

TITLE: POLICIES AND PROCEDURES REGARDING COUNTY VEHICLES

WHEREAS, there are no uniform policies or procedures regarding the assignment and use of County Vehicles;

NOW, THEREFORE, BE IT RESOLVED that the following policies and procedures shall apply to all County owned vehicles:

ASSIGNMENT

1. Assignment of vehicles for conducting County business shall be governed by the availability of vehicles and shall be at the request of the appropriate department head to the Insurance Committee whose decision will be final.
2. Unless the use of a County vehicle to drive to and from work cannot be discontinued because it would violate the principle of past practice and could result in an unfair labor charge , no County employee or officer shall drive a County vehicle to and from work on a regular basis, unless specifically authorized by the Board of Supervisors.
3. An employee on call may be allowed to use a County vehicle to commute subject to the following:
 - a) If required to work, the employee would perform field work.
 - b) The employee's department head has approved the use of a County vehicle while on call.
 - c) An employee on call will be permitted to drive a County vehicle to the designated parking area the evening they are on call or the last scheduled work day before a holiday or a weekend they are scheduled to be on call.
 - d) Unless otherwise authorized by this resolution, department heads who report directly to the Board of Supervisors are not permitted to use County vehicles to commute while on call.
4. Where an employee is scheduled to travel out of County the following day using a County vehicle, and where less travel time and mileage would occur by the employee leaving directly from home rather than leaving from their regular place of work, the employee will be allowed to take a County vehicle home the night before the scheduled travel as approved through the County travel authorization request procedure.
5. The Director of Emergency Services and the EMS/Emergency Management Coordinator are subject to callout in emergency situations, these individuals are authorized to continue to drive a County emergency vehicle to commute to work, for as long as they remain subject to twenty-four hour callout.
6. In emergency or inclement weather conditions, employees in the Public Works Department who are required to check the condition of County roads other than regular business hours may, at the discretion of the Commissioner of Public Works, take a County vehicle home at night.

7. The Sheriff, Undersheriff, and other law enforcement officers excluding correctional staff, are subject to callout twenty-four hours per day, said individuals shall be permitted to drive a Sheriff's vehicle home at night.

VEHICLE RECORDS

All departments who own or have County vehicles assigned to them will maintain the following records:

- a) A listing of department employees authorized to drive County vehicles assigned to them.
- b) Written procedures for the assignment of vehicles.
- c) Written procedures regarding the service and repair of vehicles.
- d) Vehicles logs which identify each vehicle by year, make and number and which include the following information:
 1. The name of driver
 2. Date driven
 3. Purpose of trip
 4. Destination(s) – start and ending point, including all stops
 5. Start and end trip odometer reading

Vehicle logs will be kept on file for the lifetime of the vehicle along with the vehicle maintenance log.

- e) A file of complaints received concerning misuse of County vehicles assigned to their department, including action taken to investigate the complaint, result of the investigation and action taken relative to the employee driving the vehicle if the complaint is substantiated will be maintained by the department. Reports of complaints and action taken must be filed with the Clerk of the Board no later than one week after the complaint is received.

MISCELLANEOUS

1. Except as prohibited by the nature of the work, all County vehicles will be clearly marked Delaware County, numbered, and will show the name of the department.
2. Employing departments shall obtain a New York State affidavit and transcript of the driver's record from the Motor Vehicle Bureau for those potential employees who will operate a motor vehicle.
3. Departments may adopt such additional policies and procedures regarding the assignment and use of County vehicles as they deem necessary, provided such policies are not less than the policies and procedures contained herein.

4. All current and new employees who operate County vehicles shall be given a copy of these policies and procedures and any additional policies and procedures established by the various departments by the department head or appointing authority.

OPERATING REGULATIONS

1. Only authorized County employees, or drivers approved by the Insurance Committee who have a valid driver's license shall operate County vehicles.
2. Only County employees, clients or other authorized individuals who are approved by this Board, shall be transported in County vehicles. Board approval shall consist of a written request by a Department Head submitted on the appropriate vehicle use form followed by approval of the concerned oversight committee, Insurance Committee and Board Chairman.
3. County vehicles shall be used for official County business only, except for stops on the direct route to and from work provided such stops are of a short duration and do not require any additional travel and do not interfere with an employee's work.
4. Under no circumstances shall County vehicles be driven when the operator has been drinking alcoholic beverages or when the driver is under the influence of any drug or medication that would impair his or her ability to drive.
5. Vehicles shall at all times be operated in a safe manner and in accordance with all appropriate motor vehicle laws and regulations.
6. All accidents, damage to property or personal injuries involving a County vehicle shall be reported to the employee's department head or his or her designee immediately. In addition to a verbal report, the driver shall file with his or her department head a New York State Department of Motor Vehicle Accident Report and a copy thereof shall be forwarded to the Clerk of the Board. The Clerk of the Board shall further be notified of all accidents involving County vehicles by the respective department no later than the next business day following the accident.
7. The Clerk of the Board will keep a list of all authorized drivers of County vehicles. The departments shall notify the Clerk of the Board of any changes (additions/deletions) to the list of drivers.
8. The Clerk of the Board shall inform Department Heads of any driver notifications received from the Department of Motor Vehicles. The Department Head will advise the Clerk of the Board of what action, if necessary, was taken within a week of receipt of said notification.
9. All convictions of any moving violations shall be reported in writing to the employee's department head or his or her designee and the Clerk of the Board.
10. County vehicles which are damaged as a result of accidents shall be the responsibility of each individual department to have them repaired. Where the accident is contested as to who is at fault or where another party has been determined to be at fault, the responsible department shall have its vehicle

repaired in accordance with the requirements of the insurance company that will be paying for the repairs. In case of repairs for damages which are attributable to the County employee operating the vehicle, each department shall be responsible for filing an estimate of damages, prior to the commencement of repairs, with the Clerk of the Board for review and approval of the Insurance Committee prior to the commencement of repairs. In the case where an initial estimate for damages exceeds \$5,000 each department shall secure at least a second estimate and file both estimates with the Clerk of the Board for review and approval of the Insurance Committee prior to the commencement of repairs.

DISCIPLINARY PROCEDURES

1. Conviction of driving while intoxicated or while one's ability is impaired while operating a County vehicle may be basis for termination of employment.
2. Loss of a driver's license by an employee required to operate a vehicle as part of their normal duties will be justification for removal of that employee from his or her position.
3. The first conviction of a moving traffic violation other than DWI or DWAI will normally result in a counseling memorandum being issued to the employee; a second conviction will result in a written warning; a third conviction will result in a the loss of the use of the vehicle and/or other disciplinary action. This procedure may be modified based on the nature of the infraction; i.e. a more serious violation may result in an immediate warning or loss of use of vehicle or other disciplinary action, including suspension or termination of employment.
4. The first incident of unauthorized use of a County vehicle will normally result in a counseling memorandum being given to the employee, a second incident will result in a written warning, a third incident will result in the loss of the use of a County vehicle and/or other appropriate disciplinary action. This procedure may be modified based on the nature of the unauthorized use; i.e. a more serious violation may result in an immediate warning or loss of use of vehicle or other disciplinary action, including suspension or termination of employment. Failure to maintain a vehicle log as required or falsification of a log shall be considered as an unauthorized use of a vehicle.
5. Any disciplinary action taken against an employee pursuant to these policies shall be in accordance with appropriate disciplinary procedures established by law.

Any revisions or modifications to this policy shall be done by Board resolution.