



VEHICLE MANAGEMENT & USE POLICY

Approval Date

VEHICLE USE

Overview

It is the intent of Williamson County to operate county-owned or leased motor vehicles (Fleet), equipment, and personal vehicles used on county business in the safest manner possible. We will only allow drivers who meet our hiring criteria to drive on county business and expect our drivers to comply with our safety policies and procedures and state law in order to do our part to make the roads as safe as possible.

Purpose

To outline Williamson County's commitment to, and expectations of, those who operate county-owned or leased vehicles, equipment, and personal vehicles used while conducting county business.

Application

This policy applies to all employees who operate motor vehicles and equipment while conducting county business. This includes county-owned or leased vehicles, equipment, and personal vehicles while conducting county business. This policy is not intended to supersede any departmental policy that may be more stringent or restrictive.

Program Coordinator

The Human Resources Risk Coordinator has been designated as the county contact with the insurance carrier. The coordinator shall be the person designated to receive most reporting forms mentioned in this policy. The Safety Coordinator has primary responsibility for accident prevention, safety training, and accident investigation. Elected officials/department heads, managers and supervisors are designated to enforce the policy at the departmental level.

County Responsibilities

The county will:

- Provide vehicles that meet all federal/state mandated safety requirements.
- Require driving records at the time of hire for all drivers that will be assigned to operate county-owned or leased vehicles and equipment on county business.
- Maintain a list of drivers authorized to operate county-owned vehicles on county business.
- Support and enforce the County Vehicle Management & Use Policy.
- Check driving records for county employees who operate their personal or leased vehicles on county business, if requested to do so. (The county's insurance carrier will perform an annual check of drivers who operate county-owned or leased vehicles).
- Notify officials and department heads of status changes involving employees who operate personal and county-owned or leased vehicles.

Specific Policies and Procedures

I. County-owned or Leased Vehicles and Equipment (Note: references to leased vehicles and equipment do not apply to rental cars or vans used on a temporary basis for employee travel or other approved temporary uses.)

Driver List

All employees that will operate a county-owned or leased vehicle and equipment on county business must be on the list of approved drivers. The list will indicate the driver's qualification status. The list will be maintained by the County Safety Coordinator. Only drivers on the list may operate county-owned or leased vehicles and equipment. Any changes in employee qualifications will be reported to the County Safety Coordinator. All new drivers and new hires employed into positions which require driving a county-owned or leased vehicle and/or equipment shall be listed on a payroll action sheet, which will be forwarded to the County Safety Coordinator, who will then add the employee's name to the list of approved drivers.

Driver Qualifications

Every driver on the driver's list must meet the point qualification for drivers as shown in Appendix A., *Driver Qualification Criteria*. Each driver of county-owned or leased vehicles and equipment will have a MVR check on an annual basis. Traffic violations on or off the job will be counted against drivers for insurance and employment purposes. Drivers not meeting the qualification standard may be removed from positions requiring driving. Drivers removed from positions requiring driving may be reassigned according to specific department policies if they qualify for currently available positions that do not require driving. If they do not qualify for a current position that does not require driving, they may be terminated.

Safe Vehicle Operation

Drivers will operate vehicles and equipment in a safe and lawful manner and do what is reasonably expected to avoid fleet incidents/crashes and injuries to passengers.

Vehicle Restraints

Drivers will ensure that all occupants of the vehicle wear seat belts at all times when possible, when the vehicle is in use. Passengers should not travel in vehicles that are not equipped with restraints in areas of the vehicle intended for cargo or where seats with restraints are not available.

Vehicle Security

All vehicles should be locked when not in use. Vehicles should be parked in a secure location and valuables should be secured out of sight when the vehicle is not in use.

Driving Records

Drivers are expected to maintain a driving record that allows them to meet the qualification criteria outlined in Appendix A.

Operating Vehicles While Impaired

Drivers shall not operate the vehicle/equipment while under the influence of drugs, alcohol or under any other conditions in which the driver's ability to operate the vehicle or equipment safely is inhibited or impaired. Employees who violate this policy will be subject to immediate disciplinary action, up to dismissal from employment. See the Williamson County Drug Free Workplace Policy for further information.

Smoke-Free Workplace

In conjunction with an organization-wide Wellness Program, the county has adopted a policy prohibiting smoking within county buildings or offices. The use of tobacco products in county-owned vehicles, and equipment is also prohibited.

Vehicle Inspection

It is the responsibility of fleet users to perform routine pre and/or post inspections on vehicles and equipment. Departments should establish policies to insure that checks are accomplished. Inspection criteria may vary for each county office or department, and for each type of vehicle or equipment. Therefore, inspection criteria should be coordinated with and approved by Fleet Services. The following are basic rules of thumb for inspecting vehicles and equipment that are recommended for individual department policies.

Pre Trip Inspection:

1. Perform a visual walk around inspection of the vehicle for fluid leaks or obvious damage.
2. Inspect the following fluid levels where appropriate.
 - a. Engine oil
 - b. Battery fluid levels
 - c. Cooling system level
 - d. Hydraulic oil
 - e. Transmission fluid (after warm up)
 - f. Inspect the engine compartment for loose or frayed belts, hoses, etc.
 - g. Check tire pressure to insure compliance with the manufacturer's specifications.

Vehicles with defects that affect the vehicles' safety should not be driven until the vehicle is repaired.

Vehicle Maintenance

The vehicles and equipment owned or leased by the county are on a preventative maintenance schedule based on miles or hours of operation. Any repairs needed to ensure the safe operation of the vehicle/equipment shall be performed prior to the vehicle being used.

Vehicle Operation

Drivers should operate the vehicles/equipment per the guidelines in the manufacturer's operating manual. Guidelines regarding not using cruise control in adverse weather conditions must be followed. Drivers are expected to be familiar with a vehicle/equipment prior to using it and be able to operate lights, horn, emergency flashers and other equipment.

Non Business Use

Drivers shall not permit the vehicle to be in custody or control of, or to be operated by, any person not authorized to operate a county-owned or leased vehicle.

Unauthorized Use

Employee agrees to indemnify and hold harmless Williamson County from and against any and all losses, costs, judgments, damages, claims or liabilities growing out of or resulting from any unauthorized use of a county or leased vehicle or from use of said vehicle by an unauthorized driver having care, control or custody of said vehicle.

Fleet Incident/Crash/Vandalism Reporting

Drivers must report all fleet incidents/crashes/vandalism involving a county-owned or leased vehicle and equipment to the proper chain of command in their department. Prompt reporting is essential to limit liability, and employees are expected to report all fleet incidents/crashes as soon as possible. The designated department representative shall report all fleet incidents/crashes/vandalism to the County Risk Coordinator in Human Resources as soon as possible using the Williamson County Fleet Incident/Crash/Vandalism report. Departments may use a departmental form, as long as the form contains at a minimum, the information contained in the Williamson County Fleet Incident/Crash/Vandalism report.

A fleet incident/crash shall be defined as any damage incurred to a county-owned or leased vehicle or equipment regardless of fault. This shall include collisions involving other vehicles and equipment, obstacles, pedestrians, animals, overturning, jackknifing, vandalism and other damage that is not considered normal wear and tear. Vandalism shall be defined as the act of maliciously damaging county-owned or leased vehicles or equipment. Fleet incidents are those that would be considered minor due to the cost of repairs or that cause no damage to the county-owned or leased vehicle/equipment, and minimal damage to property, obstacles, and animals.

All fleet incidents/crashes involving county-owned or leased vehicles and equipment must be reported to the employee's supervisor or dispatch immediately unless the employee is injured and unable to do so.

If an employee is involved in a crash, the following procedures apply:

- (1) Contact Department foreman, supervisor, or department designee or call 911 to report the crash. Request EMS if anyone has been injured.
- (2) Wait for the emergency responders.
- (3) Do not attempt to assist any injured parties except under the direction of a law enforcement officer or a medical responder unless conditions exist that will cause further injury or death if immediate actions are not taken (i.e. drowning, proximity to fire).
- (4) Get the names, addresses, and phone numbers of all witnesses to the crash.
- (5) Note the location, time of day, weather, and road conditions.
- (6) Provide only your name, department, and the department phone number to others involved in the crash.
- (7) Answer any question asked by the responding law enforcement officer.
- (8) Do not admit any guilt or liability.
- (9) Department designee shall fill out a Williamson County Fleet Incident/Crash/Vandalism report and provide a copy to the County Risk Coordinator in Human Resources.

Crash Investigation and Data Analysis

- (a) The County Safety Coordinator will review all fleet incidents, crashes, and vandalism involving county-owned or leased vehicles/equipment, and report findings to the elected or appointed department head or his or her designated person. In investigations, the County Safety Coordinator may assist with determining facts and whether the employee was at fault.
- (b) When the facts are known, the foreman, supervisor and/or department designee, and the Safety Coordinator determine the best strategy to prevent a recurrence of this type of fleet incident, crash, and or vandalism. The official or department head reviews the findings and recommendations and is responsible for implementing corrective action.

Claims Settlement

- (a) A department designee must report all crashes to the County Risk Coordinator using the Williamson County Fleet Incident/Crash/Vandalism report. Texas Association of Counties Loss Notice form will be required when crashes involve a third party.
- (b) The department designee shall work with the insurance carrier and the County Risk Coordinator on any further follow up information needed to settle claims.
- (c) If the other party is at fault in a fleet incident, crash, or vandalism with a county-owned vehicle or equipment, then the County Risk Coordinator, working with the department designee, is to file a claim with the other party's insurance. The county's insurance carrier can assist with this process. Contact the County Risk Coordinator for assistance.
- (d) The department designee County Risk Coordinator shall work with the other party's insurance carrier and the departmental designee to settle claims against the other party.
- (e) The County Risk Coordinator shall forward a copy of the Fleet Incident/Crash/Vandalism report to the County Auditor once the costs of all damages have been determined.

Fleet Incident/Crash/Vandalism Review

Each fleet incident/crash/vandalism involving a county-owned or leased vehicle or equipment will be reviewed by the department to determine if the driver did everything they reasonably could to avoid the crash. Each fleet incident/crash/vandalism will be classified as preventable or non-preventable. Fleet incident/crash/vandalism preventability will be used in determining a driver's qualification to operate county-owned or leased vehicles and equipment.

Motor Vehicle Records

Williamson County employees must exercise the utmost care in the use of county-owned or leased equipment and vehicles to minimize damage. In order to reinforce the importance of individual responsibility for complying with this policy and preventing accidents, the policy requires that corrective action be taken against drivers who exceed the point totals in the Driver Qualification Criteria found in Appendix A.

The County Safety Coordinator or a designated supervisor in each office or department will, when records are available, review all written and photographic information that is relevant to an

accident and review the driving records of the employee(s) involved in an accident for the preceding 36 months.

Next, there will be a review of the Driver Qualification Criteria and a levy of any corrective action based on the information gathered. Departments shall document their findings, and place a copy of the findings in the department's personnel file. A change in an employee's point system shall be given to the County Safety Coordinator to update the County Driver Qualification listing for insurance purposes.

An at-fault fleet incident/crash within the last three years will revoke an employee's excellent driving status and is grounds for corrective action. Depending on the circumstances surrounding each fleet incident/crash, the following corrective actions are possible:

| | | | |
|-----------------|-----------------|------------------|-------------------|
| Oral Counseling | Driver training | Driver education | Written reprimand |
| Suspension | Probation | Termination | |

A conviction for one of the following violations, barring appeal, will permanently disqualify a driver from being considered for positions that require operation of county-owned or leased vehicles or equipment:

1. Driving under the influence of alcohol or a controlled substance
2. Refusing to submit to a test to determine alcohol or controlled substance concentration
3. Leaving the scene of a crash
4. Vehicular manslaughter/homicide
5. Using vehicle to commit a felony
6. Losing your license or driving while license is suspended

Drivers with 12 points or more in the last three (3) years will be removed from positions requiring operation of county-owned or leased vehicles or equipment. Drivers removed from positions requiring driving may be reassigned according to specific department policies if they qualify for currently available positions that do not require driving. If they do not qualify for a current position that does not require driving, they may be terminated. In case of an arrest for a violation listed above, the official or department head may, based on business necessity, take appropriate action, up to and including dismissal from employment.

Right of Appeal—Current Employees

With the approval of an employee's elected official or department head, an employee of the County as of September 26, 2006, may appeal a disqualification not based on items 3,4, or 5, above, to the County Fleet Committee, provided that such an employee has not been arrested or charged with a violation carrying a point factor rating of 4 or higher (see Appendix A) in the 12-month period preceding the date of the appeal hearing. The County Fleet Committee may, at its discretion, after due consideration of the County's best interests and the recommendation of the official or department head, consider lifting the disqualification or restricting an employee's vehicle or equipment operation in lieu of permanent disqualification.

Right of Appeal—After September 26, 2006

With the approval of the elected official or department head, a person hired by the County on or after September 27, 2006 or an applicant for a county position to be filled on or after that date, may appeal a disqualification not based on items 3,4, or 5, above, if the employee or applicant

has not been arrested or charged with a violation carrying a point factor rating of 4 or higher (see Appendix A) in the 36-month period preceding the date of the appeal hearing. The County Fleet Committee may, at its discretion, after due consideration of the County's best interests and the recommendation of the official or department head, consider lifting the disqualification or restricting the employee or applicant's vehicle or equipment operation in lieu of permanent disqualification.

Post Fleet Incident/Crash Training

Drivers with violations, fleet incidents and/or crashes may be required to complete safety or fleet safety program training.

Motor Vehicle Record (MVR) Checks

Motor vehicle record checks for drivers or operators of county-owned or leased vehicles and equipment will be performed annually by the automobile insurance company. Departments may also request a MVR check at any time on any employee who operates a county-owned or leased vehicle or equipment. The County Safety coordinator will review vehicle record reports and make appropriate recommendations.

Offices and departments will require new hires who will be assigned to operate county-owned or leased vehicles and equipment to provide a copy of their MVR to the department, and the MVR will be taken into account in making hiring decisions.

Drivers of county-owned or leased vehicles or equipment must notify their supervisor when any on or off the job changes in the following occur:

- Citations for driving-(moving violation) related offenses
- Citation for No Liability Insurance
- Loss of drivers license
- Convictions for driving-(moving violation) related offenses
- Changes in the ability to operate a motor vehicle due to injury or illness that impacts safe operation of the vehicle

A copy of this notification will be given to the County Safety Coordinator to update the County Driver Qualification listing for insurance purposes.

Driver Training

It is recommended that every employee who will operate a county-owned or leased vehicle or equipment be trained in safe operation through their department.

Program Acknowledgement

Drivers will read and sign the Vehicle Management & Use Acknowledgement Form upon receiving a county-owned or leased vehicle or being assigned to operate county-owned or leased equipment. Drivers will return the signed form to their department designee or supervisor. The original Driver Acknowledgement Form must be sent to the Human Resources Department.

II. Personal Vehicles Used on Williamson County Business

Safe Vehicle Operation

Drivers operating personal vehicles used on county business and drivers operating other non-county vehicles on county business will operate the vehicles in a safe and lawful manner and do what is reasonably expected to avoid crashes and injuries to passengers.

Vehicle age and condition:

Vehicles should be in good mechanical condition and be maintained according to the manufacturer's standards. Vehicles that have mechanical defects or do not have a good appearance due to age, damage, rust, etc., should not be used on county business. Department designees should change driving assignments when there is a clear indication that an employee's vehicle may be unsafe.

Insurance limits:

Every vehicle used on county business must have liability coverage at least at the minimum levels required by state law.

Verification of coverage:

Employees operating their own vehicles on county business must be able to provide proof of insurance in case of a traffic violation or crash.

MVR criteria:

Employees should meet the same MVR criteria as county-owned vehicle drivers as outlined in Appendix A of the program.

Passengers while on county business:

It is recommended that no non-business passengers should be in the vehicle when the vehicle is being used on county business.

Seat belts:

Drivers should ensure that all occupants of the vehicle wear seat belts at all times when possible, when the vehicle is in use. Business passengers should not travel in vehicles that are not equipped with restraints in areas of the vehicle intended for cargo or where seats with restraints are not available.

Towing trailers on county business:

Towing of trailers while on county business is prohibited, unless approved by the employee's official or department head as necessary for legitimate work-related duties. Trailers owned by the county should be towed by county-owned or leased vehicles.

Fleet Incident/Crash Reporting

All fleet incidents/crashes involving personal or leased vehicles used on County business must be reported to the proper chain of command in the department. The designated department representative shall report all incidents/crashes to the County Risk Coordinator in Human Resources as soon as possible using the Williamson County Fleet Incident/Crash/Vandalism report. Departments may use a departmental form, as long as the form contains at a minimum, the information contained in the Williamson County Fleet Incident/Crash/Vandalism report.

Crash Investigation and Data Analysis

The County Safety Coordinator will review all fleet incidents and crashes involving personal vehicles used on county business and report findings to the Elected or Appointed Department Head or his or her designated person.

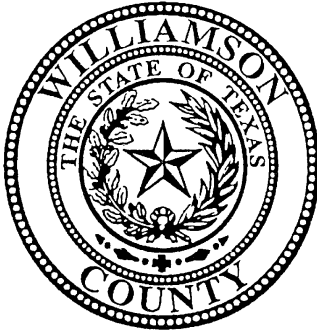
When the facts are known, the foreman, supervisor and/or department designee, and the Safety Coordinator determine the best strategy to prevent a recurrence of this type of incident, or crash. The official or department head should review the findings and recommendations and implement corrective action.

Fleet safety policies:

Employees using personal vehicles on county business may be required to comply with all of the policies as outlined in the Vehicle Use Section. (Employees using personal vehicles on county business whose driving records, upon review, show violations listed in Appendix A, may be subject to the disciplinary actions listed in Appendix A.)

Program Acknowledgement

Drivers will read and sign the Vehicle Management & Use Policy upon being authorized to operate a personal vehicle on county business. Drivers will return the signed form to their department designee or supervisor.



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FLEET MANAGEMENT PROGRAM

SECTION I

The County's vehicles and equipment are critical components in providing efficient and effective services to the residents of Williamson County. Our goal is to make certain that the vehicles/equipment are the right ones for the job and are acquired at the lowest cost possible, maintained properly and efficiently as possible and ultimately sold for the highest dollar available.

SUMMARY

- A.** Define management of county vehicles assigned to drivers that meet criteria outlined in the Vehicle Use Section.
- B.** Establish policy and procedures designed to prolong vehicle/equipment life while minimizing costs.
- C.** Establishes a County Fleet Committee in accordance with County Budget Order.
- D.** Centralizes fleet accountability and control under the direction and guidance of the County Fleet Committee (CFC).
- E.** Establishes and defines functional responsibilities.
- F.** Defines:
 - 1. Rolling stock.
 - 2. Unit of Equipment
 - 3. User department
 - 4. Under utilization
 - 5. Types of County Vehicles
- G.** Section II outlines Fleet Services' responsibilities.

POLICY

- H.** This policy is applicable to all County departments regardless of funding source. Note: Exceptions can be made by user departments, fleet services, and purchasing on specialized equipment.
- I.** The CFC shall be comprised of the Fleet Director, Commissioner's Court member, Safety Coordinator, Risk Coordinator and the Assistant Budget Officer. The Purchasing Director will be a non-voting member of the Committee.

- J. All fleet management practices will be conducted between user departments and fleet services in accordance with pre-established operational procedures.

FUNCTIONAL RESPONSIBILITIES

- K. Fleet Services shall be responsible for centralized vehicle and equipment management to include administration, servicing, operations facilities, acquisition, replacement, utilization, cost, and management information.
- L. User departments are responsible for insuring assigned equipment is maintained in a safe and efficient manner at all times; in accordance with County Asset Policy.
- M. The Director of Purchasing is responsible for disposing of rolling stock equipment in accordance with County Asset Policy.

DEFINITIONS

- N. Rolling stock – equipment with engines over 20 HP; rolling equipment with a replacement value exceeding \$5,000 and trailers with a gross load capacity exceeding 1500 pounds.
- O. Unit of equipment – equipment assigned a Four digit Fleet Services control number and listed on the county's equipment inventory listing, the maintenance of which is principally performed by Fleet Services.
- P. User department – a County department which utilizes and has responsibility for managing rolling stock assets and certain other equipment for which maintenance and repairs are performed by Fleet Service.
- Q. Under Utilized – As a general guideline, any vehicle that is driven less than 7,000 miles/year. Exceptions to this guideline include: specially equipped vehicles that serve a vital function but are used more for accomplishing an assigned task rather than for transportation needs and vehicles located at remote locations.
- R. "County-Owned Vehicle" shall mean any motor-driven vehicle which: 1) Either has or, in accordance with County Policies, Procedures, and Regulations, should have its title registered in the name of Williamson County and is licensed for use on public roads and 2) Is designed primarily to transport people, rather than to transport cargo or to perform some mechanical function, such as excavation or road grading. Pick-up trucks shall be presumed to be designed primarily to transport people. Such vehicles will be defined in the following categories:
 - 1. Primary Patrol Vehicle – Vehicles used for patrol and traffic enforcement in the Sheriff's Department only. This vehicle will be equipped with a patrol package including light bars, siren with speaker, grill guard, and all the electronics and radio equipment necessary for protection and safety. Primary patrol supervisor units are considered a primary patrol vehicle. These vehicles are replaceable vehicles.
 - 2. Primary Vehicles – Vehicles which have been approved by Commissioner's Court to perform necessary duties by a department and are not Primary Patrol vehicles or an Auxiliary vehicle. These vehicles are replaceable vehicles.

3. Auxiliary Vehicles – Vehicles that have already been replaced but Fleet Services has determined still has a useful life. Other vehicles that are considered to be auxiliary vehicles could include donated vehicles, surplus vehicles, grant vehicles or other out of the ordinary purchases. These vehicles are not replaceable vehicles.
4. Turn-In Vehicle – Vehicle that has been replaced or is no longer needed by the department shall be turned in to Fleet Services.
5. Surplus Vehicle – Vehicle which has been deemed unusable by the county. These vehicles will be in the control of the Fixed Asset Manager and disposed of in accordance with county policy.

SECTION II

FLEET MANAGEMENT PROCEDURES

BUDGET

- A. Fleet Services shall operate as a cost center utilizing an internally funded budget.

EQUIPMENT USE PARAMETERS:

- B. Life parameters for each class of equipment will be recommended by user department(s) and Fleet Services. The CFC will have final authority.
- C. Units meeting pre-established replacement criteria will be evaluated by Fleet Services in partnership with the user department to determine if replacement is necessary or if life extension, i.e. rebuild, would be more cost effective.

EQUIPMENT UTILIZATION:

- D. Fleet Services will annually identify and submit to CFC and user Department(s) a listing of vehicles and equipment classified as being under utilized. User department(s) desiring to retain vehicles and/or specific equipment must submit justification through established criteria developed by the CFC. CFC shall determine retention status, i.e. retain in assigned department, reassign to another department, or use for some other organizational purpose.

EQUIPMENT STANDARDIZATION:

- E. To facilitate standardization of Fleet composition for cost savings and overall maintenance; each fiscal year user departments will submit recommendations for what will constitute a primary vehicle and/or auxiliary vehicle as applicable. Recommendations should include but are not limited to: standard equipment, specifications, and any reasonable additional costs the county can expect to incur for the purchase and make ready of requested equipment prior to being placed into service. The CFC will review recommendations during the budget process to assess the most reasonable and cost effective options for the county.

EQUIPMENT REPLACEMENT:

- F.** Fleet Services at Budget time of each year shall submit to the user department Directors a list of vehicles and equipment recommended for replacement. Department directors shall then have ten (10) working days to concur and/or submit supporting data for recommending otherwise. Fleet Services will have five (5) working days to reconsider or maintain initial recommendation. CFC will review the overall list and any non-concurrence issues. Approved list will be submitted to the Risk Coordinator to reconcile with county insurance records.
- G.** The listing will include the suggested replacement standard for each unit; whether a unit should be replaced by a similar unit or by a different type; i.e. a larger truck chassis; a van for a car or pickup, etc.
- H.** Departments desiring deviations to the recommended replacement listing or suggested replacement standard shall submit a written request to the County Judge office through Fleet Services. The request shall include specific, detailed analysis supporting the requested change. CFC will review the overall list and any non-concurrence issues.
- I.** Requests for replacements not recommended by Fleet Services must be reviewed for justification and approved by the County Judge.
- J.** Fleet Services shall provide the County Judge and user departments with a list of each department's equipment, which qualifies for replacement by the second Monday in April annually.
- K.** Equipment replacement will be based on a priority list of equipment; as determined by CFC and user departments. The finalized list will be submitted to the Commissioners Court for budget evaluation.
- L.** Request for adding additional vehicles/equipment to the Fleet should be submitted in writing explaining why additional vehicles are needed. These requests should be reviewed by the CFC for their approval before going to court. The requests for vehicles that are received outside the budget process will be considered on a case-by-case basis. Wherever possible, a loaner/auxiliary vehicle will be utilized to address immediate needs until a more permanent budget solution can be reached. Funds for any differences (i.e. increase) in cost attributable to replacement of a unit with an upgraded unit, as requested by user department – should come from departmental operating budgets.
- M.** Request for rolling stock equipment which occur outside of the budget process, such as a replacement for a total loss accident, must be requested by the Department Head or Elected official concerned and submitted for approval to the County Judge.
- N.** Acquisition of equipment should be obtained by straight purchase. Any other method of acquisition, i.e. lease purchase, must be reviewed and approved by the County Judge and Purchasing.

PURCHASING PROCEDURES

- O.** Departments shall complete a vehicle/equipment request form on each

new rolling stock item the department was authorized to purchase. The request shall be submitted to the Purchasing Department of the Auditor's Office.

- P. Fleet Services, in partnership with User Departments shall be responsible for developing specifications for all new or replacement type equipment.
 - 1. Specifications for cars, pickups, and other light/medium duty trucks shall be in accordance with the standard requirements as established by the State of Texas or other federal agency.
 - 2. Specifications for large trucks and specialized equipment will be developed by Fleet Management in partnership with the respective department(s). Department(s) are responsible for providing non-proprietary specification data on desired equipment.
 - 3. Specifications will include requirements relating to prototypes, Inspection, training, testing, warranty, etc.
 - 4. Completed specifications will be sent to the user department(s) for approval. Specifications requiring corrections or additions are to be returned to Fleet Management for action. Specifications requiring no corrections, additions, or changes, and are approved for purchase, are to be forwarded directly to the Purchasing Department.
- Q. Fleet Services in partnership with user departments shall be responsible for reviewing all bids upon official bid opening to insure that the lowest and best responsible bid conforms to the intent of specifications. Fleet Services will forward an analysis of the bid responses to the user department and to the Purchasing Office along with a recommendation regarding bid award and purchase.
- R. All new equipment, along with accompanying documentation, shall be delivered to Fleet Services for acceptance inspection, assignment of Four-digit Fleet Service Control number, and made ready for service. Equipment shall not be removed by or released to the departments prior to completion of these services.

ANNUAL BUDGET

- S. Operating budgets are to include funds for requested additions to the fleet.
- T. Request to replace equipment which occur outside of the budget process, i.e. total loss due to accident will follow standard purchasing procedures as explained in paragraph L above.
- U. Cost attributable to upgrading equipment shall be included in departmental Budgets.

REPLACED EQUIPMENT

- V. Departments receiving new vehicle/equipment replacements shall, upon placing the new unit into service, deliver the old unit to Fleet Services within 30 days. In the event a department is unable to comply with the 30 day policy, the department may **request** a "waiver" from the CFC, stating the justification for the delay. The unit being turned in shall be cleaned, detailed and made ready for immediate sale.

SECTION III

POLICIES & PROCEDURES

A. User Department shall be defined by Number and Name

Example #405 Veteran Services

B. Each Department shall have a person for a point of contact

1. Contact name, phone number and e-mail
2. Contact person shall receive and respond to all fleet issues concerning their department.

C. Preventive Maintenance Program

1. Preventive Maintenance shall be performed as required by the Manufacturer.
2. Weekly notices of units requiring service shall be sent to the contact person.

D. Fueling of vehicles and equipment

1. County vehicles shall be fueled from approved automated fuel sites.
2. The fuel cards shall be issued to the vehicle, the employee shall enter their PIN # and the correct mileage. This mileage entry is the basis of the utilization and replacement reports as well as the Preventive Maintenance Schedule.
3. The contact person shall supply Fleet Services with the new employee information so the PIN# can be put into the system.
4. When an employee becomes detached from County employment, the contact person shall inform Fleet Services so that the employee and PIN# can be removed.

E. Accident reports on vehicles and equipment

Damage to a vehicle or piece of equipment that is not part of the normal wear and tear shall be reported as defined in the Vehicle Use Section. A copy of the accident or incident report shall also be reported to Fleet Services so that damage cost and out of service timeframe can be assessed.

F. Monthly billing reports to each user Department

Each user department receiving services and or fuel from Fleet Services will be billed for those cost on the first week of each month.

G. Procedures for maintenance and repair of vehicles and equipment

Appointments

1. Please feel free to call in advance to schedule an appointment at 943-3349
2. Drive ins will be serviced in a first come first serve basis.
3. Before you come in: Please be aware that we do not have loaner or rental vehicles.
4. Vehicle Drop Off: Write down the odometer or hour meter reading and the unit number. Bring keys and information to the shop office and someone there will assist you.
5. Please do not make the request to the Repair Technicians.
6. Give reason for appointment and explain any problems you have noticed with the unit.
7. Leave your name and phone number where you can be reached.

H. After Hours Drop Off

1. For after hours drop off, complete a repair form.
2. Leave unit parked on the north side of the body shop.
3. Place keys and form in the Fleet Services night drop box (red box mounted on north wall of the paint and body/rig out shop).

I. The Fleet Services Department Office

1. Will tell you approximate time your vehicle should be ready.
2. You may call 943-3349 to check on the status of your unit.
3. Shop hours are 7:30 a.m. to 4:00 p.m.

J. Vehicle Pick Up

1. Your vehicle will be parked in the south side parking lot behind the fence.
2. Key may be picked up in the green box mounted on the wall on the south side of the paint and body/rig out shop.

K. Retirement of vehicles and equipment

A retirement paper must be filled out on any unit that will be leaving the users department. This paper will include the departure path, auction, trade-in or transfer to another department. The retirement form will be signed by the elected official or department head and Fleet Director. The form will be sent to the Auditors Office by Fleet Services. The Auditors will put the unit or units on the court agenda for approval. When the vehicles/equipment has been traded or sold these units will be again listed with their recovered dollar amounts on the court agenda for the Record.

L. Vehicles and equipment for Salvage

If a vehicle or piece of equipment is going to be used for salvage a form will be filled out and signed by the Department Head or Elected Official and Fleet Director and sent to the Auditor. Salvage parts will not be removed from any vehicle that has not been declared for salvage. Removing parts from a whole vehicle greatly reduces the sale value.

SECTION IV

Vehicle and Equipment Idling Policy

No employee shall cause or allow a motor vehicle engine or other engine within his or her custody or control to idle for more than five consecutive minutes when the motor vehicle is not in motion or when the other engine is not being used for its primary function.

No employee shall switch the motor vehicle or other engine off and back on in a manner that would serve to satisfy the five-minute limitation, but defeat the intent of this policy, which is to reduce emissions, fuel consumption, and vehicle motor and other engine wear caused by engine idling.

Definitions

Idle – The operation of an engine in the operating mode where the engine is not engaged in gear, where the engine operates at a speed at the revolutions per minute specified by the engine or vehicle manufacturer for when the accelerator is fully released, and there is no load on the engine.

Motor vehicle – Any self-propelled device powered by an internal combustion engine and designed to operate with four or more wheels in contact with the ground, in or by which a person or property is or may be transported.

Other engine – A gasoline, diesel, propane, CNG, or other petroleum-fuel based vehicle with an internal combustion engine, that is not a motor vehicle as defined above, but which is mobile and is utilized in construction, earth-moving, materials management, transportation or grounds-keeping type operations.

Exceptions:

1. The motor vehicle is prohibited from movement due to traffic conditions over which the operator has no control.
2. The motor vehicle or other engine is being used in an emergency or law enforcement capacity.
3. The engine is being operated solely to defrost a windshield.
4. The motor vehicle or other engine being used as a primary power source for another device such as a power take-off (PTO) unit.
5. The motor vehicle or other engine is being operated for maintenance or diagnostic purposes.
6. The motor vehicle is idling to operate the air conditioning or heating system for employee health or safety.

EQUIPMENT DEPRECIATION REPLACEMENT CYCLE

There is frequently a significant lag period between when a vehicle is tagged for replacement and when the vehicle is actually replaced. The following criteria are recommendations for when vehicles should be "tagged" (reviewed) for replacement to ensure that a properly functioning fleet is always available to carry out the County's various objectives. Vehicles with maintenance and/or repair costs greater than 50% of the original purchase price shall also be reviewed during the replacement cycle.

| TYPE-DESCRIPTION | RECOMMENDED REPLACEMENT STANDARD |
|--|---|
| AUTOMOBILES: | |
| Primary Vehicles..... | 7 years or 85,000 miles |
| Primary patrol sedans..... | 3 years or 75,000 miles |
| PICKUPS & VANS: | |
| Light duty (Class 1 & 2 – to 10,000 GVW)..... | 7 years or 105,000 miles |
| Front Line Ambulance..... | 2 years or 67,000 miles |
| TRUCKS: | |
| Light duty, gas (Class 3 & 4 – to 16,000 GVW)..... | 9 years or 100,000 miles |
| Light duty, diesel (Class 3 & 4 – to 16,000 GVW)..... | 9 years or 160,000 miles |
| Med. Duty (Class 5, 6 & 7 – to 35,000 GVW)..... | 9 years or 180,000 miles |
| Heavy duty (Class 8 – over 35,000 GVW)..... | 9 years or 250,000 miles |
| CONSTRUCTION EQUIPMENT: | |
| Motor Graders, Track Loaders, Track Excavators, Gradall Excavators, & Dozers..... | 10 years or 10,000 hours |
| Backhoe Loaders..... | 14 years or 10,000 hours |
| Wheel Loaders..... | 15 years or 7,500 hours |
| Compaction Rollers..... | 15 years or 7,500 hours |
| PAVING EQUIPMENT: | |
| Asphalt Distributors..... | 14 years or 100,000 miles |
| Asphalt Pavers..... | 10 years or 7,500 hours |
| Chip spreaders..... | 14 years or 7,500 hours |
| Road Brooms..... | 14 years or 7,500 hours |
| Truck mounted sweeper..... | 10 years or 100,000 miles |
| MOWING EQUIPMENT: | |
| Mowing Tractors..... | 10 years or 5,500 hours |
| Boom Mowers..... | 14 years or 5,500 hours |
| Batwing Mowers..... | 10 years |
| Riding Mowers..... | 10 years |
| TRAILERS: | |
| Gross load capacity or 4,500 lbs. or greater..... | 15 years |
| MISCELLANEOUS POWER EQUIPMENT: | |
| Water pumps, Welding machines, Concrete saws, Forklifts, etc..... | 15 years |

Appendix A

Driver Qualification Criteria

All preventable fleet incidents/crashes within a 36-month period shall be subject to the following disciplinary action:

Employees will be categorized based on a point system developed from the County's Point Assessment Table. Drivers are categorized based on their point summation from the table within a 36-month period. (See also Section II for applicability of these criteria to employees operating their personal vehicles.)

| | | |
|------------------|-------------|--|
| Excellent | 0 points | Receive recognition. |
| Satisfactory | 1-4 points | Receive corrective action. |
| Unsatisfactory | 5-11 points | Receive continued corrective action, and may include some type of driver improvement training. |
| Excluded drivers | 12 + points | Driver will not drive a county-owned or leased vehicle or equipment, or use a personal vehicle for county business. Drivers removed from positions requiring driving may be reassigned according to specific department policies if they qualify for currently available positions that do not require driving. If they do not qualify for a current position that does not require driving, they may be terminated. |

Point Assessment Table:

| | |
|---|-----------|
| Driving under the influence of alcohol or a controlled substance | 12 points |
| Refusing to submit to a test to determine alcohol or controlled substance concentration | 12 points |
| Leaving the scene of an crash | 12 points |
| Vehicular manslaughter/homicide | 12 points |
| Using vehicle to commit a felony | 12 points |
| Losing your license or driving while license is suspended | 12 points |
| Reckless driving | 6 points |
| Negligent crash | 6 points |
| Violation with a pedestrian | 6 points |
| Improper turn | 4 points |
| Failure to control vehicle | 4 points |
| Driving in an improper lane or on wrong side of road | 4 points |
| Illegal passing | 4 points |
| Failure to report a fleet incident, crash, or vandalism | 4 points |
| Unsafe speed Speeding | 3 points |
| Violation in a school zone or yielding to a school bus | 3 points |

| | |
|---|----------|
| Failure to yield | 3 points |
| Running a stop sign | 3 points |
| Following a vehicle too closely | 3 points |
| Unsafe backing | 3 points |
| Rear-ending a vehicle, with no injury | 3 points |
| Running over object causing damage to vehicle and/or property | 3 points |
| Causing property damage while operating on unstable surface/steep slope | 3 points |
| Not being aware of your surroundings | 3 points |
| Improper operation of a vehicle/equipment and causing damage | 3 points |
| Flailing rocks when it is preventable | 3 points |
| Not securing a load properly, including securing a trailer | 3 points |
| Not following a proper procedure or accepted practice | 3 points |

All facts and circumstances surrounding the fleet incident/crash shall be reviewed prior to any corrective action being levied. Fleet incidents, as in those with no property damage or minimal costs, can have their point assessment adjusted down by up to two points only after reviewing the facts. The above point system is the minimum criteria for assignment of points and is not all- inclusive. Each individual department may add to the above point system, but may not replace or remove any of the above criteria.

NOTE: If the Fleet Committee determines that the specific circumstances associated with any violation, or combination of violations, listed above, demonstrate a pattern of abuse or a clear disregard for safety or property, the Committee may recommend immediate dismissal of the employee.

Williamson County
Vehicle Management & Use Driver Acknowledgement Form

I have read this policy and appendices and understand my responsibilities to be a (check all that apply):

- ☐ County-owned or leased vehicle/equipment operator
- ☐ Driver of a personal vehicle on county business
- ☐ County emergency vehicle driver

I agree to comply with the policy and understand that failure to comply may result in disciplinary action up to and including termination. If County emergency vehicle driver is checked, I agree to comply with Chapter 546 of the Texas Transportation Code which defines operation of an authorized emergency vehicle and certain other vehicles.

I hereby authorize Williamson County, at the county's discretion, to obtain a copy of my driving record and may use the driving record to qualify me as a driver of a county vehicle or personal vehicle used on county business as indicated above.

Name (please print): _____
Driver's License #: _____
Date of Birth: _____
Department Name: _____

Signed: _____
Date: _____

The signed copy of this program will become part of your personnel file.