



Payette County

Vehicle Use Policy

Approved by the Governing Board

Date: May 10, 2010

1) PURPOSE

- A. This Policy outlines the use of vehicles for work used on behalf of Payette County.
- B. Operators of Payette County -owned or leased motor vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both Payette County owned property and public trust.
- C. Employees are expected to operate vehicles safely. It is the policy of Payette County to provide a safe working environment that protects our employees and our citizens from injury and property loss. Payette County considers the use of vehicles part of the working environment. Payette County is committed to safe responsible employee driving behavior that reduces the risk of personal injury and property loss.
- D. This policy applies to all employees and agency volunteers* who operate vehicles on agency business. These drivers will be referred to as “employee drivers” and will be reviewed by managers and supervisors to ensure full implementation and compliance.

*Volunteers are those that volunteer on a regular basis, not one-time volunteers.

2) USE

- A. Vehicles owned or leased by *Payette County* are to be used for the functions of Payette County. Personal use or any other type of use must be authorized by the governing board.
- B. The Elected Official or Department Head is entrusted with the care and keeping of the vehicles and may assign that responsibility to an employee.
- C. Some employees may be assigned a vehicle that is driven home; such personal use, if allowed, may be a taxable benefit.

Agency Owned Vehicles

Vehicles:

Employees must be authorized by their supervisor to operate an agency vehicle.

Vehicles over 26,000 gross vehicle weight, Buses, and Vans over 15 passengers require a commercial driver’s license (CDL).

Personal Vehicles on Agency Business

Employees who drive their personal vehicles on agency business are subject to the requirements of this policy including:

- 1) Maintaining auto liability insurance with minimum state limits.
- 2) Providing proof of liability insurance to the Elected Official or Department Head. On an annual basis.
- 3) Maintain vehicle in a safe operating condition when driven on agency business.

3) ASSIGNED OR PERMISSIVE DRIVERS

- A. Each employee assigned to a Payette County vehicle or employees who operate a Payette County fleet vehicle are required to have a valid driver's license. Should an employee's Driver's License expire, be revoked or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's Payette County vehicle-use privileges will be suspended until the employee's Driver's License has been fully restored and validated.
- B. In addition to the employee assigned or permitted to drive a Payette County vehicle, he or she may allow others with prior permission of the Elected Official of Department Head, as necessary. To operate the vehicle they must have a valid driver's license and are 25 years of age or older.
- C. Each employee assigned or permitted to operate a Payette County vehicle shall be responsible for the following:
 1. Proper and safe operation of the vehicle;
 2. Service and maintain the vehicle in accordance with the manufacturer's recommendations;
 3. Maintain vehicle registration, license plates and inspections; and
 4. Participate in vehicle safety and defensive driving training as required by Payette County.

4) DRIVER EVALUATION

Employees will be evaluated and selected based upon their driving ability. To evaluate employees as drivers, management may:

- A. Review past driving performance and work experience through reference checks with previous employers.
- B. Review the employee's Drivers License Record (DLR).
- C. Ensure the employee has a valid driver's license.
- D. Ensure the employee is qualified to operate the type of vehicle he/she will drive.

5) SEATBELT USE

All drivers and passengers are required to utilize seatbelts as mandated by law.

6) MOBILE COMMUNICATION DEVICE, CELL PHONE AND COMPUTER USE

The driver of a Payette County vehicle, or any other vehicle being used for Payette County business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. A mobile communication device is defined as “a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication”. This does not apply to Payette County work-related two-way radios. Hands-free devices installed in county vehicles may be used for county business.

7) SMOKING PROHIBITED IN VEHICLES

Smoking is expressly prohibited in all Payette County vehicles.

8) IMPAIRED DRIVING

The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.

The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

9) PROOF OF INSURANCE

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.

10) ACCIDENT REPORTING

- A. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
- B. Drivers shall always have a police officer investigate any accident that involves a Payette County vehicle. This will help ensure that Payette County is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of Payette County.
- C. Drivers shall notify their supervisor and the Payette County Risk Manager as soon

as possible of the accident and report the extent of the injuries and property damage involved.

D. Drivers shall cooperate fully with ICRMP Claims Department in the handling of the claim.

11) TRAFFIC VIOLATIONS

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any *Payette County* vehicle. These costs are not reimbursable by *Payette County* **and** must be paid promptly by the driver.

12) VEHICLE MAINTENANCE AND REPAIR

A. If the *Payette County* vehicle is in need of repairs, the issue should be reported to the elected Official of Department Head who is responsible for the care and maintenance of the vehicle.

B. Prior to scheduling major repairs or major maintenance needs, the driver must advise the Elected Official or Department Head of the necessary repairs and for approval and any further instructions.

Adopted by the Payette County Board of Commissioners this 10th day of May 2010.


Larry Church, Chairman


Mark Shigeta, Commissioner


Rudy Endrikat, Commissioner

VEHICLE ASSIGNMENT AGREEMENT

The undersigned hereby acknowledges receipt of an agency-owned or agency insured vehicle. I understand that this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the owner's manual or the instructions issued by the Elected Official or Department Head, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant the Elected Official or Department Head the right to investigate my driver's license record any time. My current drivers' license is issued from the State of _____ and is License Number _____.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisors immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of the Vehicle Use Policy.

Print Full Name

Signature

Date

ACKNOWLEDGMENT OF RECEIPT OF PAYETTE COUNTY VEHICLE USE POLICY.

I, _____ acknowledge receipt of the Payette County Vehicle Use Policy, adopted on _____.

Please initial each statement below if it is true.

____ I understand that it is my responsibility to read and understand the contents of this Policy.

____ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the Policy.

____ I understand that this Policy may be modified without prior notice to me.

____ I understand that should this Policy be modified that I will be provided with a copy of the modification.

DATED this _____ day of _____, 20_____.

(Employee)

I, _____, provided a copy (either electronically or by paper) of the Payette County Vehicle Use Policy, as adopted by the governing Board on _____ to _____, on this _____ day of _____, 20_____.

(Name - Title - Department)