

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

16. FLEET MANAGEMENT – COUNTY WIDE

It is the intent of Box Elder County to establish a Fleet Management Program to provide transportation for Box Elder County employees to perform their assigned duties. The designated Fleet Manager is responsible for the administration of the Fleet. This includes vehicle purchase, replacement, tracking maintenance and service, policies regarding use and care, and budgeting projections. Fleet is defined as car, truck, sport utility vehicle (SUV), trailer, snowmobile, all terrain vehicles (ATV), boat, or other mechanically engineered or motorized vehicle.

Fleet vehicles shall be purchased to meet the needs of County Departments providing a) a safe vehicle, b) quantifiable fuel efficiencies/economy and c) ensuring maximum return in the County's investment of capital. The Fleet Manager will be responsible to evaluate the market place and determine the most appropriate methods of purchasing, leasing, or otherwise acquiring vehicles for use by County employees.

16-1. OWNERSHIP/RESPONSIBILITY

Ownership of all County assets, including vehicles and/or equipment, rests with the County Commission. The Fleet Manager, under the direction of the County Commissioners, manages the Fleet Management Program and assists Department Heads in making informed decisions. The Fleet Manager facilitates purchases on behalf of the Department Heads. Once a vehicle is assigned to a County department, the Department Head and Fleet Manager are responsible for determining how that vehicle will be used to best meet the needs of the organization.

16-2. VEHICLE/EQUIPMENT ROTATION

The County intends to rotate vehicles/equipment to enhance vehicle value. Under this program the service life of a vehicle shall be determined by its warranty coverage and through market experience to be determined by Fleet Management. It shall be the goal of the Fleet Program to replace vehicles prior to or at warranty coverage end to improve and/or reduce maintenance and repair costs, when fiscally viable. The Fleet Manager will oversee the rotation and decide what is in the county's best interest, under the direction of the County Commission.

16-3. FUNDING METHOD- NORMAL REPLACEMENT

A. Vehicles replaced under the Vehicle Replacement Program will be purchased from Capital Project funds, thus enabling those assets to be properly recorded on the County's fixed assets. Department Heads are responsible for preparing CIP budget requests for their departments each year and submitting them to the Fleet Manager who will submit them to the CIP Committee. Requests for replacement vehicles/equipment will identify the vehicle/equipment being replaced by make, model, and year and last six numbers of the VIN using the proper form from the CIP Committee.

B. Under no circumstances will a department be allowed to trade in a vehicle or use

funds from a sold vehicle to purchase a new vehicle. Only funds currently budgeted for vehicles will be allowed in the purchasing process. Funds collected from the disposal of a vehicle at approved auction will be deposited in the Fleet Management Fund.

16-4. PARTICIPATION AND AUTHORITY

All fleet vehicles shall be included in the vehicle replacement program. The County Commission will approve requests for new vehicles/equipment during the budget process. The Fleet Manager will approve the selection of all new vehicles.

16-5. VEHICLE TURN-IN

County vehicles being replaced shall be turned in to the Fleet Manager upon delivery of the new vehicle or in the event a vehicle is no longer needed. Vehicles needing repairs or detailing shall be done in accordance with County policy and paid for by the department turning in the vehicle.

16-6. SURPLUS VEHICLES

After vehicles are declared surplus, they shall be sent for public sale at a designated auction facility. This is coordinated by the Fleet Manager.

16-7. MOTOR POOL/ VEHICLE SHARING

The Fleet Management Program will provide Motor pool vehicles for all departments to use rather than purchasing a vehicle for use on a limited basis. The Fleet Manager will ensure vehicles are upgraded and modernized to maintain the motor pool's operation. The Fleet Manager may designate a department or individual to log or track the use of motor pool vehicles at his/her discretion.

In situations where the need for a specific type of vehicle is cyclical or seasonal in nature, and a similar need for a like vehicle is demonstrated by another department, vehicle sharing is encouraged. This will provide for greater utilization of the asset. Motor pool vehicles will be used on a first-come first-serve basis, unless the vehicle has been reserved in advance.

16-8. MAINTENANCE

- A. All vehicles will receive regular service in accordance with requirements specified by the Box Elder County Commission. Vehicles shall be maintained at locations approved by the Fleet Manager. Any and all warranty work will be coordinated with the Fleet Manager in order to maintain accurate records on the fleet management program. The appropriate service schedule program must be followed. The Fleet Manager will periodically monitor scheduled service of fleet vehicles and shall provide findings to the department head(s). Failure to comply may result in loss of vehicle privileges and discipline as determined by department head or supervisor. Department Heads shall report any vehicle problems or damage to the Fleet Manager and Risk Manager as soon as possible and per County accident policy.

- B. Each employee who is assigned the use of a specific vehicle is responsible to make sure the vehicle is scheduled for maintenance. The employee shall agree to keep the vehicle clean/washed and vacuum the vehicle regularly. It is the vehicle driver's responsibility to maintain any County vehicle in a safe and operable condition and in accordance with the County's Service Level Agreement. Each person who operates a County vehicle shall sign a Service Level Agreement prior to operating a County vehicle. Department Heads shall ensure a Service Level Agreement is signed and on file prior to authorizing anyone to operate a County vehicle.
- C. 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.
- D. **The employee will wear and have all passengers wear their seat belts at all times in County vehicles.**
- E. It shall be the responsibility of each driver to ensure that his/her County vehicle is properly parked and locked while the vehicle is not in use.

16-9. GAS CARD

A County gas card is assigned to each county vehicle. The employee driving the vehicle is responsible for the proper use of the County gas card. This card will stay with the vehicle and/or equipment at all times. A personal security code is a requirement to activate the gas card. The exception would be the Road Department. Every effort will be made by the Road Department to get fuel at the County road shed, unless the driver is out of area, at which time the Gas card will be used.

16-10. VEHICLE DAMAGE

Any damage to any vehicle shall be reported to the ***immediate Supervisor, Department Head, Fleet Manager and Risk Manager immediately.*** Any damage to the vehicle caused by negligence or non-compliance with Fleet Management rules shall be repaired and the cost of the repair shall be charged to the responsible department. If the vehicle operator is found to be negligent and in violation of the service agreement, they will be subject to discipline.

Vehicle Alterations - No County department or employee may make any alterations to or physical changes to any Fleet vehicle without the written consent of the Department Head and Fleet Manager. Altering the vehicle includes glue on attachments, screws, drill holes, additional wiring, or adding unauthorized decals to the vehicle, etc., unless prior approval by Department Head and Fleet Manager has been obtained. Any unauthorized alterations shall be repaired and charged back to the appropriate department.

16-11. REQUIREMENTS TO OPERATE COUNTY VEHICLES AND MOTORIZED EQUIPMENT

The following criteria are required for employees and volunteers to obtain/maintain the privilege of operating a County vehicle.

1. A current Utah driver's license with the correct class for the vehicle operated.
2. Be the age of 18 or older.

3. A license that is not under suspension, revocation or denied.
4. Not be mentally or physically unable to drive safely.
5. Not have a habitual problem with alcohol or drugs.
6. Not be a habitual violator of traffic laws and not have been cited for 2 or more moving violations within the previous (2) years.
7. Operators who have caused two or more vehicle accidents while driving during the course of their employment within a two-year period of time may lose driving privileges or be terminated from employment, if driving/operating a vehicle is a condition of their employment.
8. If convicted of driving while under the influence of alcohol or drugs or of reckless driving within the previous 2 years, the employee must immediately notify Department Head and/or Fleet Manager to obtain authorization to operate County Vehicle.
9. A conviction of driving under the influence of alcohol could result in loss of driving privileges or be terminated from employment, if driving/operating a vehicle is a condition of their employment..
10. Each employee who drives a motor vehicle within the scope of their employment and has an offense as set forth in this section must complete a driver-training course which is approved by, or, offered by the UCIP Mutual, prior to September 1st, of the current year.
11. Each employee who drives a County vehicle within the scope of their employment must complete a driver's training course which is approved by, or offered by, the UCIP Mutual during the first year of employment with the County.
12. All County CDL holders will comply with Federal and State Law regarding the reporting of accidents, citations, or driving convictions involving the CDL holder. (Utah State Code, Annotated 53-3-401-420, Uniform Commercial Drivers License Act).
13. If 65 years of age and above, employee/volunteer must complete AARP Driver Safety Course (or other mature driver program) before driving for the county.

16-12. UNAUTHORIZED USE

The following are unauthorized uses of County Vehicles:

1. Use of County vehicles and/or motorized equipment to transport family members, other employees or private citizens for personal business, recreation, etc. is prohibited.
2. Use of County vehicles for purposes not incidental or germane to Box Elder County business is prohibited.
3. Use of alcohol or any other substances that could impede judgment or the safe operation of County vehicles and/or motorized equipment is prohibited.
4. Use of any tobacco products in County owned designated fleet vehicles is prohibited.

16-13. VEHICLE AVAILABILITY

County vehicles assigned to any one employee may be reassigned for use by other employees at any time as determined by the Fleet Manager.

16-14. COLLISION INVESTIGATION INVOLVING EMPLOYEE AND/OR VEHICLES

If while operating a County-owned vehicle or a privately owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, he/she shall:

1. Request that all parties and properties concerned remain and render assistance at the scene of the accident, if possible, and until a law enforcement representative has released them.
2. All accidents involving County vehicles or persons on duty and actively engaged in County business shall file a report with an appropriate law enforcement agency.
3. Employees are to refrain from making statements regarding the accident to anyone other than the investigating law enforcement representative, appropriate County officials and representatives of his or her own insurance company if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be factual information and statements made to the other party should be confined to exchange of driver's license and insurance information only.
4. **Immediately** inform Department Head, Risk Manager and Fleet Manager of accident.
5. A copy of all police reports, any statements attached thereto and 3 bids for repair shall be forwarded to the Fleet Manager and Risk Management Department immediately after completion of the investigation. The County Risk Manager will report such accidents to the County Accident Review Board and to the County's insurance carrier.

16-15. INCENTIVE PROGRAM FOR SAFE DRIVING

Box Elder County would like to recognize and reward employees who drive safely while in the course of employment and have:

- 1) Not caused any accidents
- 2) Or had any moving violations during the previous year.

For purpose of this policy a vehicle accident will be defined as follows:

An accident that is determined to be the fault of the employee.

OR

An accident that resulted in injury or property loss of more than \$1,000.

1. Each year the employee is Vehicle Accident Free, they will receive a Certificate of Commendation.
2. When the employee has three (3) consecutive years Vehicle Accident Free, they will be eligible for a Special Recognition Dinner sponsored by the Safety Committee and the Department Heads.
3. When the employee has five (5) consecutive years Vehicle Accident Free, they will receive a Gift Certificate.
4. When the Employee has ten (10) consecutive years Vehicle Accident Free, they will receive a Jacket and/or Gift certificate

16-16. FAILURE TO COMPLY

Failure to comply with requirements of this section could result in loss of driving privilege or termination from employment.