

VEHICLE POLICY

Revised 8-12-03

1. PURPOSE

This policy establishes rules, regulations, and procedures regarding the effective and efficient use of County financed and owned vehicles ("County vehicles"). The policy shall apply to the usage, maintenance, and replacement of County vehicles. The basic guideline of this policy shall be that the use of a County vehicle by an employee or the compensation for the use of a privately owned vehicle will be only for official County business, and in compliance with the rules and regulations detailed in this policy. No vehicle may be purchased or sold without the approval of the Tuscola County Board of Commissioners. The terms of this policy serve as a condition to the approval of the purchase of any County financed or owned vehicle.

2. POLICY

- 2.1 Policy Administration: The County Controller/Administrator shall be responsible for the overall administration of this policy with assistance from the Director of Building and Grounds and Human Resources Coordinator as provided herein. As further provided herein, responsibilities for implementing specific points of this policy are delegated to the elected and appointed department heads.
- 2.2 Driver's License: No County officer or employee may operate a County vehicle unless he or she has a valid Michigan driver's license, without restrictions except as to the use of corrective lenses. Except for the Sheriff's Department, the Human Resource Coordinator will verify that each new employee has a valid driver's license. Also, the validity of employee driver licenses will be checked on an annual basis. The Sheriff's Department will assume the responsibility for verifying the driver's licenses of all new Sheriff's Department personnel. The elected and appointed department heads must verify that employees in their respective departments maintain a driver's license in good standing in order to operate a County vehicle.
- 2.3 Driver's Record: The Human Resource Coordinator will obtain a copy of a proposed new hire's driving record and submit a copy to the department head or elected official who is considering the employment of the person. The record may also be submitted to the Personnel Committee of the Tuscola County Board of Commissioners for its consideration and review.

If an employee who uses a County vehicle in the performance of his

VEHICLE POLICY

duties has his license revoked, suspended, or any convictions beyond the restriction that corrective lenses be utilized, the employee must immediately report the limitation to his supervisor. The department head or elected official, in conjunction with the Personnel Committee – if it is involved, shall determine whether an individual's driving record or license restriction, suspension or loss disqualifies him or her from being offered employment or from continued employment.

- 2.4 Vehicle Insurance/Registration: The elected and appointed department heads must verify that each vehicle assigned to their operation has an up-to-date copy of vehicle registration and proof of insurance kept in the glove box.

The Director of Building and Grounds will verify that each pool vehicle has an up-to-date copy of vehicle registration and proof of insurance kept in the glove box.

Also, the vehicle title shall be provided to the County Clerk as official record of vehicle ownership.

Vehicle insurance records are maintained by the Human Resource Coordinator, but it is each department head's responsibility to monitor and notify the Human Resources Coordinator when a vehicle is added, deleted, or transferred in order to maintain accurate up-to-date records.

- 2.5 Accident Reporting: All accidents involving County vehicles or privately owned vehicles being used for County business must be reported immediately to the appropriate law enforcement agency and then to the Human Resources Coordinator at the beginning of the next business day.

Any employee involved in an accident should not discuss the circumstances surrounding the incident with anyone other than the appropriate law enforcement agency, the Human Resources Coordinator, County Controller/Administrator, and, if applicable, the elected officials to whom he or she reports.

- 2.6 Vehicle Fuel: All police and pool car vehicles shall obtain fuel at the designated gas station in Caro using assigned credit cards.

- 2.7 Vehicle Maintenance: All police and pool car vehicles shall be taken to the County Mechanic for maintenance, both interior and exterior. The County Mechanic will determine whether he will make the repairs or whether the vehicle will be taken to a local repair garage. Departments with vehicles will be notified by the County Mechanic when certain maintenance work is due to be done.

VEHICLE POLICY

Each driver shall visually inspect the vehicle prior to each operation, including the tires and windshield.

2.8 Auction of Vehicles: The County Director of Building and Grounds and the County Mechanic, with the approval of the Board, will determine which County vehicles will be sold during County auctions.

2.9 Vehicle Assignment From the Pool: The Director of Building and Grounds shall be responsible for the assignment of pool cars. Police vehicles are assigned by the County Sheriff.

The employees who use vehicles on a daily year-a-round basis may be assigned a vehicle to use on a regular basis. All other employees who use vehicles on a seasonal, occasional, or other than a daily year-a-round basis must request the use of a vehicle. Requests will be granted on a first-come first served-basis. The request must be made no sooner than 30 days in advance of the date of use. Also, a vehicle may only be requested for seven calendar days at one time.

Every possible attempt to accommodate the vehicle request will be made. However, there may be occasions when a vehicle is not available due to the limited number and the demand.

A County vehicle from the pool may be used to attend conferences and training sessions if a pool vehicle is available. First priority, however, will be given to the use of the pool vehicles for day-to-day County operations.

2.10 Driver Responsibilities: Each person assigned a county vehicle shall be responsible for the following:

- A. Safe driving practices, speed limits and other laws and regulations are to be observed at all times while operating a county vehicle. The driver shall be responsible for ensuring that all occupants are properly secured by a seat belt while the car is in operation.
- B. Tuscola County prefers that smoking not occur in County vehicles.
- C. The interior of the County vehicle is to be kept neat and clean and free of food, wrappers, cans, bottles and wastepaper at all times.
- D. No County vehicle may be driven out-of-state without advance approval of the Controller/Administrator, who shall verify that the vehicle insurance is recognized in all states in which the vehicle may be driven.

VEHICLE POLICY

- E. No County vehicle shall be driven by anyone except the County officer or employee to whom that vehicle has been assigned.
- 2.11 On Call/Emergency Assignment: County vehicles may be assigned by the County Board of Commissioners to employees who are “on-call” duty beyond normal working hours in order to insure a quick response to emergency or after hour calls for service. At the time of adoption of the Policy, vehicles assigned under this section include:
- Sheriff
 - Undersheriff
 - Detectives (2)
 - Animal Control Officer
 - Deputy Animal Control Officer
- (“During an emergency, the Emergency Services Director and Drain Commissioner will be assigned a vehicle for usage on a 24 hour basis.)
- 2.12 Personal Business: Except those cars assigned under Section 2.11 above, no County vehicle shall be used for any purpose other than official County business. All vehicles assigned to employees or officers under the “on call” provisions in Section 2.11, shall be used only when the employee to whom the vehicle is assigned is responding to, or working on, official County business that requires “on call” attention. When the employee or officer is not “on call,” the County vehicle must be parked at the employee’s place of residence. All riders in County vehicles must be riding in the vehicle pursuant to official County business.
- 2.13 Traffic Infractions: Findings of Guilt or Civil Responsibility: Any employee or officer who is issued any criminal or civil citation or process for the violation of any local, state, or federal law or ordinance, for the illegal or improper operation of a County vehicle, shall be completely and solely responsible for the payment of any and all attorney fees, court fines, court costs, and all other expenses incurred coincident thereto, and shall hold the County of Tuscola harmless for the same. If the employee is found responsible for the offense, the employee may be disciplined, including discharged, at the discretion of the elected or appointed official who is the employee’s supervisor.
- 2.14 County Vehicle Preference: County officers and employees should attempt to use County pooled cars first, and only use a personal vehicle if a pool car is unavailable.
- 2.15 Based on county insurance company policy, a county vehicle cannot be operated if an individual has 5 or more driving points.