered in the program.

3.7 Specialized Vehicles – Sport Utility & Four-Wheel Drive Vehicles

Acquisition of Sport Utility Vehicles (SUVs) and four-wheel drive vehicles shall be limited to specific off road uses and at elevations regularly receiving snowfall (generally above 5,000 foot elevation), or as otherwise deemed critical by the County Executive Officer for conducting the business of the county.

3.8 Assigned Vehicles - Department and/or Employees Assigned Vehicles

3.8.1 All departmental requests for Assigned Vehicles must be submitted to ~~Fleet Services~~ the Fleet Manager by the department head on the *New Vehicle Request* form along with supporting materials.

3.8.2 Departments with Assigned Vehicles must maintain a usage log showing dates, times, users, destination and purpose. This requirement does not apply to employee-assigned vehicles.

3.8.3 A minimum mileage standard of 7,000 miles per-fiscal year shall be applied as the minimum threshold in evaluating the need for an assigned vehicle. Exceptions can be made by the County Executive Officer based upon the recommendations of the department head and the Fleet Manager ~~director of public works~~.

3.8.4 Employees receiving a County vehicle allowance shall not be eligible to use County vehicles for their sole occupancy nor claim personal mileage reimbursement, except in extraordinary circumstances, without prior approval by the CEO, or designee, or when travel is within the County east of Baxter or outside the boundaries of Placer County.

3.8.5 Departments are encouraged to maximize the sharing of assigned vehicles between employees where it is efficient.

3.9 Assigned Take-Home Vehicles (Overnight Assignment of Vehicles)

3.9.1 Assigned Take-Home Vehicles requested by appointed department heads may be authorized upon recommendation of the ~~director of public works~~ Fleet Manager's department head and prior written approval by the County Executive Officer. Requests are to be submitted by the department head on the prescribed *Take Home Vehicle Assignment Request* form along with supporting materials. Elected officials shall submit Assigned Take-Home Vehicle information annually, consistent with provisions below.

Department heads shall report all overnight assignment of County vehicles to the ~~Director of Public Works~~ Fleet Manager on January 1 of each year.

Annually, Assigned Take-Home Vehicle assignments shall be reviewed by the department, ~~Public Works~~ Fleet Manager, and reauthorized for appointed department heads by the County Executive Officer.

3.9.1.1 Department heads shall confirm that the employee to be Assigned Take Home Vehicle meets criteria set forth in this policy in order to be eligible for a take-home vehicle.

3.9.1.2 The Take-Home Vehicle Assignee shall be a primary responder required to deploy immediately and directly to the incident or emergency from their home.

3.9.1.3 The Take-Home Vehicle Assignee does not have the ability to access a County vehicle at designated sites without adversely impacting the employee's ability to arrive at the incident or emergency to protect life or property.

3.9.1.4 The Take-Home Vehicle Assignee cannot fulfill primary responder duties by using their personal vehicle with mileage reimbursement.

3.9.1.5 Upon assignment, Take-Home Vehicle Assignees and their department head shall complete and sign the Overnight Vehicle Assignment Taxation Determination form and submit it to the Payroll Division of the Auditor-Controller's Office. This form shall be completed annually.

3.9.2 Departments shall maintain a list of all permanently assigned take-home vehicles and provide the list to ~~Fleet Services~~ the Fleet Manager annually or as required.

3.9.3 Temporary overnight use (1-7 days) of county vehicles shall be allowed only upon authorization by the department head of the employee requesting such use.

3.10 Vehicle Pool Sharing

All department heads are encouraged to continue and expand the use of Mini Pools, based upon proximity of departments to one another. Fleet Services shall work cooperatively with each department to implement the consolidated vehicle pools.

3.10.1 Departments using Mini Pools must maintain a usage log showing dates, times, users, destination and purpose. This requirement does not apply to employee-assigned vehicles.

3.11 Fleet Rates and Charges

Through the annual budget process, Fleet Services will recommend to the County Executive Officer vehicle-use charges at a rate per mile, a fixed rate, as well as daily and monthly rates varying according to vehicle classification.

Monthly, departments will be charged by Fleet Services, the approved vehicle-use rates for the use of vehicles by departments in the County Vehicle Pool and/or vehicles assigned on a permanent basis.

4.0 USE OF COUNTY VEHICLES

4.1 Operator Requirements

4.1.1 Each employee shall be responsible for proper use, care, and operation of the County vehicle which is assigned to them, including completion of the vehicle trip log. Employees operating county vehicles shall operate such vehicles at a reasonable and safe speed and in a safe, courteous, and legal manner.

Department heads shall be responsible for the proper use of vehicles by departmental personnel.

4.1.2 No person shall operate any county vehicle who does not have issued to them and in possession, a valid California driver's license, or other license as may be necessary to perform their job, which must be on file with the department prior to operating a vehicle.

VEHICLE POLICY

- 4.1.3 All persons operating vehicles on County business must be insured and properly licensed. Departments may require a record of automobile insurance coverage for each employee using a private vehicle for County business. When an employee uses a private vehicle for County business, the employee's insurance coverage will be the primary coverage.
- 4.1.4 Fines and penalties imposed by a court for violations while on County business are the personal responsibility of the driver in accordance with California Vehicle Code 40200(a).
- 4.1.5 All persons operating County vehicles shall be County employees or such other persons acting for and on behalf of the county as the Board of Supervisors may designate.
- 4.1.6 When using County vehicles, passengers must be limited to County employees or travelers engaged in County business except when the County-authorized travel includes prior department head approval for spouses, companions, or other family members, citizen ride-alongs, or when providing emergency assistance to the public.
- 4.1.7 Employees are to operate County vehicles:
 - 4.1.7.1 In an ordinary, reasonable manner with the intended use of the vehicle and not use in activities that may damage the vehicle.
 - 4.1.7.2 Consistent with all safety and legal requirements of the county, state or jurisdiction in which they are located.
- 4.1.8 When cargo, materials, or tools are being transported in County vehicles, operators are responsible for ensuring that all items are properly secured.
- 4.1.9 Employees transporting children as part of their job responsibilities shall comply with state regulations regarding the use of child safety restraint systems.
- 4.1.10 Employees shall operate County vehicles and personal vehicles used for County business in accordance with the California Vehicle Code.
- 4.1.11 No employee shall ever operate a vehicle when under the influence or impaired by illegal substances, prescription drugs, or alcohol. Possession of alcohol, illegal substances, or other intoxicating substances in the vehicle is prohibited, with the exception of law enforcement and probation officers, and staff authorized to transport items as part of their duties. All fines and penalties related to this policy are solely the responsibility of the driver.

VEHICLE POLICY

- 4.1.12 Carrying of firearms and other weapons held to be a per se deadly weapon under Penal Code section 245 is prohibited with the exception of law enforcement and probation officers, and staff authorized to use firearms to euthanize injured and/or nuisance wildlife.
- 4.1.13 All County employees shall review and sign the *Vehicle Use Agreement* prior to operating any County vehicle.
- 4.1.14 No employee under the age of eighteen (18) shall use a wireless telephone while driving on county business. Employees eighteen (18) years and older shall minimize the use of wireless telephones while driving on county business whenever possible. Wireless telephone use while driving county vehicles, or while driving personal vehicles on county business is strictly prohibited unless the wireless telephone is equipped with a hands free device and is used in compliance with California Vehicle Code Sections 23123 and 23124. This provision applies to the use of both employer issued and personally owned cellular phones. As provided for in Vehicle Code Section 23123, exempt from this clause are emergency service professionals using wireless telephones while operating an authorized emergency vehicle during the course/scope of their duties.

4.2 Personal Use of County Vehicles Prohibited

All County vehicles are to be used solely for County business.

4.3 Use of Personal Vehicles for County Business

- 4.3.1 Department heads shall be responsible for authorizing use of privately owned vehicles on County business.
- 4.3.2 Mileage reimbursement is limited to the non-taxable rate permitted by the Internal Revenue Service (IRS).
- 4.3.3 Reimbursement at the IRS rates will be considered complete payment of expenses for the employee's use of their own vehicle, including insurance, repairs, fuel, and other related costs except that employees will be reimbursed for the actual cost of toll fares, installing and removing tire chains in inclement weather, and non-recoverable insurance deductibles in case of an accident that is not the fault of the employee.
- 4.3.4 When an employee uses a personal vehicle to travel between home and training or meeting site at a location other than a designated work location, the mileage reimbursement is calculated upon the distance measured from the employee's home or designated work location, whichever is less.

VEHICLE POLICY

4.3.5 Employees who use their own vehicle for County business are required to maintain liability insurance on their vehicles as set forth in the financial responsibility section (16020) of the California Vehicle Code (\$15,000/\$30,000 public liability and \$5,000 property damage). Annually, departments shall submit proof of insurance for any employee driving a personal vehicle on County business to the Risk Management Division.

4.4 Reservation of County Pool Vehicles

4.4.1 Department heads, or their designee, shall request and Public Works may approve the use of County pool vehicles.

4.4.2 Departments shall request County pool vehicles utilizing the *Vehicle Pool Reservations* form located on the countywide "V:\County Vehicles" folder. This form will be printed out, filled out completely, including signature of the department head or their designee confirming that the employee will use the vehicle to conduct County business. The form will be delivered to Fleet Services in person, or scanned and emailed to "Placer County Pool Cars" <poolcars@placer.ca.gov>. Fleet Services will confirm the reservation.

4.4.3 Employees shall pick up vehicle keys and fuel cards at the County Fleet Service Station, inspect the vehicle, and note any damages or faulty equipment to Fleet Services prior to leaving with the vehicle.

4.4.4 All County pool vehicles are to be returned to the County Fleet Service Station by the end of the business day, unless approved for temporary overnight use. A drop box for the keys and fuel card is available if the County Service Station is closed for the day.

4.5 Fueling Fleet Vehicles

4.5.1 Whenever possible, County vehicles shall obtain their fuel from County service stations. County fuel cards may be used at non-county stations if driving to a county station is not practical. County credit cards may be used when they have been properly issued by authorized personnel.

4.5.2 Employees must ensure the vehicle has at least a $\frac{3}{4}$ tank of gas after use, and is full before leaving the County so as to minimize fueling outside the County.

VEHICLE POLICY

4.5.3 When purchasing fuel, drivers of gasoline powered vehicles are required to purchase regular grade (unleaded) fuel only at self-service pumps.

4.5.4 Employees must report lost keys and/or fuel cards to Fleet Services immediately.

4.5.5 Fuel cards cannot be used for any personal use.

4.6 Vehicle Accidents or Vehicle Breakdowns

4.6.1 Each County vehicle shall possess an *Accident Information Packet* which includes instructions that the employee shall follow in the event of an emergency.

4.6.2 In the event of an accident involving a County vehicle, employees are to make notifications consistent with the *Accident Information Packet*, located in the vehicle.

4.6.3 Each County employee and their department head is responsible for ensuring the employee reports all accidents, occurring in County vehicles and personal vehicles when on county business, on forms the prescribed by Risk Management. The forms shall be provided to Risk Management within 24 hours of the accident. The Vehicle Accident report form is located on the V drive, under Risk Management/Forms.

4.6.4 Each county employee shall notify their department head of every citation issued to him or her for a moving violation involving the use of a County vehicle or their own vehicle when engaged in County business.

4.6.5 In the event of a County vehicle breakdown, employees are to refer to the Accident Information Packet which contains contact information in the event of an emergency. Employees are to contact the appropriate Fleet Manager ~~Fleet Services~~ in the event of a vehicle breakdown.

If ~~Fleet Services~~ the Fleet Manager is not available, employees are to contact Sheriff's Dispatch, their immediate supervisor, and inform ~~Fleet Services~~ the Fleet Manager of the vehicle's location at the earliest opportunity.

5.0 COUNTY VEHICLE FORMS

The following forms are available on the County network intranet, iPlacer-PAM-PolicyForms

- a) New Vehicle Request form
- b) Permanent Overnight Vehicle Assignment Request form
- c) Overnight Vehicle Assignment Taxation Determination form
- d) Decal Exemption form
- e) Vehicle Pool Reservations form
- f) Vehicle Use Agreement
- g) Trip Log