

# BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>15.</b>	<b>FLEET MANAGEMENT &amp; TRANSPORTATION – COUNTY WIDE</b>
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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 the purchasing, replacing, maintaining servicing, and tracking of county vehicles; enforcing policies regarding their 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 marketplace and determine the most appropriate methods of purchasing, leasing, or otherwise acquiring vehicles for use by county employees.

## **15-1. 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.

## **15-2. Driver's 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 satisfaction with drivers license history; and
- b. Annually to determine status, restrictions, or modifications.

## **15-3. 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, when possible 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.

#### **15-4. Funding Method- Normal Replacement**

- A. Vehicles replaced under the Vehicle Replacement Program will be purchased from capital improvement project (CIP) 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 for their recommendation. 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 CIP form from the auditor's office.
- 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 appropriate fund.

#### **15-5. 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.

#### **15-6. 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.

#### **15-7. 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.

#### **15-8. Motor Pool/Vehicle Sharing**

The Fleet Management Program will provide motor pool vehicles for 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-served basis, unless the vehicle has been reserved in advance.

## 15-9. Maintenance

- A. All vehicles will receive regular service in accordance with requirements specified by the Box Elder County Fleet Manager. 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 immediately 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 vacuumed regularly. It is the vehicle driver's responsibility to maintain any county vehicle in a safe and operable condition.
- 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. In the 2014 General Session of the Utah State Legislature, Senate Bill 253 passed amending "...the penalties for violating the prohibition on using a handheld wireless communication device while operating a moving motor vehicle." The law makes manipulating a cell phone while driving a Class C misdemeanor. All persons driving a county vehicle shall use a cell phone while driving **only** in compliance with this law. County drivers shall use hands-free wireless communication devices when possible. County drivers shall not use text messaging, use electronic mail, dial a phone number, access the internet, view or record video, or enter data into a handheld wireless communication device while operating a vehicle.

A county employee shall not be prohibited from using a handheld wireless communication device during a "medical emergency, when reporting a safety hazard or requesting assistance relating to a safety hazard or when reporting criminal activity or requesting assistance relating to a criminal activity."

- 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.

## 15-10. 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. Every effort will be made by the road department to get fuel at the county road shed, unless the driver is out of the area, at which time the gas card will be used.

## **15-11. Vehicle Damage**

Any damage to any vehicle shall be reported to the ***immediate supervisor or 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, he/she will be subject to discipline.

**Vehicle Alterations** - No county department or employee may make any alterations to or physical changes to any fleet vehicle or build-up equipment 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.

## **15-12. 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. Alcohol and drugs will not be transported in County Vehicles. Public safety employees transporting evidence is the only exception to this rule.
7. Not be a habitual violator of traffic laws and not have been cited for 2 or more moving violations within the previous (2) years.
8. 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.
9. 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 his or her department head and the fleet manager to obtain authorization to operate a county vehicle.
10. 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..
11. 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.
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 Code, Annotated 53-3-401-420, Uniform Commercial Drivers License Act).

## 15-13. Unauthorized Use

The following are unauthorized uses of county vehicles:

1. Only county employees or approved county volunteers shall operate county vehicles. Use of county vehicles for personal business, recreation and/or for purposes not incidental to county business, is prohibited. County vehicles shall not be used to transport family members, private citizens or any other non-county employees. However, county employees and approved county volunteers who are engaging exclusively in county business may use county vehicles to transport passengers who are not county employees when transporting those non-county employee passengers in a county vehicle is a necessary function of the county employee's job. County employees and approved county volunteers wishing to transport another individual who is not a county employee (spouse, family member, friend, etc.) on county business (for example, out of town training) shall utilize their personal vehicle for such travel rather than a county owned vehicle.
2. With department head approval, county employees may use a county vehicle to participate in an official parade hosted by another local jurisdiction.
3. Use of alcohol, drugs or any other substances that could impede judgment and the safe operation of a county vehicle is prohibited.
4. Use of any tobacco products in a county vehicle is prohibited.

**On-Call Employee exception:** Employees who are "on call" are allowed to use county vehicles for personal and private use only when "on call." This exception includes the Sheriff, Sheriff's Command Staff and the Detective/Strike Force Sergeant who are all considered "on call" 24 hours/day, 7 days/week.

### **Box Elder Sheriff's Office Take-Home Vehicles:**

The Box Elder County Sheriff's Office will allow take home vehicles outside of the county as policy states below for the following positions: Command Staff (currently Sheriff, Chief Deputy Sheriff, Jail Commander, Lieutenants, Emergency Manager, Detective Sergeant, and Buildings Supervisor). Personal Use for these positions is allowed because they are expected to respond to work 24/7.

Detectives will be allowed take home vehicles outside of the county as policy states below. Personal use is allowed with the county issued vehicle while they are "on call" because they are expected to respond to work 24/7 during this "on call" period. Any exceptions to this policy will need to be approved by the Sheriff's Administration in advance, on a case by case basis, as the need arises.

The following positions are allowed take home vehicles outside of the county as policy states below for the following positions: Patrol deputies, corporals, and sergeants; Civil deputies and Sergeants; Court Security Sergeant, and Bailiff Sergeant. These positions are allowed a take home vehicle but no personal use. They are expected to respond to emergency call outs but not a 24/7 response.

### **Take Home Mileage for Outside of County:**

Employees who take home their vehicles and live outside of Box Elder County will be subject to the following use schedule:

In County	No Charge
0-15 miles from County line	\$30/month
15-30 miles from County line	\$50/month
Over 30 miles from county line is not allowed.	

Monthly fees will be incurred for the 1<sup>st</sup>-14<sup>th</sup> of the month and deducted from the employee's paycheck on the first pay period of the month. The second fee set will be for the 15<sup>th</sup> to the end of the month (28, 29, 30 or 31<sup>st</sup>). The second half of the month deduction will be deducted on the 2<sup>nd</sup> pay period of the month. For months with 3 pay periods, a deduction will not occur on the 3<sup>rd</sup> paycheck of the month.

In the event that an employee is not driving their vehicle outside of the county as a take home vehicle, Human Resources will need to be informed the same day payroll changes are due (the Friday the pay period ends). Such instances might include: Leave of Absence, extended Military Leave, FMLA, Administrative Leave without Pay, temporary reassignment, etc. It is the responsibility of the employee to let Human Resources know **in writing** they are not taking the vehicle home so the deduction can be stopped.

**15-14. 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.

**15-15. Collision Investigation Involving Employee and/or Vehicles**

If while operating a county 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, 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 fleet manager will report such accidents to the County Accident Review Board and to the county's insurance carrier.
6. Supervisors will follow the policy outlined in Section 12: Drug-Free Workplace, specifically 12-2 Testing. Post-accident testing is not required unless reasonable suspicion exists that the employee is under the influence of drugs and/or alcohol.

All employees who require a CDL license to perform their job function will be tested following the controlled substances and alcohol use and testing for the

Federal Highway Administration 49CFR part 382. All collections will be performed according to 49CFR part 40.

#### **15-16. Incentive Program for Safe Driving**

Box Elder County would like to recognize and reward employees who drive safely as a primary function of their employment (more than 50% of their work time) 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

A 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 and to receive a gift card of \$10/year of safe driving beginning at \$30 (3 years) and \$10/year thereafter.
3. When the Employee has ten (10) consecutive years vehicle accident-free, they will receive a gift card (\$100/10 years) and an additional \$100 gift card award.
4. When the employee has fifteen (15) consecutive years vehicle accident-free, they will receive a gift card (\$150/15 years) and an additional \$150 gift card award.
5. When the employee has twenty (20) consecutive years vehicle accident-free, they will receive a gift card (\$200/20 years) and an additional \$200 gift card award.
6. Gift card awards will be considered a cash equivalent for income tax purposes.

#### **15-17. Accident Review Board**

The Risk Management 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.

#### **15-18. 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.

**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.

**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.

**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.

**15-19. Failure to Comply**

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