

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

### 19. **TRANSPORTATION & VEHICLE ALLOWANCE POLICY**

#### 19-1. **GENERAL PROVISIONS**

Employees may be assigned County vehicles in the course of their normal duties or to fulfill standby or other assignments. These vehicles shall only be used for the purpose of County business and shall not be used for personal business. County vehicles shall not be used to transport the families of County employees or others who are not County employees unless such transportation is in the course of the duties of the employee.

County Employees who drive a private vehicle in the normal course of their duties may receive payment for mileage driven. Payment for mileage shall only be made for authorized County business and shall not be paid to cover commuting mileage between an employees' residence and their customary work site.

#### 19-2. **CATEGORIES**

Employees, with Commission approval, may be classified into one of the following categories:

**A. Category 1: *MILEAGE REIMBURSEMENT.***

Employees may be reimbursed mileage at the IRS standard mileage rate when mileage is incurred in conduct of authorized County business and *use of a county owned vehicle is not a viable option.*

**B. Category 2: *COUNTY VEHICLE ASSIGNMENT.***

County vehicles *may* be provided to employees requiring vehicles of specialized function, for example, emergency vehicles and employees *required* to be "on call." The County Commission shall approve assignment of vehicles and designate which employees are required to be "on call."

#### 19-3. **DRIVERS LICENSE CHECK**

Driver's licenses (Motor Vehicle Reports) of all operators of county vehicles (including volunteers) and those who the County should reasonably anticipate will drive a vehicle in the scope of employment are checked:

- a. Before extending offer of employment or, in the alternative, extend a conditional offer of employment based upon County's satisfaction with the drivers license history; and
- b. Annually to determine status, restrictions, or modifications.

#### **19-4. COMMERCIAL DRIVER LICENSE (CDL)**

Employees operating a commercial vehicle must comply with all of the requirements of the Commercial Motor Vehicle Safety Act of 1986. This federal law governs the operation of the following vehicles:

- a. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds;
- b. A trailer with a GVWR of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds;
- c. A vehicle designed to transport more than 15 persons (including the driver); and
- d. Any size vehicle which requires hazardous materials placards.

##### **19-4.1 Employees operating a commercial vehicle shall:**

- a. Notify their immediate supervisor within 30 days of a conviction for any traffic violation except parking citations.
- b. Notify the Drivers License Division within 30 days if they are convicted in any other state of any traffic violation except parking citations.
- c. Notify their immediate supervisor if their license is suspended, revoked, or canceled, or if they are disqualified from driving.
- d. Not drive without a valid Commercial Driver's License.
- e. Not be allowed to drive if they possess more than one license or if their CDL is suspended or revoked.

##### **19-4.2 COSTS of CDL:**

When it is necessary for employees to renew their CDL, the County shall pay the total amount of the costs for the written test, skills test and for all endorsements required by the County. The County shall also pay the entire cost for required physical examinations. The employee shall undergo the exam at a medical facility determined by the County. Expenses incurred by the County shall be paid out of department budgets.

##### **19-4.3 COSTS of CDL – New Employees:**

New employees may be expected to have a valid CDL upon hire and bear the entire cost of obtaining a CDL including medical examination costs. At the discretion of the Administrative Officer, the County may bear the cost of licensing for new employees and employees promoted or placed in positions requiring a CDL.

**19-5. VERIFICATION OF LICENSE AND INSURANCE**

The County may require employees to periodically provide proof of insurance and proof of current license. The County will also verify license status by checking Motor Vehicle Records (MVR).

**19-6. SAFE DRIVING PRACTICES**

Employees are required to operate vehicles in a safe manner at all times. Employees are encouraged to inspect vehicles before operating to ensure the vehicle will function in a safe manner. Employees driving vehicles must attend the County's Driver Training Course within the first year of employment and repeat it every five years.

**19-7. REPORTING ACCIDENTS**

All accidents must be reported immediately to the supervisor and to the Risk Manager. All CDL holders shall comply with federal and state laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor.

**19-8. SEAT BELTS**

Employees operating a County vehicle or private vehicle on County business shall wear seat belts at all times. There are no exceptions to this policy.

**19-9. CELL PHONES**

Employees are encouraged to stop driving and pull off to a safe area to use a cell phone while operating a County vehicle. Box Elder County encourages safe use of cell phones and radios while operating County vehicles/equipment. It is important that cell phone or radio usage not detract from safe driving practices.

**19-10. ACCIDENT REVIEW BOARD**

The Safety Committee shall serve as an Accident Review Board and will meet as a committee and review all vehicle accidents occurring on County time and in a County vehicle. Generally, the Accident Review Board will meet with employees when an accident's cost exceeds \$1,000 or if there is a personal injury, but the Accident Review Board retains the right to meet with employees, supervisors, and Administrative Officers regarding any accident or costs.