

**COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject: VEHICLE USE, STANDARDS, PROCUREMENT AND DISPOSAL	Policy Number D-4	Page Number: 1 of 12
	Date Adopted: 12/22/1987	Revised Date: 12/08/16

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Purpose:

This policy sets forth rules regarding the use and operation of vehicles while on official County business; the assignment, use and operation, procurement and disposal of County-owned vehicles; and the methods used by the County to meet business transportation needs of County employees.

Both County-owned and privately owned vehicles are used by County employees to accomplish County business transactions. The County's Fleet Services Unit of the Community Development Agency, Transportation Division, shall manage all county owned vehicles, including Fleet Services inventory and department owned vehicles. Fleet Services shall operate an automotive pool and shall coordinate department requests for leased or rented vehicles to make vehicles available to County departments. Where appropriate and justified, county vehicles shall be assigned to specific County departments and managed by the Fleet Services Unit.

A. General Policy

1. It is the intention of the County to:
 - a. Establish uniform practices for the use of County vehicles, the rental and lease of vehicles, the use of personal vehicles for County business and County vehicle procurement and disposal.
 - b. Establish standards that provide safe, reliable and the most cost effective vehicles with the lowest possible emission rating that meet the needs of County departments through the Fleet Services Procedure Guide (Exhibit A) in accordance with this policy.
 - c. Optimize fleet utilization practices to right-size the County fleet and ensure proper vehicle use through the Fleet Services Procedure Guide and management by the Fleet Services Unit.
2. Department heads shall be responsible for ensuring that all employees and other authorized drivers (volunteers, etc.) within their department who drive vehicles on County business have received and read this policy and have signed the acknowledgement form.
3. Department heads shall ensure that all employees and other authorized drivers within their departments who drive a personal or county vehicle on County business for any reason shall participate in the driver license monitoring program administered by Risk Management.
4. All County owned vehicles, including those identified on individual department asset inventories, must be maintained by or through the Fleet Services office and meet all service requirements as set forth in the Fleet Services Procedure Guide.
5. Drivers of vehicles being used for County business, whether County-owned or privately owned, shall:
 - a. have in their possession at all times a valid license to operate a vehicle in the State of

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California (e.g., California or Nevada Driver’s License) of the proper classification and necessary endorsements for the vehicle in use;

- b. strictly obey the California Motor Vehicle Code or applicable state Motor Vehicle Code;
- c. comply with established County procedures concerning accidents (An accident instruction packet shall be kept in the glove compartment of all County-owned vehicles and made available to employees and other authorized drivers using personal vehicles for County business); A standard County accident form shall be completed at the accident site or as soon as practicable thereafter. Department Manager shall provide copies to both Risk Management and Fleet Services offices.
- d. follow established rules and procedures as set forth below for the use of privately owned vehicles and County-owned vehicles.
- e. comply with all rules and procedures as outlined in the Fleet Services Procedure Guide concerning vehicle operations, maintenance and care of County vehicles.

B. Vehicle Use

Department heads are responsible for the proper and efficient use of assigned vehicles and related equipment.

1. County Owned Vehicles

a. Driver Directives

- 1) County vehicles shall be used only for authorized, official County business associated with performing duties within the employee’s/volunteers job responsibilities; and shall not be used for personal reasons.
- 2) County vehicles are to be driven only by authorized County employees with the exception of authorized service or parking personnel or authorized volunteers (STAR, SAR, etc.).
- 3) Only authorized personnel associated with official County business shall be transported in a County vehicle. Authorized personnel may include non-County employees participating in official county business. In case of an emergency, the driver of a County vehicle is authorized to transport any person who, because of such emergency, is in a situation requiring transportation.
- 4) Smoking of any type and the use of any type of tobacco product is prohibited in County owned vehicles, including but not limited to: vapor type electronic devices and chewing tobacco.
- 5) The driver shall not physically operate any device while driving that could cause distractions, such as but not limited to: hand-held cell phones, navigation systems, texting or internet use (except as allowed for law enforcement by

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vehicle code sections 23123 and 23123.5).

- 6) The driver shall use the vehicle in a manner for which it is designed and not attempt tasks that are beyond the vehicle's capabilities, which can cause damage and/or undue wear. The driver shall exercise caution and discretion at all times.
- 7) County vehicle operators have a responsibility to act in a professional, courteous and ethical manner at all times while operating County vehicles.

b. Driver Safety

- 1) It is the driver's responsibility to perform a basic safety inspection of a vehicle prior to operation and to not operate an unsafe vehicle. Fleet Services shall provide a vehicle safety checklist to be used by department drivers. The driver shall ensure that the vehicle to be used is in an apparent safe condition and shall report all mechanical defects to the appropriate department head or designee for notification and scheduling of repair through the Fleet Services office.
- 2) Safety belts shall be used by the driver and all passengers while the vehicle is in operation with the exception of members of law enforcement who follow Vehicle Code 27315.5

c. Department Directives

- 1) All County-owned vehicles shall have a vehicle service and safety inspection performed at intervals as established in the Fleet Services Procedure Guide.
- 2) Departments are responsible for reporting vehicle odometer readings for all department assigned vehicles to Fleet Services on a monthly basis.
- 3) Departments shall monitor vehicle usage with an approved method of tracking, using paper logs or electronic systems, by Fleet Services. The logs shall track, on a daily basis: individual drivers, program use, date and time of use, and beginning and ending odometer readings. Any exception to the vehicle usage log requirement must be approved by the Chief Administrative Officer.
- 4) All County-owned vehicles shall be filled with fuel at County designated stations. Non-designated fueling facilities should be used only on extended trips or in emergency situations.
- 5) Departments are responsible for meeting the minimum vehicle use standard for assigned vehicles. (see "Standards" section C:2)
- 6) Departments shall provide vehicle logs, pre-operation inspection records and utilization information upon request of the Fleet Services Manager for periodic review.
- 7) Departments engaging in law enforcement activities shall be allowed to follow

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any current State or Federal Vehicle Code exemptions applicable to them in this policy.

d. **Moving Violations, Tickets and License Restrictions**

- 1) Moving violations, toll evasion and parking tickets or any other costs as a result of improper and/or illegal operation of a county vehicle are the responsibility of the driver receiving the ticket and should be resolved in a timely manner.
- 2) A driver must report any citation or ticket (moving violation, driving under the influence (DUI), unsafe vehicle condition, etc.) while driving a County vehicle to his/her department head no later than the next business day. The Department head shall provide this information to Risk Management the day it is received. If the Department head is notified by Risk Management (via the driver's license monitoring program) after the fact, this will be grounds for progressive discipline up to and including termination from employment or dismissal from the volunteer program.
- 3) A driver with two (2) or more moving violations or two (2) at-fault accidents or a combination thereof while driving a County vehicle in a 12-month period shall be disallowed from driving a County vehicle. In such a situation a driver may only return to use of a county vehicle with mutual approval by the Department head and Fleet manager.
- 4) A driver operating a County or personal vehicle must report a driver's license restriction, suspension or revocation to his/her department head the next day the driver is at work. The department head shall provide this information to Risk Management the day it is received. If the Department head is notified after the fact of suspension of driving privileges and the driver has continued to drive on County business, this shall be grounds for progressive discipline up to and including termination from employment or dismissal from a volunteer program.

2. **Permanent Assignment and Overnight Retention (Take Home-Vehicles)**

The initial and continued permanent assignment and overnight retention of County-owned vehicles must be approved by the Board of Supervisors annually during the budget process in accordance with Board Policy Manual Section B – Budgets and Fiscal Matters. The Chief Administrative Officer shall maintain and review these records, and may initiate or rescind authorization of permanent assignment and overnight retention of County-owned vehicles on a temporary basis, pending annual approval by the Board of Supervisors. Permanent assignment and overnight retention shall be authorized based on the following criteria:

- a. An employee is responsible for responding to emergency situations related to public health or safety and protection of property on a 24-hour basis, and/or;

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- b. It can be demonstrated to the Board of Supervisors that it is in the best interest of the County for an employee to be assigned permanent and overnight retention.

County employees are responsible for complying with Internal Revenue Service tax regulations governing commute reporting in County vehicles.

3. Temporary Overnight Retention

Department heads may give approval for temporary overnight (take-home) retention, not to exceed one (1) week period, when such action would clearly be in the best interests of the County. Retention may also be approved by the Department head for multiple nights when not taken home (example: snow removal crew’s traveling to Tahoe basin operations that may extend for longer periods to a property rented by the county).

Positions requiring seasonal assignments, November through March, and On-Call for emergency response duties on a 24/7 basis are approved by the Board and these positions shall be listed on the annual report to the Board of Supervisors. The Department Head may grant overnight take-home retention to specified personnel assigned to these positions.

An employee assigned on-call duties on a rotational basis shall only take a County vehicle home on those days the employee is assigned the on-call duty

4. Vehicles Available for Temporary Use

- a. Fleet Services shall operate and maintain a centralized pool of vehicles that may be used by any department. The pool will contain a variety of vehicle types, including four-wheel drive vehicles. Multiple pool locations may be maintained for convenient access to pool vehicles by departments.
- b. Fleet Services shall assist departments in meeting temporary or short term vehicle needs through the use of a managed pool of County owned vehicles or by providing rented or leased vehicles as appropriate from local agencies.
- c. The County may enter into agreements for rented or leased vehicles for the purpose of meeting departmental vehicle needs. Fleet Management and the Chief Administrative Office, Procurements and Contracts shall oversee such agreements on behalf of the County and shall coordinate departmental requests for rented or leased vehicles.

5. Use of Personal Vehicles for County Business:

Any person who drives a personal vehicle during the course of official County business shall have no less than the minimum automobile insurance required by the State of California.

- a. Personal vehicles must meet safety standards as required by the California Vehicle Code. A copy of the vehicle safety checklist used for County vehicles will be provided upon request to assist in complying with this requirement. It is the employee’s responsibility to ensure their vehicle meets all safety and insurance requirements.

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- b. Mileage reimbursement for use of a personal vehicle for County business shall be in accordance with County Travel Policy D-1.
- c. Fleet Services has no responsibility regarding the use of personal vehicles and cannot provide any service or repairs to personal vehicles.

6. Responsibilities

a. Department heads are responsible for:

- 1. Ensuring department compliance with all provisions of this policy and the Fleet Services Procedure Guide, with the exception of ensuring that drivers of personal vehicles have no less than the minimum automobile insurance required by the State of California. It is the responsibility of the driver and not the Department Head to ensure this requirement is met.
- 2. Ensuring that vehicle services, safety inspections and other required maintenance schedules are met, as well as vehicle cleanliness and proper care of County property.
- 3. Achieving vehicle utilization objectives for department assigned vehicles.
- 4. Ensuring that all drivers identified by Risk Management (via the driver's license monitoring program) who have had their licenses revoked or suspended will not drive for any reason on County business in any vehicle including personally owned.
- 5. Assigning department staff members who are required to drive any vehicle in the course of county business are to receive Driver Training Certification provided by Risk Management as soon as practical after assigned to drive such vehicle(s).

b. Fleet Services is responsible for:

- 1) Managing and maintaining the County vehicles in a safe, reliable, and cost effective manner.
- 2) Providing departments with a detailed Fleet Services Procedure Guide, which will be the governing document on how the County Fleet and user departments will conduct business regarding vehicle use, in accordance with this policy and approved by the Board of Supervisors.
- 3) Implementing vehicle standards and right-sizing the fleet.
- 4) Conducting periodic vehicle usage reports and tracking reviews.
- 5) Coordinating vehicle procurement and disposal with the Purchasing Agent.
- 6) Monitoring department compliance with the provisions of this policy. Instances of non-compliance shall be reported to the affected Department head for resolution or corrective action. Instances of unresolved or repeated non-compliance shall be reported to the Chief Administrative Officer for further action. Vehicle reassignment may occur.

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C. Standards

1. Vehicle Standards

- a. Fleet Services is responsible for standardizing the County fleet. The intent of establishing vehicle standards is to provide the safest, most reliable and economical vehicle that is appropriate for the job for which it is intended. Additionally, standardization enhances Fleet Services ability to repair, stock parts, and maintain units in an economical manner.
- b. Appropriate safety and economic criteria shall be applied to establishing and maintaining a standardized fleet. Criteria for equipment standards shall include but not be limited to:
 - 1) Purchase price
 - 2) Fuel efficiency
 - 3) Vehicle emission rating
 - 4) Reliability
 - 5) Operating costs
 - 6) Other special criteria as may be required by County departments.

Vehicles purchased by the County shall be the most fuel efficient vehicles available that meet safety, reliability, cost effectiveness and County program requirements. In general terms this usually would mean economy-type sedan automobiles and pickup trucks.

- c. As appropriate, Fleet Services may introduce alternatively fueled vehicles into the County fleet.
 - d. Fleet Management shall ensure that all County vehicles are conspicuously marked with County approved insignia, the words “Official Use Only” and a County vehicle number. The Fleet Services manager shall exempt vehicles from such markings as necessary for law enforcement, investigatory or other special purposes as justified by the Department head.
 - e. Any modifications to County vehicles must be pre-approved and coordinated by Fleet Services in accordance with the Fleet Services Procedure Guide.
2. Minimum Usage Standard for Assigned Vehicles

Assignment of vehicles to individual departments shall be based on the following minimum use criteria:

- a. 8,000 miles a year, or
- b. Vehicle use at least 60% of the available workdays.
- c. Follow the Fleet Services Procedure Guide on utilization and justification

This standard applies to all County-owned vehicles, rented or leased vehicles assigned to

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departments. Fleet Services will assist Department heads in managing the vehicles assigned to their department and has the authority to reassign vehicles if departments do not meet the minimum use standards without an approved justification. The Chief Administrative Officer may authorize exceptions to the minimum use standard on a case by case basis, based on provided justification submitted for approval by the Department head.

3. Vehicle Classification Standards

- a. Fleet Services shall work in cooperation with departments to develop a listing of standardized vehicle classifications for each County department program and shall be included in the Fleet Services Procedure Guide.
- b. Requests for deviation from the standard vehicles classification must be justified and submitted in writing on such forms as provided by Fleet Services and approved by the Chief Administrative Officer. Departments shall be responsible for any additional costs as a result of any deviation.
- c. The Fleet Services manager shall have authority to make adjustments to vehicle standard replacements when it is clearly in the best interest of the County and end-user for the function required.
- d. Vehicle standards for public safety, disaster, or 24-hour on-call response programs may be different than standards for general use vehicles. Special consideration will be given when setting standards for law enforcement vehicles and other emergency response vehicles.

4. Four-Wheel Drive Vehicle Standards:

Pool rental of four-wheel drive vehicles for seasonal or occasional off-road use is the preferred option when department vehicle utilization does not meet minimum usage criteria. The minimum annual utilization criteria for assignment of four-wheel drive vehicles include:

- a. the requirement for vehicle clearance and traction for frequent travel on unpaved surfaces at a minimum of 50% of usage annually, and/or
- b. four-wheel drive traction to travel snow/ice covered roads during seasonal periods typical for such conditions of November through March at a minimum of 50% of the time during these months.
- c. Permanently assigned Four-Wheel Drive Fleet vehicles to departments located in the Tahoe Basin are required to meet the standard usage criteria listed in this section under Standards C.2.

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D. Vehicle Procurement

The County fleet shall be standardized through the procurement process and in cooperation with Department heads for vehicle replacements and purchasing needs. This standardization shall include procurement of rented, leased and County owned vehicles. For County owned vehicles, the vehicle life-cycle costs (which include both the purchase price and operating costs of the vehicle) shall be incorporated into procurement decisions.

E. Vehicle Disposal

Vehicles shall be disposed of in accordance with County surplus property requirements. The following criteria are considered by the Fleet Services Manager in determining the need to dispose of County vehicles:

1. Vehicle operating and repair cost per mile.
2. Vehicles no longer needed or serviceable.
3. Vehicle mileage, condition, accumulated depreciation, utilization and parts availability.
4. High or anticipated high maintenance costs.
5. Introduction of improved vehicle technology, especially in the areas of fuel efficiency, safety, productivity and maintenance.
6. Vehicle repair cost exceeds salvage value.
7. Vehicle age and /or aging functionality and safety technology

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Definitions:

Active Fleet Vehicle: Vehicles actively in use assignment or Fleet Pool, available for daily operation.

Alternative Fuel Vehicle: Powered solely by other than gasoline or diesel fuels, i.e. propane (LPG), natural gas (CNG or LNG), hydrogen or electricity.

Annually Assigned Vehicles (AAV): Vehicles assigned to specific departments on an annual “permanent” basis.

AAV Department Inventory: The entire inventory of vehicles assigned to the same specific department and index code. Also referred to as a “Mini-Pool”.

Chief Administrative Officer (CAO): The Chief Administration Officer of the county. The CAO is the Executive Manager for all county departments, agencies and divisions.

Cost Applied: Charges made directly to departments for billable expenses

County Vehicle: Any vehicle registered and titled as owned by the county, or any department of the county, or designated to be used for county business by the state or federal government, and any rental or grant funded vehicles or equipment in use by any county department.

Department AAV/Fleet Coordinator: The person designated by a department to be the primary contact and person in charge of AAV inventory for their department, and the liaison with Fleet Services.

Department Head: The Chief Executive Officer or Director of a Department or Agency

Department Owned Vehicle: Vehicles owned directly by specific departments as fixed assets and identified as a class “99” by vehicle number in the Fleet system.

Driver Training Certification: Basic computer based driver training for drivers using any county or personal vehicle(s) for county business through Risk Management.

Dual Fuel Vehicle: Powered by two different fuels, i.e. gasoline and CNG

Fleet Pool: A Motor-Pool of various types of vehicles, for use by all departments on a temporary as-needed basis, operated by Fleet Services.

Fleet Services: The County Vehicle Management Unit of the Transportation Division, in the Community Development Agency, County of El Dorado

Fleet Users: Term to identify drivers and departments that utilize Fleet vehicles

Fleet Vehicle: Vehicles owned and managed by Fleet Services

Fleet Services Procedure Guide (FSPG) : A guide booklet provided by the Fleet Management Unit setting forth detailed operating rules and policies in accordance and in conjunction with this D-4 policy.

Grant Vehicle: Vehicle purchased with grant funding sources with special use parameters.

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Hybrid Vehicle: Powered by both traditional fuel (gasoline/diesel) in combination with an electric drive system

Inactive Vehicle: Vehicle(s) that have been taken out of active service for extended periods of time or awaiting approval to be placed in Surplus status.

Justification: Departments must justify the retention of AAV vehicles which are under-utilized by miles or days of use as reported in the vehicle usage logs, due to special function and/or emergency equipment unique to the vehicle and department requirements. Requires CAO approval.

Mini-Pool: Group of AAV vehicles assigned to a specific department which are shared by the designated drivers of that department as needed.

Overnight Retention: Approval to retain and use a county vehicle overnight (See policy for necessary approvals and rules.

Pre-operation Inspection: A pre-operation safety check of the county vehicle.

Reassignment of AAV: An AAV vehicle that is removed from one department or index code assignment, and reassigned into another for continued service.

Remedial Training: Driver training specifically designed to rectify a repeated area of driver error for a specific person assigned to drive vehicles or equipment in the course of county business.

Surplus: Vehicle(s) that have met the criteria for disposal and are no longer available for service, and awaiting auction sale or other disposal action.

Target: Term used to define the projected life cycle of all county vehicles, and used to calculate rates, depreciation and replacement by mileage and age.

Vehicle: Automobiles and Light Trucks as defined by industry standards

Vehicle Class: First portion of county vehicle number identifies the vehicle class in terms of body type and power-train configuration.

Vehicle Rate: The cost per mile rate billed to the user based on vehicle class

Vehicle Standard: The types of vehicles approved to be assigned and procured, managed by Fleet Services.

Vehicle Usage Log: An approved vehicle mileage & usage reporting form or format.

Vehicle Usage Standard: Minimum annual miles and/or days used to retain vehicle in AAV service.