



PLACER COUNTY **VEHICLE POLICY**

1.0	PURPOSE.....	2
2.0	DEFINITIONS.....	2
3.0	ADMINISTRATION OF COUNTY VEHICLES.....	3
4.0	USE OF COUNTY VEHICLES.....	7
5.0	COUNTY VEHICLE FORMS	11

1.0 PURPOSE

- 1.1 The purpose of this policy is to provide comprehensive guidance on the procurement, disposal, maintenance, and operation of Placer County owned and leased vehicles, and operation of personal vehicles used for County business. It is the goal of this policy to promote efficiency in the use of vehicles necessary to conduct the business of the County. This policy shall apply to all County employees, and others as defined in Section 4.1.5.
- 1.2 This policy authorizes the County Executive Officer, or designee, to issue and enforce policies promoting cost effective fleet management through efficient vehicle acquisition and disposal, vehicle operation, and vehicle maintenance.
- 1.3 This policy establishes that the Fleet Manager shall be responsible for managing fleet in accordance with accepted best fleet management practices.
- 1.4 This policy establishes that the Fleet Manager shall be responsible for planning, directing, managing, coordinating and supervising procedures for the acquisition, maintenance and repair, replacement and disposal of County vehicles.
- 1.5 This policy establishes that department heads are responsible for the usage of vehicles by their employees as set forth in this policy.

2.0 DEFINITIONS

Assigned Take Home Vehicle (Overnight Vehicle Assignment) – A county vehicle which is used overnight on a daily basis by a county employee for county business and for regular commute to and from the employee’s home and work location, without prior written authorization.

Assigned Vehicles

Department Assigned Vehicle – A county vehicle assigned to a department for county business but not for employee commuting to and from an employee’s home and work location.

Employee Assigned Vehicle – A county vehicle assigned to a county employee for county business but not for employee commuting to and from the employee’s home and work location.

County Pool Vehicle – A vehicle issued from the central motor pool.

County Vehicle – Any vehicle owned or leased by the County.

Designated Parking Area – A county parking facility or lot which has been identified by the County as an acceptable overnight location for parking the assigned county vehicle.

Fleet Manager—The department or agency responsible for management of County vehicle fleet. The Department of Public Works, Fleet Services Division shall be the designated manager of the County fleet, except for Sheriff's Office fleet vehicles, which shall be managed independently by the Sheriff's Office.

Mini Pool – Sharing of one or more vehicles by multiple users within one or more departments.

Personal Vehicle – Any vehicle owned privately by an employee.

Primary Responder – An employee that has primary responsibility for immediate response, to protect life, health, safety, and property, and to maintain and enforce law and order.

Take Home Vehicle Assignee – Employee assigned a Take Home Vehicle.

Work Location – The office or site a county employee reports to perform normally scheduled work.

3.0 ADMINISTRATION OF COUNTY VEHICLES

3.1 Responsibility for Vehicles

The Fleet Manager shall be responsible for County Pool Vehicles and Assigned Vehicles.

Departments who purchase, procure, or lease their own or other vehicles separately from Fleet Services are responsible for the maintenance and replacement of their vehicles.

All County vehicles shall be under the supervision of the Board of Supervisors as to the time and replacement necessary and type of vehicle to be acquired.

3.2 Maintenance of Vehicles

All County vehicles shall be properly maintained, serviced, and kept in proper condition. Proper maintenance records in accordance with applicable laws and industry standards shall be kept for review and inspection by regulatory agencies. County, State, and Federal regulations and standards may include but not be limited to: CHP Biannual Terminal Inspections, Air Resources Board, Waste Management Board, Water Resources Board, Federal Motor Carrier Safety Board, and Federal Transit Administration.

The Fleet Manager shall be responsible for maintenance and records of its vehicles as noted in section 3.1 of this policy. Departments shall be responsible for ensuring vehicles are brought to the Fleet Manager for appropriate maintenance.

All other Departments shall be responsible for vehicle maintenance and records for their own vehicles as noted in section 3.1 of this policy.

3.3 Storing of Vehicles

The Fleet Manager shall designate appropriate parking and storage locations for its vehicles. Departments with Assigned Vehicles shall work with the Fleet Manager to designate parking areas that are appropriate for Department Assigned Vehicles. Department heads for departments who own their vehicles shall be responsible to designate appropriate areas for storing and parking of vehicles.

3.4 Vehicle Marking/Identification

All County Vehicles shall have a prominent County vehicle identification decal affixed. Exceptions may be granted by the County Executive Officer on a case-by-case basis for services, such as law enforcement and public health and safety activities. Requests may be submitted by the department head on the prescribed *Decal Exemption Form*.

3.5 Purchasing and Disposal of Vehicles

The purchase and disposal of vehicles will be determined by fleet needs, usage, and availability of funds.

As part of the annual budget process, Fleet Managers will provide recommended lists of vehicles for replacement to the County Executive Officer.

Annually, all departments will provide a recommended list of their vehicles for disposal to the appropriate Fleet Manager and shall work with the Administrative Services Department to determine the most cost-effective method of disposal.

3.6 Vehicle Fuel Efficiency

All departments that are authorized to acquire vehicles will acquire fuel efficient vehicles for each specified application or use, to the extent possible. This shall include but not be limited to; gasoline-hybrid, electric or other alternative fuel vehicles currently available.

Guidelines shall be developed and implemented by Fleet Managers to minimize or reduce carbon emissions. Alternative forms of transportation for short inter-department commute or travel shall be considered in the program.

3.7 Specialized Vehicles – Sport Utility & Four-Wheel Drive Vehicles

Acquisition of Sport Utility Vehicles (SUVs) and four-wheel drive vehicles shall be limited to specific off road uses and at elevations regularly receiving snowfall

(generally above 5,000 foot elevation), or as otherwise deemed critical by the County Executive Officer for conducting the business of the county.

3.8 Assigned Vehicles - Department and/or Employees Assigned Vehicles

3.8.1 All departmental requests for Assigned Vehicles must be submitted to the Fleet Manager by the department head on the *New Vehicle Request* form along with supporting materials.

3.8.2 Departments with Assigned Vehicles must maintain a usage log showing dates, times, users, destination and purpose. This requirement does not apply to employee-assigned vehicles.

3.8.3 A minimum mileage standard of 7,000 miles per-fiscal year shall be applied as the minimum threshold in evaluating the need for an assigned vehicle. Exceptions can be made by the County Executive Officer based upon the recommendations of the department head and the Fleet Manager.

3.8.4 Employees receiving a County vehicle allowance shall not be eligible to use County vehicles for their sole occupancy nor claim personal mileage reimbursement, except in extraordinary circumstances, without prior approval by the CEO, or designee, or when travel is within the County east of Baxter or outside the boundaries of Placer County.

3.8.5 Departments are encouraged to maximize the sharing of assigned vehicles between employees where it is efficient.

3.9 Assigned Take-Home Vehicles (Overnight Assignment of Vehicles)

3.9.1 Assigned Take-Home Vehicles requested by appointed department heads may be authorized upon recommendation of the Fleet Manager's department head and prior written approval by the County Executive Officer. Requests are to be submitted by the department head on the prescribed *Take Home Vehicle Assignment Request* form along with supporting materials. Elected officials shall submit Assigned Take-Home Vehicle information annually, consistent with provisions below.

Department heads shall report all overnight assignment of County vehicles to the Fleet Manager on January 1 of each year.

Annually, Assigned Take-Home Vehicle assignments shall be reviewed by the department, Fleet Manager, and reauthorized for appointed department heads by the County Executive Officer.

VEHICLE POLICY

- 3.9.1.1 Department heads shall confirm that the employee to be Assigned Take Home Vehicle meets criteria set forth in this policy in order to be eligible for a take-home vehicle.
- 3.9.1.2 The Take-Home Vehicle Assignee shall be a primary responder required to deploy immediately and directly to the incident or emergency from their home.
- 3.9.1.3 The Take-Home Vehicle Assignee does not have the ability to access a County vehicle at designated sites without adversely impacting the employee's ability to arrive at the incident or emergency to protect life or property.
- 3.9.1.4 The Take-Home Vehicle Assignee cannot fulfill primary responder duties by using their personal vehicle with mileage reimbursement.
- 3.9.1.5 Upon assignment, Take-Home Vehicle Assignees and their department head shall complete and sign the Overnight Vehicle Assignment Taxation Determination form and submit it to the Payroll Division of the Auditor-Controller's Office. This form shall be completed annually.

3.9.2 Departments shall maintain a list of all permanently assigned take-home vehicles and provide the list to the Fleet Manager annually or as required.

3.9.3 Temporary overnight use (1-7 days) of county vehicles shall be allowed only upon authorization by the department head of the employee requesting such use.

3.10 Vehicle Pool Sharing

All department heads are encouraged to continue and expand the use of Mini Pools, based upon proximity of departments to one another. Fleet Services shall work cooperatively with each department to implement the consolidated vehicle pools.

3.10.1 Departments using Mini Pools must maintain a usage log showing dates, times, users, destination and purpose. This requirement does not apply to employee-assigned vehicles.

3.11 Fleet Rates and Charges

Through the annual budget process, Fleet Services will recommend to the County Executive Officer vehicle-use charges at a rate per mile, a fixed rate, as well as daily and monthly rates varying according to vehicle classification.

Monthly, departments will be charged by Fleet Services, the approved vehicle-use rates for the use of vehicles by departments in the County Vehicle Pool and/or vehicles assigned on a permanent basis.

4.0 USE OF COUNTY VEHICLES

4.1 Operator Requirements

4.1.1 Each employee shall be responsible for proper use, care, and operation of the County vehicle which is assigned to them, including completion of the vehicle trip log. Employees operating county vehicles shall operate such vehicles at a reasonable and safe speed and in a safe, courteous, and legal manner.

Department heads shall be responsible for the proper use of vehicles by departmental personnel.

4.1.2 No person shall operate any county vehicle who does not have issued to them and in possession, a valid California driver's license, or other license as may be necessary to perform their job, which must be on file with the department prior to operating a vehicle.

4.1.3 All persons operating vehicles on County business must be insured and properly licensed. Departments may require a record of automobile insurance coverage for each employee using a private vehicle for County business. When an employee uses a private vehicle for County business, the employee's insurance coverage will be the primary coverage.

4.1.4 Fines and penalties imposed by a court for violations while on County business are the personal responsibility of the driver in accordance with California Vehicle Code 40200(a).

4.1.5 All persons operating County vehicles shall be County employees or such other persons acting for and on behalf of the county as the Board of Supervisors may designate.

4.1.6 When using County vehicles, passengers must be limited to County employees or travelers engaged in County business except when the County-authorized travel includes prior department head approval for spouses, companions, or other family members, citizen ride-alongs, or when providing emergency assistance to the public.

4.1.7 Employees are to operate County vehicles:

4.1.7.1 In an ordinary, reasonable manner with the intended use of the vehicle and not use in activities that may damage the vehicle.

VEHICLE POLICY

- 4.1.7.2 Consistent with all safety and legal requirements of the county, state or jurisdiction in which they are located.
- 4.1.8 When cargo, materials, or tools are being transported in County vehicles, operators are responsible for ensuring that all items are properly secured.
- 4.1.9 Employees transporting children as part of their job responsibilities shall comply with state regulations regarding the use of child safety restraint systems.
- 4.1.10 Employees shall operate County vehicles and personal vehicles used for County business in accordance with the California Vehicle Code.
- 4.1.11 No employee shall ever operate a vehicle when under the influence or impaired by illegal substances, prescription drugs, or alcohol. Possession of alcohol, illegal substances, or other intoxicating substances in the vehicle is prohibited, with the exception of law enforcement and probation officers, and staff authorized to transport items as part of their duties. All fines and penalties related to this policy are solely the responsibility of the driver.
- 4.1.12 Carrying of firearms and other weapons held to be a per se deadly weapon under Penal Code section 245 is prohibited with the exception of law enforcement and probation officers, and staff authorized to use firearms to euthanize injured and/or nuisance wildlife.
- 4.1.13 All County employees shall review and sign the *Vehicle Use Agreement* prior to operating any County vehicle.
- 4.1.14 No employee under the age of eighteen (18) shall use a wireless telephone while driving on county business. Employees eighteen (18) years and older shall minimize the use of wireless telephones while driving on county business whenever possible. Wireless telephone use while driving county vehicles, or while driving personal vehicles on county business is strictly prohibited unless the wireless telephone is equipped with a hands free device and is used in compliance with California Vehicle Code Sections 23123 and 23124. This provision applies to the use of both employer issued and personally owned cellular phones. As provided for in Vehicle Code Section 23123, exempt from this clause are emergency service professionals using wireless telephones while operating an authorized emergency vehicle during the course/scope of their duties.

4.2 Personal Use of County Vehicles Prohibited

All County vehicles are to be used solely for County business.

4.3 Use of Personal Vehicles for County Business

- 4.3.1 Department heads shall be responsible for authorizing use of privately owned vehicles on County business.
- 4.3.2 Mileage reimbursement is limited to the non-taxable rate permitted by the Internal Revenue Service (IRS).
- 4.3.3 Reimbursement at the IRS rates will be considered complete payment of expenses for the employee's use of their own vehicle, including insurance, repairs, fuel, and other related costs except that employees will be reimbursed for the actual cost of toll fares, installing and removing tire chains in inclement weather, and non-recoverable insurance deductibles in case of an accident that is not the fault of the employee.
- 4.3.4 When an employee uses a personal vehicle to travel between home and training or meeting site at a location other than a designated work location, the mileage reimbursement is calculated upon the distance measured from the employee's home or designated work location, whichever is less.
- 4.3.5 Employees who use their own vehicle for County business are required to maintain liability insurance on their vehicles as set forth in the financial responsibility section (16020) of the California Vehicle Code (\$15,000/\$30,000 public liability and \$5,000 property damage). Annually, departments shall submit proof of insurance for any employee driving a personal vehicle on County business to the Risk Management Division.

4.4 Reservation of County Pool Vehicles

- 4.4.1 Department heads, or their designee, shall request and Public Works may approve the use of County pool vehicles.
- 4.4.2 Departments shall request County pool vehicles utilizing the *Vehicle Pool Reservations* form located on the countywide "V:\County Vehicles" folder. This form will be printed out, filled out completely, including signature of the department head or their designee confirming that the employee will use the vehicle to conduct County business. The form will be delivered to Fleet Services in person, or scanned and emailed to "Placer County Pool Cars" <poolcars@placer.ca.gov>. Fleet Services will confirm the reservation.
- 4.4.3 Employees shall pick up vehicle keys and fuel cards at the County Fleet Service Station, inspect the vehicle, and note any damages or faulty equipment to Fleet Services prior to leaving with the vehicle.
- 4.4.4 All County pool vehicles are to be returned to the County Fleet Service Station by the end of the business day, unless approved for temporary overnight use. A

drop box for the keys and fuel card is available if the County Service Station is closed for the day.

4.5 Fueling Fleet Vehicles

4.5.1 Whenever possible, County vehicles shall obtain their fuel from County service stations. County fuel cards may be used at non-county stations if driving to a county station is not practical. County credit cards may be used when they have been properly issued by authorized personnel.

4.5.2 Employees must ensure the vehicle has at least a $\frac{3}{4}$ tank of gas after use, and is full before leaving the County so as to minimize fueling outside the County.

4.5.3 When purchasing fuel, drivers of gasoline powered vehicles are required to purchase regular grade (unleaded) fuel only at self-service pumps.

4.5.4 Employees must report lost keys and/or fuel cards to Fleet Services immediately.

4.5.5 Fuel cards cannot be used for any personal use.

4.6 Vehicle Accidents or Vehicle Breakdowns

4.6.1 Each County vehicle shall possess an *Accident Information Packet* which includes instructions that the employee shall follow in the event of an emergency.

4.6.2 In the event of an accident involving a County vehicle, employees are to make notifications consistent with the *Accident Information Packet*, located in the vehicle.

4.6.3 Each County employee and their department head is responsible for ensuring the employee reports all accidents, occurring in County vehicles and personal vehicles when on county business, on forms the prescribed by Risk Management. The forms shall be provided to Risk Management within 24 hours of the accident. The Vehicle Accident report form is located on the V drive, under Risk Management/Forms.

4.6.4 Each county employee shall notify their department head of every citation issued to him or her for a moving violation involving the use of a County vehicle or their own vehicle when engaged in County business.

4.6.5 In the event of a County vehicle breakdown, employees are to refer to the Accident Information Packet which contains contact information in the event of an emergency. Employees are to contact the appropriate Fleet Manager in the event of a vehicle breakdown.

If the Fleet Manager is not available, employees are to contact Sheriff's Dispatch, their immediate supervisor, and inform the Fleet Manager of the vehicle's location at the earliest opportunity.

5.0 COUNTY VEHICLE FORMS

The following forms are available on the County network intranet, iPlacer-PAM-PolicyForms

- a) New Vehicle Request form
- b) Permanent Overnight Vehicle Assignment Request form
- c) Overnight Vehicle Assignment Taxation Determination form
- d) Decal Exemption form
- e) Vehicle Pool Reservations form
- f) Vehicle Use Agreement
- g) Trip Log