

## **Mono County Vehicle Policy**

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# Mono County Vehicle Policy Manual

## **Purpose of Policy:**

The Purpose of this Vehicle Policy Manual is to:

- Provide uniform rules and regulations that govern the use and operation of vehicles on county business.
- Establish a uniform policy on transportation for officials and employees in the conduct of county business.
- Establish a uniform policy on use of private vehicles in the conduct of county business.
- This vehicle policy does not apply to Sheriff's Department personnel utilizing other county or private vehicles in the conduct of county business.
- This vehicle policy manual has been approved by Resolution \_\_\_\_\_ of the Board of Supervisors, in accordance with Mono County Code, Section 2.83.020.
- This manual is intended to provide a replacement policy for Mono County Code, Section 2.83.030 through 2.83.050, which were repealed by the Board of Supervisors on \_\_\_\_\_.

### **Application of Policy:**

- These rules and regulations shall be applicable to the use of employee-owned, county-owned and county leased passenger vehicles, light trucks, and heavy trucks and equipment by all county officers, employees and volunteers, including elected and appointed Department Heads. They shall also apply to all vehicles used, owned or operated by special districts governed by the Board of Supervisors.
- Under these regulations, elected and appointed Department Heads have basic responsibility for proper use of vehicles assigned to their departments; and the use of motor pool vehicles by their employees.
- In setting forth these rules and regulations, the Board of Supervisors directly and specifically charges the County Administration Officer and each agency / department head with the responsibility of ensuring that all officials, officers, and employees of their agency / department who operate vehicles on county business are thoroughly aware of the contents hereof, and that they comply with these rules and regulations at all times. Violation of these rules and regulations shall constitute a violation of Mono County Code, Section 2.83.060 and 2.83.070.

## **Rules and Regulations**

### **Limitations:**

- Use of a county vehicle for any purpose other than county business is prohibited.
- Transportation of member of any employee's family or of any other person not connected with county business, is prohibited, except for members of families accompanying employees on officially authorized trips.
- Use of a county vehicle other than during an employee's regular working day or officially assigned duty is prohibited.
- Use of a county vehicle to travel to and from an employee's home is prohibited, except as permitted in these rules and regulations.
- Use of a county vehicle for transportation to home or restaurant for meals is prohibited unless in route while on field duty or attending a meeting on official county business.
- The use of employee-owned vehicle use on official county business shall be subject to these regulations.
- Employees assigned a county vehicle on a 24-hour basis shall complete the mileage claim form, monthly, indicating the total business and non-business mileage driven. (Use form entitled "motor vehicle Pool reports of usage").
- Uses of County Road Department vehicles or equipment for any reason other than for Road purpose as defined in Streets & Highways Code, Section 2101, are strictly prohibited.

### **Vehicle Operation:**

- County officers, including elected officials and Department Heads, shall be responsible for the proper use of vehicles by department personnel, in accordance with these rules.
- Employees are prohibited from carrying passengers in county vehicles who are not a party to county business.

- Employees are required to observe all traffic laws at all times. Fines and penalties imposed by a court for violations while on county business are the personal responsibility of the driver.
- Parking citations issued to a county vehicle are the responsibility of the driver. If the employee cannot be identified, then the Department Head responsible for the vehicles shall be responsible.
- All county-owned vehicles are to be maintained under a preventive maintenance program, to ensure safe operation and to reduce unscheduled down times.
- The use of seat belts and shoulder restraints is mandatory.
- It will be the driver's responsibility to report all mechanical defects to the county shop Supervisor, and his / her (driver's) Department Head.

**Accessory Equipment:**

- No county employee shall install or cause to be installed in or on the county vehicle any article of personal property without prior approval of the employee's Department Head.
- County equipment may be installed in privately owned vehicles utilized for county business upon the recommendation of the Department Head and approval of the County Administrative Officer. Upon installation of the county equipment, the owner of the vehicle shall be responsible for any damage, theft or misuse of the equipment involved. The county may assume responsibility for any damage or theft of equipment in writing in advance.

**Credit Cards:**

- Credit cards shall only be used when it is impractical to use county pumping stations. Credit cards may be issued for authorized out-of-county travel. The employee shall promptly return the receipts for any credit card purchase to the county fiscal officer or Department Head.
- Except for use in purchasing other items on an emergency basis, credit cards shall **ONLY** be used for gas and oil purchases.
- The cost of items purchased which are not in compliance with this section shall be recoverable from the employee by the county as a civil debt owed by the employee to the county.

## **Use of Private Vehicles**

### **General:**

The use of privately owned vehicles shall be allowed when such use is determined to be in the best interests of the county, and approved by the County Administrative Officer.

Prior to use of a privately owned vehicle on county business, under the special vehicle allowance program, one or more of the following conditions must be met:

- County officials, elected and appointed Department Heads, and employees approved by the County Administrative Officer shall be eligible for “Special Vehicle Allowances.” Determination of eligibility for a “Special Vehicle Allowance” will be made subject to one or more of the following conditions:
  - Only those persons requiring regular transportation as part of their normal duties, and who travel not less than an average of 500 miles per month on Official County Business.
  - The employee’s duties require that the employee be away from a permanent work station a minimum of 60% for the normal work day, at least three (3) days per week.
  - The position requires the continual availability of a vehicle.
  - The position requires a vehicle with special equipment (emergency equipment).
- All other employees that do not qualify for the special vehicle allowance, but who are occasionally authorized by the Department Head to use a private vehicle shall be eligible for “mileage rates” as approved by the County Administrative Officer.

### **Conditions of Use: (Private Vehicle)**

- A valid California Drivers License shall be in the driver’s possession at all times.
- Private vehicles shall be insured to the minimum requirements as established by law and verification of insurance maintained within the vehicle at all times.
- Proof of insurance for the vehicle shall be filed with the Insurance Department.
- The vehicle shall be in sound mechanical condition, adequate for providing the required transportation in a dependable manner.

- The vehicle provided, shall be a conventional 4 wheeled enclosed vehicle. Under no circumstances is a 2-wheeled or 3-wheeled privately owned vehicle to be used on county business. However an employee may ride his or her personal motorcycle to and from work, but not on county business.
- The vehicle so provided shall be at the sole risk and use of the owner, and such liability and property damage occurring as a result of the use of the vehicle shall be the responsibility of the owner.

### **Mileage Claims:**

- Only those employees authorized private mileage by their Department Head may submit claims for reimbursement. All **CLAIMS** shall be submitted not later than 5 days following the 20<sup>th</sup> of each month in which the mileage is accrued.
- Only those miles traveled in the performance of **OFFICIAL** county business may be claimed as follows:
  - Miles driven to and from an employee's home and the assigned regular work location are not eligible for reimbursement.
  - Miles driven during the work day which vary from a direct route from one county business location to another are considered not eligible personal miles.
  - Employees who do not regularly report to a specific facility and those who occasionally report to different work locations shall claim only the mileage that is greater than the normal commute to their assigned work locations.
  - Employees who are called out in an emergency, excepting on-call employees, during off-duty hours may claim mileage between their homes and the location of the emergency.
  - Employees who are required to attend night meetings or meetings away from the normal work location may claim mileage between their home and the meeting location.

### **Special Vehicle Allowance:**

#### **General:**

The County Administrative Officer may designate an automobile allowance of a specified sum to certain county officials and employees in lieu of the payment of

mileage, and in lieu of a county provided vehicle. An allowance so authorized is permissive and not mandatory upon those to whom it applies.

**Vehicle Allowance:**

Vehicle allowance shall be paid monthly, base upon amounts established by the County Administrative Officer.

**Eligible Classification:**

The following classifications that meet certain conditions for the use of private vehicles, and are approved by the County Administrative Officer, would be eligible for a monthly vehicle allowance.

- Elected and appointed Department Heads.
- Elected officials and officers.
- Designated employees.

Persons on a county vehicle allowance who must use a county vehicle, due to the unavailability of their own vehicle, will reimburse the County at the daily rate equal to the daily rate of their allowance (annual allowance %365).

**Mileage Rates:**

All other employees authorized to use their vehicles on county business will be eligible for monthly payments as follows:

- $\text{Payment} = \text{IRS allowance rate} \times \text{monthly business mileage.}$

**Use of County Vehicle:**

**General:**

It shall be the responsibility of the Department Head to effectively utilize all vehicles assigned to that department.

When not in use on county business, all county vehicles shall, at all times, be kept at designated location on county property, or on county leased or rented property.



## **Overnight Retention of County Vehicles:**

### **General:**

Except of those county vehicles specifically assigned to an individual county official, department head or department, county vehicles shall, when not in use on county business, at all times, be kept on county property, or county leased or rented property. Upon Department Head recommendation and approval by the County Administrative Officer, any vehicle may be granted an exemption from this requirement.

### **Exemptions:**

Justification for overnight retention shall be based upon the following:

- The county official or Department Head is required to participate regularly in official county business after normal business hours.
- The employee who must respond to emergencies which require immediate response and attention during off duty hours for the protection of persons or property, specifically requiring their presence in a supervisory or technical capacity to reduce the emergency. Such emergencies must require immediate travel to the emergency scene.
- On-street parking will not be permitted. The employee using the vehicle must provide off-street parking.
- Temporary overnight retention is permitted:
  - When an employee is returning from an officially authorized trip after working hours or leaving before work hours.
  - When an employee is working on a **Special Assignment** such as a criminal or civil investigation requiring continuous availability of a county vehicle.
  - When an employee requires the use of a county vehicle to attend a meeting or training session in or out of the county, and such assignment has been approved by the Department Head.

### **Procedure:**

- **Permanent Overnight Storage**

Requests for approvals for permanent home storage of county vehicles shall be submitted to the Department Head, who shall then transmit the requests along with recommendations to the County Administrative Officer for approval.

➤ **Temporary Overnight Storage**

Department Heads shall be authorized to grant temporary overnight retention of vehicles to individuals. Such permission shall not exceed a total of seven (7) consecutive nights or ten (10) nights in any one month without the prior written approval of the County Administrative Officer.

**Motor Vehicle Pool:**

**General:**

The motor vehicle pool fleet established is to serve those departments and their employees that do not utilize an assigned vehicle, or furnish a private use vehicle. Operation and use of the motor pool vehicles shall be in accordance with the policy rules and regulations established.

**Operation:**

Motor pool vehicles assigned at Bridgeport and Mammoth Lakes, will be administered by the Public Works Department. Each vehicle will have a trip ticket book, clipped to the operations board, located in the Public Works Department, under the vehicle's key ring, which includes a fuel key.

**Usage-Procedure:**

The user of a vehicle will, before leaving the building, fill in all appropriate information on the trip ticket. On return of the vehicle, the user will fill the vehicle with fuel, enter gallons used, and ending mileage on the form, write new mileage in next sheet, and deposit completed form in collection box.

User will note any operational deficiencies of the vehicle under comments. The user will notify the Shop Supervisor immediately if the deficiencies are deemed serious or hazardous to the use of the vehicle.

## **Vehicle Servicing:**

### **General:**

It will be the Department Head's responsibility to schedule the vehicles assigned to his department for service and maintenance, with timely notice to the Shop Supervisor. The next service mileage will be placed on the dash of each vehicle by the Shop Supervisor.

### **Records:**

Each vehicle will be provided with vehicle fuel report forms. An accurate accounting will be maintained and turned into the Road Department each month, between the 21<sup>st</sup> and the 30<sup>th</sup> of the month. It will be the Department Head's responsibility to insure compliance herewith.

## **Accident / Incident Reporting:**

### **General:**

In case of an accident, it shall be mandatory that the driver of a county vehicle shall immediately complete an accident report on the forms provided in each vehicle. The completed forms are then submitted to the Department Head and Insurance Department for further processing. If the driver is injured and unable to complete the report, either the Department Head or the Insurance Department will complete the forms. Any accident involving injury to any person or damage to property shall be reported immediately to the California Highway Patrol and an investigation requested.

The driver must **NOT** admit fault nor discuss the accident with anyone except law enforcement officers, the driver's Department Head or Supervisor, the Insurance Department or County Counsel.

### **Reporting:**

Employees involved in accidents or incidents involving county vehicles or privately owned vehicles on county business shall complete the standard accident report and incident reports as soon as possible, after the accident, and turn in to the appropriate department official.