



# County of Yolo

## Administrative Policies and Procedures Manual

TITLE: VEHICLE POLICY	DEPARTMENT: PLANNING/ PUBLIC WORKS
TYPE: POLICY	DATE: AUGUST 6, 2013

### A. INTRODUCTION

The Planning and Public Works Department is responsible for maintaining automotive and specialized equipment (i.e., *County Fleet*) utilized by all County departments. To meet these responsibilities, the department performs the following activities:

1. Provides administration and management of all county vehicles and equipment; and ensures policy compliance with all applicable state/federal regulations (exceptions approved by CAO).
2. Operates an automotive maintenance shop and service facility at the County Garage, and coordinates outsourcing services where cost-effective and appropriate.
3. Maintains a pool of vehicles when available for short-term rental by all departments, or assists in coordinating the rental of vehicles from private entities, where appropriate.
4. Implements contracts for fuel services, monitors fuel usage, maintains vehicle records/services, and bills departments accordingly.

### B. GENERAL

#### 1. Purpose

To establish and specify Yolo County's policy on transportation for officials and employees during the conduct of official County business and to establish related procedures and controls.

#### 2. General Policy

County vehicles shall only be used for official County business. County and privately owned vehicles utilized for County business shall be operated in accordance with all safety and legal requirements of the county, state and any other jurisdiction in which they are operated.

#### 3. Application of Policy

##### a. Director, Department of Planning and Public Works

The County Administrative Officer has delegated to the Director of the Department of Planning and Public Works (hereafter the "Director"), the responsibility for implementing the provisions of this policy.

##### b. Director's Responsibility



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- 1) Ensure uniform application and interpretation of County policy with regard to the assignment of vehicles to individuals and departments.
- 2) Establish an Ad Hoc Fleet Advisory Committee, made up of department representatives, for ongoing evaluation of services, charges, or the creation of more efficient programs.
- 3) Work with Ad Hoc Fleet Advisory Committee and CAO Office to identify a range of options to adequately fund vehicle administration, management, and maintenance costs.
- 4) Ensure that any proposed exceptions to County policy are considered for maximum benefit of the county's business interest.

### c. Responsibilities of County Departments

- 1) Adequately budget for the operation, vehicle maintenance, and the repair or replacement costs of vehicles (Fleets to submit pre-budget cost estimates for departments).
- 2) Provide justification for additional vehicle purchase requests, vehicle assignment requests and the retention of underutilized vehicles, for approval by CAO Office.
- 3) Ensure adequate driver training including familiarity with new vehicle technology (e.g., hybrids and alternative fuels).
- 4) Ensure prompt response to service notifications and ensure that employees report vehicle issues, concerns and damage to Fleet staff promptly.
- 5) Prior to the purchase of a vehicle through a "grant," consult with Fleet Services, and provide grant requirements and related documentation that affects vehicle registration, insurance, repair, operation and final disposition, etc.
- 6) The County Vehicle Policy may be supplemented with departmental policies to provide more specific guidance to employees. However, departmental policies shall be consistent with the County Vehicle Policy.

### d. Policy Implementation

The Director delegates the responsibility for implementation and compliance with the provisions of this policy to the Fleet Services Superintendent, these responsibilities include:

- 1) Review with departments recommendations for surplus vehicle repurposing; and review county needs to re-utilize underused vehicles (i.e., department assigned or central pool);



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- 2) Ensure adherence to stated pool vehicle checkout procedures, including required authorization, identification, and employee license status;
- 3) Ensure prompt reporting of any violations of the County Vehicle Policy to the Director;
- 4) Identify those vehicles that are due for assessment and potential candidates for surplus or replacement (i.e., age, high mileage, excessive maintenance costs, and generally poor condition and reliability) and provide recommendation to the department and CAO;
- 5) Consult and provide recommendations to departments and County Administrator, on the purchase of sufficient and appropriate vehicles for official County use upon proper authorization from the Board of Supervisors;
- 6) Manage maintenance of County vehicles in a manner that will best serve the interests and mission of the County. Departments shall not defer or ignore maintenance as a cost reduction effort that may result in unsafe conditions;
- 7) Evaluate vehicle conditions, suggest replacement dates, and determine when vehicles are deemed surplus for the business needs of the County. Vehicle replacement will be considered based on one or more of the following:
  - a) Vehicle or equipment purpose
  - b) Age and mileage exceeds vehicle's expected life (manufacture suggested)
  - c) Annual maintenance and repair costs will exceed 50% of value
  - d) Requires substantial engine, transmission repair or replacement
  - e) Vehicle is a high polluter or exhibits poor fuel efficiency
  - f) Vehicle is determined to be unsafe, unreliable and generally in poor condition
- 8) Annually update rates to be charged for the use of County vehicles.

#### e. Fleet Committee

The Fleet Ad Hoc Committee will include representatives from all affected and/or interested departments. The Committee will assist in the ongoing review and update of the following, and other issues of interest to participating members:

- Fleet services and customer surveys
- Vehicle and Maintenance costs
- Explore options to adequately fund vehicle administrative services
- Review and update County's vehicle policies
- Develop a range of options for vehicle replacement funding



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#### 4. Vehicle Purchases

Fleet Services will provide a list of all vehicles and equipment that meet policy replacement standards to departments and the CAO for consideration during budget planning.

When contemplating purchase of replacement or additional vehicle(s), Department Heads must consider the length of time the vehicle will be needed and features necessary to perform the service required. Departments are encouraged to check with the fleet division for availability of a vehicle from the garage pool or another county department, and consider paying mileage in lieu of purchasing a new vehicle and incurring long term repair/maintenance costs.

After it has been determined that the purchase is appropriate and cost-effective in providing the required service, purchase requests for vehicles must be authorized by the Department Head and approved by the County Administrator's Office. Where possible, vehicles should be budgeted by each department as capital equipment items in its annual budget request. Requests for vehicles outside of the budget process will be considered on a case-by-case basis.

Upon receiving departmental budget requests for vehicles, the County Administrator's Office will confer with the Fleet Division and the Purchasing Division and develop a list of recommended vehicle purchases. The list will be presented to the Board of Supervisors for consideration as part of the Recommended Budget.

#### 5. Purchase of Alternative Fuel Vehicles

In purchasing vehicles, the County may give preference to vehicles which use alternative fuels (compressed natural gas, methanol, hybrid or electric) whenever the cost, equipment, and reliability of the alternative-fuel vehicle is determined to be substantially the same, or better quality as an original equipment manufacture gasoline-fuel vehicle.

### C. POOL VEHICLES

#### 1. Interdepartmental Pool Vehicles

The Department of Planning and Public Works operates an interdepartmental fleet vehicle pool for use by County employees. The fleet pool has been established as a source of transportation for general, short-term, and/or occasional usage of automobiles. The fleet pool reduces vehicle inventory and underutilized vehicles and also improves vehicle availability and reduces overall county vehicle related costs.

##### a. Conditions for Use



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The following conditions must be met prior to checking out a pool vehicle:

- 1) The employee needs the vehicle for conducting of official County business.
- 2) The employee shows the fleet's dispatcher a valid California driver's license.
- 3) The employee completes required billing information.

After completing usage of a vehicle, the employee shall return the vehicle to Fleet Services or a designated parking location. Duration of checkout shall be limited to the shortest practical time so that vehicle utilization can be maximized for availability to other departments and the fleet size kept at a minimum.

b. Special Checkout Authorization

When a fleet pool vehicle is required for out-of-county travel, overnight retention, or duty-hour retention, approval by the Department Head or designated representative must be submitted to Fleet Services.

1) Out-of-County Travel

Out-of-County travel is defined as travel beyond seventy-five miles of the county border.

2) Overnight Checkout Authorization

Overnight retention of pool cars shall have prior authorization from the employee's Department Head. When the after-hours return is not anticipated in advance, Department Heads shall provide Fleet Services with appropriate retroactive authorization.

## D. VEHICLE ASSIGNMENTS AND OVERNIGHT RETENTION

1. Vehicles Assigned to Individuals

Individuals assigned County vehicles shall be responsible for abiding by the provisions of this policy and County Code, Title 2 Ch. 8 Sec. 2. Vehicles assigned to individuals shall be made available for official use by other employees during all periods when immediate availability to the assignee is not required. In addition, the assignees are responsible for bringing the vehicles to County maintenance facilities when notified by Fleet Services. Assigned vehicles are not to be construed as a fringe benefit and shall not be used to induce an applicant to accept employment or appointment with the County.

2. Work Hour Retention



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A Department Head may assign a vehicle to an individual for the hours the individual is working, or while accomplishing an assigned task.

### 3. Overnight Retention

- a. A Department Head may request that an individual be assigned overnight vehicle retention privileges if the Department Head deems that it is in the public interest, and the tasks to be performed when called during off-duty hours require immediate travel to the job location. Such requests shall be made a part of the department's annual budget submittal and must be approved by the County Administrator's Office in advance.
- b. The assignee is authorized to drive the County vehicle only during actual conduct of official County business. However, the assignee may drive the vehicle to and from home when after-hours availability of the vehicle is required.
- c. Driving a vehicle home may subject the driver to Internal Revenue Service rules concerning additional compensation.
- d. Overnight retention vehicles shall be stored in an area that reasonably provides for the protection of the vehicle.
- e. When the need for after hour availability is no longer present, assignee shall not continue to drive the vehicle to and from work. At that time the vehicle will be returned to the County vehicle storage area. This requirement applies but is not limited to the following periods:
  - 1) When assignee is on vacation, sick leave, or otherwise off duty for more than three working days.
  - 2) When required conditions that justified overnight retention is interrupted for more than three working days.

### 4. Short-Term/Emergency Authorization

The Department Head may authorize an employee to retain a vehicle overnight and/or on weekends under certain conditions, which must be approved by the individual Department Head. Except in an emergency, this approval must be obtained in advance. Emergency work, in this case, is defined as necessary work requiring immediate attention for the protection of persons or property that specifically requires the presence of the assignee in a supervisory and/or technical capacity to reduce the emergency.

### 5. Annual Review of Vehicle Assignment



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Department Heads shall review the necessity for each vehicle assignment prior to submitting departmental budget requests to the County Administrator's Office.

### E. PRIVATELY-OWNED VEHICLES

#### 1. When to be Allowed and Encouraged

The use of privately owned vehicles for official County business shall be allowed and encouraged when such use is determined to be cost-effective and appropriate in the interest of the County. Department Heads must consider the potential liability the county assumes when authorizing the use of privately owned vehicles (Refer to IC 557.5 (b) (1)).

#### 2. Private Vehicle Use Not Mandatory

Use of a privately owned vehicle for official County business shall not be mandatory unless specifically stated as a condition of employment.

#### 3. Out of County Travel

See Section II, chapter 2 of the Administrative Policy Manual.

#### 4. Prerequisites for Authorization

Any employee authorized use of a privately owned vehicle for official County business shall have:

- a. A valid California driver's license
- b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Section 16430).
- c. Employee will not transport passengers/clients in personal vehicle.

The employee shall certify that the preceding requirements are met each time a mileage claim is submitted. The County may require documentation of such compliance.

### F. SPECIAL VEHICLE ASSIGNMENTS/ALLOWANCES

#### 1. Authorization by Board Resolution

Refer to County Travel Policy.



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### 2. Special Authorization

The County Administrative Officer may authorize the assignment of a suitable County vehicle to appointed agency administrators and Department Heads based on individual consideration of position, responsibilities, and transportation needs.

## G. VEHICLE RENTAL FROM OUTSIDE VENDORS

### 1. Rental of Vehicles in Special Situations

- a. When an official or employee is out of the County on official County business and needs a vehicle upon arrival by common carrier, an appropriate vehicle may be rented from an outside vendor if prior authorization is recommended by the Department Head and reflected on the travel request.
- b. Commercial rental is encouraged for travel outside the region, due to better emergency response and potential negative impact on county resources.
- c. Review County travel policy for commercial travel.

## H. VEHICLE USE, SAFETY, ACCIDENTS AND LIABILITY

### 1. Permitted Use

County owned vehicles shall be used for official County business only and shall be operated in a manner consistent with all safety and legal requirements of the County, State, and other jurisdictions in which they are located. Employees violating this provision are subject to disciplinary action and any financial obligations incurred.

#### a. Passengers

County owned vehicles shall not be used to transport any passengers other than authorized County employees on official County business or persons directly involved in official County business being conducted (e.g., welfare recipients, prisoners, speakers or fellow conference members, etc.). Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency. Any other exception must be authorized by the employee's Department Head.

#### b. Drivers



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The provisions of this policy shall not be construed to prohibit the use of County vehicles by properly authorized non-employee drivers. Non-employee drivers must be identified by written authorization. Departments can request such written authorization by completing the “Non-County Employee Driver Authorization Form” available in Human Resources. Nothing herein shall prohibit the use of County vehicles by non-employees in case of accident or other emergency.

### c. Driver’s Responsibilities

It is the driver’s responsibility to obey all applicable laws at all times, including parking ordinances and the payment of any bridge or toll fees. The driver is responsible for any citations resulting from their operation or custody of a county vehicle.

Verify the presence of vehicle registration (usually in glove box). Failure to produce requested documents to law enforcement could result in a citation or fine.

The driver of a motor vehicle used on County business must be satisfied that the vehicle is in good operating condition prior to travel. The following items are to be checked by the driver prior to vehicle operation: registration and proof of insurance, brakes, lights, fuel, horn, rear view mirrors, tire jack and related tools, steering, and windshield wipers. All mechanical defects must be reported to Fleet Services. Most of these items are checked during routine servicing of the vehicle, however, this does not abrogate the driver’s responsibilities.

Employees should promptly bring any “fix it” violation to the attention of Fleet Services so that the necessary repairs can be quickly addressed.

Be familiar with vehicle operation (particularly hybrid or AFV’s) including warnings; report warning lights/indicators to Fleet Services immediately.

The use of seat belts is mandatory. It is the driver’s responsibility to ensure that all passengers are provided with and are utilizing seat belts.

### d. Refueling

Vehicles must be refueled before they are returned to the Pool.

## 2. Accident Reporting

Accident packets are placed in every vehicle. Departments shall ensure drivers are aware of procedures to follow in the event of an accident. Follow the procedures provided in the vehicle’s accident package. Contact Fleet Services (530-666-8027) to address the condition of the vehicle. Provide completed accident report to Fleet Services, which will be forwarded



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to the County's Risk Manager.

- a. The county driver must not admit fault or discuss the accident with anyone except the police, their supervisor, or the county's insurance adjuster.
- b. If an employee is injured in the accident, the supervisor shall follow the procedures outlined in the Countywide Workers' Compensation reporting procedure.

The Risk Manager of Human Resources is responsible for processing all vehicle accident claims by and against the County.

### 3. Cost of Repairs and Tire Changes

Costs of repairing damage to County vehicles resulting from vandalism, negligence, abuse or willful misconduct by the employee having custody of the vehicle will be recoverable from the employee's department.

Drivers are encouraged to change flat tires, if they can do so safely. For any roadside assistance, drivers should contact Fleet Services during normal working hours or YECA dispatch for after hours assistance.

### 4. Traffic and Parking Citations

A traffic citation issued to an employee while using a County vehicle is the sole responsibility of the employee involved. Parking citations issued to a County vehicle are the responsibility of the employee who parked the vehicle. If the employee cannot be identified, the appointing authority of the department to which the vehicle was assigned shall be responsible.

### 5. Personal Equipment on County Vehicles

No employee shall install or cause to be installed, in or on the vehicle, any article of personal property without prior approval of Department Head.

## I. VEHICLE MAINTENANCE AND REPAIR POLICY

1. All county vehicles will be properly administered and maintained.
  - a. Administration and maintenance management of all county vehicles is provided by Fleet Services.
  - b. Administration includes inventory, reporting, regulatory compliance and historical documentation



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- c. Maintenance management is identifying and scheduling of proper preventive maintenance and replacement of normal wear items.
  - d. Administration and maintenance management costs shall be charged as a standard fee for all vehicles and administered equipment.
2. Repair is performed to restore the performance or appearance of a vehicle. Repair will be managed by and charges processed through Fleet Services.

Extraordinary repair (accident/ incident damage, vandalism, repairs exceeding \$500) will be referred to the department to discuss and verify adequate resources for payment. Fleet will administer and oversee the repair.

3. Accident damage will be repaired promptly to ensure vehicle is safe, functional, prevents the appearance of neglect, and improves vehicle remarketing.
4. Department Heads will be notified of any unreported damage or neglected vehicles.

### **J. Common Fleet Related Forms**

- Request for overnight retention of Vehicle Budget form 10;
- Vehicle Request Form; Purchasing
- Vehicle acquisition Form Budget form 11
- Travel and Expense Reimbursement Policy

### **K. Amendments to Policy**

All proposed amendments to this policy should be submitted in writing to the Ad Hoc Fleet Advisory Committee and the Planning and Public Works Director.