

**COLLECTION OF VEHICLE USE POLICIES
FOR COUNTY GOVERNMENTS
2012**

COUNTIES INCLUDE

Atlantic County
Hudson County
Mercer County
Monmouth County
Ocean County
Passaic County
Somerset County
Warren County

ATLANTIC COUNTY

**ATLANTIC COUNTY
POLICIES & PROCEDURES**

I. **SCOPE**

The following regulations are issued for the guidance of officials and employees of the Departments, Divisions and Operating Units of the County. All questions arising in connection with these regulations shall be addressed to the Deputy County Administrator. These regulations supersede all previous Motor Pool regulations, be they oral or written.

Use of vehicles, whether they be owned or leased by the County, regardless of the type of transportation authorized, must be consistent with these fleet management regulations.

Motor vehicles are a resource of the County and not the property of any individual or department. As such, their use will be determined by the need of the county not the convenience of any individual assigned the vehicle.

**THE ADMINISTRATION EXPECTS ALL DEPARTMENT HEADS,
CONSTITUTIONAL OFFICERS AND COUNTY PERSONNEL TO PROVIDE
SUCH COOPERATION AS IS NECESSARY TO ABIDE BY THESE
REGULATIONS AS WRITTEN.**

II. **RESPONSIBILITIES**

1. Motor vehicle operators are responsible to:
 - a. Operate County vehicles at all times in a safe manner consistent with the applicable highway statutes of the State and municipalities of New Jersey and these regulations.
 - b. Possess a valid New Jersey Driver's License, plus any applicable endorsements.
 - c. Notify the Office of Fleet Management of any unsafe conditions or items needing repair on the vehicle.
 - d. Report license suspensions immediately to Department Heads.
 - e. As a condition of operating a County vehicle, authorize the County to review their driving record as maintained by the NJ Division of Motor Vehicles on a periodic basis.
 - f. Produce a valid NJ license and County ID before use of a County vehicle, if a new employee is not recognized by the Office of Fleet Management.
2. Department Head and Constitutional Officers are responsible for:
 - a. Assuring that all employees within their department driving County vehicles are properly licensed.
 - b. Keeping an assignment list of all vehicles and operators under his/her charge, which will specify;
 - i. The current assignment of vehicles (automobiles, trucks and other specialized equipment.)
 - ii. Designation of those vehicles and operators which have been approved for use after County business hours.
 - iii. Designation of all departmental employees permitted to operate County vehicles. A list should be submitted to Fleet Management and the Internal Auditor annually or an updated list as needed.

- c. Assuring that all vehicles assigned to their department remain properly assigned based on criteria set forth in Section III.2.
 - d. Assuring that all vehicles dispatched are returned at the end of County working hours and are properly parked, unless permission has been granted for overnight use of a vehicle.
 - e. Disseminating these regulations to their employees. A distribution list must be maintained indicating all drivers utilizing County vehicles have received a copy of these regulations. Copies of these procedures shall be placed in all vehicles.
 - f. Addressing violations outlined in Sections III.5 through III.9 and disseminating appropriate reports.
 - g. Assuring that any vehicles which are leased by the County for use within their departments are maintained by the Lessor, as per the Lease Agreement. The Office of Fleet Management is not responsible for the maintenance and repair of leased vehicles unless so expressed in the Lease Agreement, a copy of which must be on file with the Office of Fleet Management.
3. The Office of Fleet Management is responsible to:
- a. Review specifications for, receive and prepare for service all purchased or leased County vehicles.
 - b. Establish and administer an effective preventative maintenance program for County vehicles.
 - c. Inspect and approve the acceptability of all impounded vehicles recommended for inclusion into the County Fleet.
 - d. Keep, file and distribute monthly fuel consumption reports for all County owned and leased vehicles sorted by department. This report will include the odometer reading of each car at the beginning and end of the month, the monthly amount of gasoline fueled and the driver who fueled the car. The report will be distributed to all Department Heads and/or Constitutional Officers by the 10th day of the month. Department Heads and Constitutional Officers will review and return an acknowledgment back to the Office of Fleet Management by the 20th day of the month indicating the report has been received, reviewed and approved. These sheets are provided as an aid to identifying any usage issues. The Internal Auditor should also receive a quarterly summary of the fuel consumption reports.
 - e. Maintain and monitor an accurate list of the assignment of all motor vehicles by department and individual including those with permission to use vehicles after County business hours and vehicles authorized to be taken home.

III. POLICIES

1. Procurement, Acceptance and Preparation

- a. The Office of Fleet Management will review all specifications for the purchase or lease of County vehicles, in cooperation with various departments and offices as appropriate. All purchased vehicles will be received from the vendor by Office of Fleet Management personnel. Fleet Management will inspect all new vehicles upon receipt to assure vendor compliance to the specifications.
- b. All impounded vehicles requested by departments or Constitutional Offices to be included in the fleet will be inspected by Fleet management and, if accepted, added to the fleet.

- c. The Office of Fleet Management will prepare all new vehicles for the road and will apply the County seal to all vehicles except vehicles for undercover investigations and those excluded by the County Administrator. The seal must be permanently affixed to both forward doors.
 - d. The Office of Fleet management is responsible for providing the following information in the glove compartment of each vehicle:
 - i. A copy of these regulations addressing the responsibilities of vehicle operators
 - ii. The vehicle's insurance card
 - iii. The vehicle's registration card
 - iv. A set of instructions for drivers for reporting breakdowns
 - v. Motor vehicle accident form
 - vi. Damage Report form
2. Assignment of Vehicles
- a. All decisions involving the assignment of vehicles to County units will be made by the County Administrator or designee in consultation with the Department Head. The criterion for the assignment of vehicles is based on the need for a vehicle to perform a departmental function or assigned duties.
 - b. Employees may be assigned vehicles to be used after County business hours for the following reasons:
 - i. If the employee's job responsibilities mandate the use of a vehicle to perform those responsibilities after County business hours on a frequent basis.
 - ii. If the employee is required to attend meetings, inspect work sites, etc. after County business hours on a frequent basis.
 - iii. If overnight storage of a County vehicle cannot be reasonably accommodated.
 - iv. The County Executive, County Administrator and Constitutional Officers shall be assigned vehicles and authorized for use after hours to conduct County business.
 - c. The Department Head or Constitutional Officer (or their designee) is responsible for keeping an assignment list of all vehicles under his/her charge which will specify;
 - i. The current assignment of vehicles.
 - ii. Designation of those vehicles which are being used after County business hours and/or taken home, pursuant to this section.
 - d. The assignment list including regularly assigned as well as "take home vehicles" is to be prepared and submitted to the Office of Fleet Management and the Internal Auditor by April 1 of each year or as necessitated by changes. Vehicles can be assigned or reassigned for use after County business hours by the Department Head. No vehicle may be taken home overnight except by the prior approval of the County Administrator or Deputy County Administrator.
 - e. Vehicles assigned to an individual will be made available for County use during vacations and absences. Department Heads may reassign vehicles to be taken home on a temporary basis as required to fulfill the responsibilities of the absent employees. The Department must notify both the Office of Fleet Management and the Department of Administration of any temporary assignment change.
 - f. Each Department shall designate an individual who will handle daily requests for vehicles.

- g. Employees requiring the use of vehicles should first utilize vehicles assigned to their department. If the needs can not be satisfied from the department:
 - i. For round trip travel of more than sixty (60) miles, the Office of Fleet management should be contacted one day in advance, for the availability of a trip car.
 - ii. If no car is available or travel is less than sixty (60) miles, personal vehicle should be used. The employee will be reimbursed at the current mileage rate (see Travel Regulations.)
 - iii. For ordinary travel outside the state of New Jersey or beyond the greater Philadelphia region, alternate travel accommodations should be made (i.e. train, car rental, airplane, personal vehicle, etc.) If no alternate accommodations are available or alternative accommodations are costly or inconvenient, Fleet Management should be consulted about the availability and usage of a County vehicle. Taking a County vehicle out of state requires prior approval by the County Administrator and the vehicle can not be used for non-business activity.

3. Motor Pool Fueling Stations

- a. All fueling of County owned or leased vehicles will be done at any of the four fueling stations throughout the County. They are the following:
 - i. Supported Work Offices
Drexel Avenue, Atlantic City
(hours 8 a.m. to 4 p.m.; Monday-Friday)
 - ii. Northfield Yard
Rt. 9, Northfield
(24 hours)
 - iii. Hamilton Township Public Works Yard
Atlantic Avenue, Mays Landing
(24 hours)
 - iv. Hammonton Yard
11th Street, Hammonton
(7:30 a.m. To 4:00 p.m.; Monday-Friday)
- b. Fueling - Every fuel station will have an automated key pad to operate the fuel pumps (Fuel Force Fuel Mgt. System). Each vehicle will have a separate PIN number which the drivers fueling a vehicle must use. Operation instructions are prompted on the systems screen. If there are any problems or questions, contact the Office of Fleet Management 645-7700, Ext. 4450 or 645-5812. **ANY IMPROPER USE OF THE SYSTEM TO PROCURE GASOLINE FOR VEHICLES, OTHER THAN THOSE AUTHORIZED, WILL RESULT IN THE IMMEDIATE SUSPENSION AND PROBABLE TERMINATION OF THE INDIVIDUAL.**
- c. Leased vehicles will fuel at assigned pumps. The use of gasoline and oil by leased vehicles will be monitored by the Office of Fleet Management.

4. Maintenance and Repair

- a. The Office of Fleet Management is responsible for the establishment and administration of an effective preventative maintenance program for County vehicles.
- b. Whenever a vehicle is brought in for service, the Office of Fleet Management will check to see that all required items are in the glove compartment and replace any missing items.
- c. In the event of a mechanical or other trouble, the motor vehicle operator should immediately notify the Office of Fleet management at the County Garage in Northfield. Fleet will determine, at that time, further use of the vehicle and when it should be brought in for repair.
- d. If a mechanical breakdown or other trouble occurs after 4:30 p.m., the vehicle operator should call the Sheriff's Department (641-0111), where the Dispatcher on duty will obtain the necessary information and contact the Office of Fleet Management for the appropriate action. If the driver of the vehicle cannot make other arrangements they will be transported back to the maintenance garage in Northfield. No arrangements for moving the vehicle are to be made except by the Office of Fleet Management unless directed by the police. Any outside towing charges incurred due to noncompliance with this policy will not be paid by the County.
- e. If mechanical breakdown or other problems occur outside of the County, the driver is to call the Office of Fleet Management to arrange for repair, towing, etc. It is the responsibility of the driver to cooperate with local authorities at all times.
- f. All maintenance and repair needs for County-owned vehicles will be scheduled and performed by the Office of Fleet Management unless otherwise authorized by Administration or the Office of Fleet Management. After service has been completed, a sticker will be affixed to the windshield instructing the operator of the next scheduled maintenance (approx. 4,000 miles). It is the responsibility of the operator to set up an appointment with Fleet or the contracted vendor for the next required service. Drivers missing service appointments shall be notified in writing by Fleet Management with copies to their Department Head and the County Administrator.

IT IS THE RESPONSIBILITY OF THE DEPARTMENT HEAD OR CONSTITUTIONAL OFFICER CONCERNED TO MAKE CERTAIN THAT VEHICLES UNDER THEIR CHARGE ARE BROUGHT IN FOR SERVICE WHEN DUE. VEHICLES WHICH ARE NOT BROUGHT IN FOR SERVICE WILL BE SUBJECT TO REASSIGNMENT.

- g. Departments and Constitutional Offices will be notified, in writing, whenever vehicles under their charge are due for State inspection. The operator is responsible for getting the vehicle inspected and informing Fleet Management of the outcome. If the vehicle does not pass inspection, the operator must schedule with Fleet a time for the vehicle to be repaired. This must be done within seven (7) days.
- h. No servicing and/or repairs are to be procured from private service stations without the permission of the Office of Fleet Management. Submission of receipts for unauthorized service of County vehicles by private service stations will not be reimbursed by the Office of the Treasurer. It is the responsibility of the Office of Fleet Management only to make arrangement for repair work to County vehicles covered by dealer warranty. Oil and gasoline may be secured from service stations in the event of out of town trips, training, etc. In these instances, due to the distance from a County pumping station, outside service is allowable.

5. Accidents

- a. **IF A DRIVER OF COUNTY-OWNED OR LEASED VEHICLE BECOMES INVOLVED IN A SERIOUS ACCIDENT RESULTING IN EITHER INJURY REQUIRING MEDICAL TREATMENT OR THE DISABLING OF A COUNTY VEHICLE, THE OFFICE OF FLEET MANAGEMENT (EXT. 4450) AND THE EMPLOYEE'S IMMEDIATE SUPERVISOR ARE TO BE CONTACTED IMMEDIATELY. AFTER COUNTY BUSINESS HOURS, THE SHERIFF'S DEPARTMENT (641-0111) SHALL BE CONTACTED.**
 - i. Accidents disabling a vehicle should follow Section III.4(d). Minor accidents shall be reported as soon as possible during business hours.
 - ii. All accidents involving vehicles shall be reported to the Law Department immediately by Fleet Management.
- b. It is the responsibility of the driver to obtain the name, driver's license number and address of anyone else involved and to reciprocate in-kind. The driver is to cooperate fully with local authorities at the scene. The accident should not be discussed with any other parties besides the appropriate police and County authorities.
- c. Reports - The driver is to fill out an Accident Report (Exhibit A) at the scene or as soon as possible. The driver's supervisor is to submit an accident report to the Law Department within 24 hours of the accident (Exhibit B). This report will be a factual account of the accident and should also contain a review of the employee's past driving record. The Law Department will "provide at the scene" advice to the driver if necessary. The Law Department is also required to forward accident reports to the insurance carrier and notify Administration.
- d. Accidents involving leased vehicles which result in mechanical and/or body damage are to be reported to the Office of Fleet Management, Department Head or Constitutional Officer, Supervisor and Law Department in writing immediately.

6. Non-Collision Damage to Vehicles

- a. Non-Collision damage shall be reported as soon as possible during business hours.
- b. Reports - The operator is to fill out a "Property Loss/Damage Report" (attachment C) at the scene or as soon as possible. The operator's supervisor is to submit this report to the Law Department within 24 hours of the incident. The Law Department is required to forward his/her report to the insurance carrier, the Office of Fleet Management and the County Administrator.
- c. It is the responsibility of Fleet Management to notify the Law Department of all suspected non-collision damage not previously reported.

7. Nonmoving Sanctions - Non compliance with these regulations will be cause for disciplinary action. Offenses which occurred more than thirty-six (36) months prior to a new offense, will not be considered part of the progressive disciplinary action process. Offenses include, without limitation, the following:

- a. Violation of the following prohibitions:
 - i. Use of County vehicles to transport family members, friends and other individuals for personal reasons.

- ii. Smoking is not permitted in any vehicle as stated in the Personnel Policies and Procedure manual, Drug and Alcohol in the Workplace/Testing (4.03).
 - iii. Use of County vehicles for personal business during or after business hours, non-working days or holidays.
 - 1) Employees using vehicles on County business without access to their own personal vehicle are permitted to use the County vehicle to obtain meals during their normal working hours.
 - 2) Employees authorized to use County vehicles for commuting are permitted to interrupt their commute for brief stops to procure items for personal use. This section is intended only to permit a brief stop for items such as milk at a convenience store, not an extended interruption to obtain food for a week at a grocery store. Stopping to use or procure alcoholic beverages is expressly forbidden and will subject the operator to sanctions.
 - b. Failure to operate vehicle in accordance with these fleet management regulations.
 - c. Failure to properly maintain a County vehicle. Proper maintenance includes cosmetic upkeep and regular inspections by County garage.
8. Motor Vehicle Violations
- a. The driver of a County vehicle shall be deemed fully responsible for his/her own actions pursuant to highway laws. It is required that drivers of County owned or leased vehicles obey all traffic laws and cooperate fully with local law enforcement officers. The County is not responsible for violations of traffic laws and regulations by drivers of County owned or leased vehicles. ANY PENALTIES INCURRED BY DRIVERS OF COUNTY OWNED OR LEASED VEHICLES RESULTING FROM MOVING OR PARKING VIOLATIONS MUST BE BORNE BY THE DRIVER.
 - b. Reckless driving of County owned or leased vehicles will not be tolerated. County employees who are found to be guilty of moving violations or who are observed in violation of traffic laws will be subject to disciplinary action by the County. As of 3/1/85, State law requires all drivers and front seat passengers to buckle their seat belts while moving. Neglecting to do so will be considered a traffic violation and subject to disciplinary action.
 - c. County employees who are found responsible for damage to County owned or leased vehicles are subject to disciplinary action.
 - d. All employees assigned a County vehicle as a regular operator, as a condition of that assignment, authorizes the County to access their driving records with the NJ Division of Motor Vehicles.
 - e. It is the obligation of all County vehicle operators to notify their Department Head / Division Director immediately if their driver's license has been suspended or revoked.
9. Moving Vehicle Violation and At Fault Accident Sanctions - Non compliance with these regulations will be cause for disciplinary action. Department Heads will assign a sanction that is within the designated point range for the offense. Determination of the assigned sanction will be based on an individual's driving record and the new offense. Offenses which occurred more than thirty-six (36)

months prior to a new offense, will not be considered part of the progressive disciplinary action process.

- a. **Sanctions will be assessed based upon the new cumulative total reached following an event.**
- b. Three year period will be measured from the date of the infraction.
- c. **Multiple penalties will be combined for a single event, i.e. Improper turn resulting in a minor accident would be assessed 3 + 2 or 5 points.**
- d. Unlisted motor vehicle violations will be assessed the points assigned by NJ Motor Vehicle Regulations.
- e. Points will be assessed for observed events regardless of a charge being brought forward by law enforcement.
- f. Offenses adjudicated under the previous policy will be included in each driver's three year history for the assessing of future penalties.
- g. Determination of the amount of damage shall include County vehicle, non-county vehicles and real and personal property.
- h. Listed below are the various Moving Violations and At Fault Accident Violations and their corresponding points:

<u>Violation</u>	<u>Points</u>
At Fault Minor Accident < \$500 Damage - No Bodily Injury	1
Failure to pay toll	1
At Fault Minor Accident < \$1,000 Damage - No Bodily Injury	2
Careless Driving	2
Failure to give proper signal	2
Failure to observe stop or yield sign	2
Failure to wear seat belts	2
Speeding < 14 MPH over limit	2
Failure to report accident or motor vehicle summons while operating a County Vehicle	2
At Fault Serious Accident < \$5,000 Damage - No Injuries	3
Failure to stop at traffic light	3
Improper right or left turn	3
At Fault Serious Accident < \$10,000 Damage - No Injuries	4
Speeding < 30 MPH over limit	4
Failure to Report Suspension or Revocation of Drivers License	4
Reckless Driving or Endangerment of Passengers	5
Improper passing of school bus	5
Speeding > 30 MPH over limit	5
Failure to Report Suspension or Revocation of Certified Drivers License	6
At Fault Serious Accident < \$10,000 Damage and/or Minor Injuries	6
At Fault Major Accident > \$10,000 Damage or Serious Injury to Any Person	8
DWI	12
At Fault Fatal Accident	12

- i. Listed below are the Sanction ranges associated to each point. Department Heads/ Division Directors may assign a sanction within the point range according to the individual's driving record.
 - i. Infraction of One (1) point will result in an oral warning.
 - ii. Infractions between two (2) through five (5) points would have the minimum sanction of a written warning to the maximum sanction of a three (3) day suspension.
 - iii. Infractions between six (6) through ten (10) points would have the minimum sanction of a four (4) day suspension to the maximum sanction of a ten (10) day suspension.
 - iv. Infractions of eleven (11) to twelve (12) points would have the minimum sanction of a fifteen (15) day suspension up to and including termination.
 - v. Sanction ranges may be increased at the discretion of the Department Head if warranted under a particular set of circumstances.
- j. Reports - It is the department's responsibility to track individual disciplinary levels from improper use of County vehicles. A notice of all disciplinary actions should be forward to Division Director of Human Resources. The Division Director of Human Resources will compile such information and report to the Administration on a monthly basis as required.

IV. VEHICLES USED FOR COMMUTING

1. In order to be in compliance with federal regulation on the usage of County provided vehicles and the reporting requirements of that usage, the County vehicle assigned cannot be used for any personal use other than for commuting purposes.
2. Atlantic County Internal Control Procedure 213: Commuter Allowance, issued October 10, 2003, fully explains the Internal Revenue Service requirements to value the commuting usage under the Commuting Valuation Rule.
3. A schedule must be submitted monthly by each driver authorized to use a County vehicle after business hours to the Atlantic County Treasurer's Office, Payroll Unit, listing the days in which the County vehicles were used for commuting to and from work. (Attachment D)

V. EFFECTIVE DATE

1. All passenger vehicles owned or leased by the County of Atlantic and/or vehicles serviced by the County Office of Fleet Management and all newly acquired vehicles, regardless of assignment, are subject to the policies contained herein, effective August 19, 2002.

HUDSON COUNTY

Rita

COUNTY OF HUDSON
EMPLOYEE HANDBOOK

MAY 1, 2003



THOMAS A. DE GISE
HUDSON COUNTY EXECUTIVE

VEHICLE POLICY

General

Employees may not normally use County vehicles for personal reasons. However, employees who are assigned a County vehicle on a 24-hour-a-day basis may use the vehicle for personal reasons.

Pursuant to Internal Revenue Service (IRS) regulations, the personal-use value of a County vehicle and gasoline and oil provided by the County is taxable income.

If a County vehicle breaks down while being used for personal reasons the assigned driver must pay for towing or other transportation of the vehicle to a County garage or other approved repair facility.

Only County employees are authorized to operate County vehicles. Assigned drivers must operate their vehicle in compliance with applicable State, County or Municipal traffic or parking laws. Assigned drivers are responsible for paying for traffic and parking tickets.

Assigned drivers are responsible for ensuring that the vehicles are kept clean, in good operating condition and inspected and serviced in accordance with preventative maintenance requirements.

Vehicle Occupant Safety

The safety of our employees is a primary concern of the County. For that reason, we want to make sure that you understand how to properly position and restrain all vehicle occupants, especially children. Air bags are safe and beneficial and are intended to be used with safety belts. They have been credited with saving many lives and preventing injuries in thousands of other instances. However, improperly positioned or improperly belted occupants (especially children 12 and under, who should be buckled in the rear seat, if possible) can be seriously injured or killed during air bag deployment.

County policy requires compliance with the following rules while operating a County vehicle or while operating another vehicle while performing County work:

- always wear (and require passengers to wear) safety belts;
- always read and follow your child seat manufacturer's owner guide and your vehicle's owner manual;
- always move driver and front passenger seats as far rearward as practical;
- never place a rear-facing child seat in front of an air bag unless used in a vehicle where the air bag has been manually deactivated;
- never allow children (or anyone) to slide the shoulder belt behind them; and
- always buckle children 12 and under in the rear seat, if possible; older children should also be properly buckled up and are safer in the rear seat; the safest seating position is the center part of the rear seat.

Please remember, with or without air bags, children are ALWAYS safer in the rear seat. The County urges that every time you drive: "Buckle Up, Children in the Back."

FAILURE TO FOLLOW THIS POLICY IS DANGEROUS AND WILL SUBJECT VIOLATORS TO DISCIPLINE.

Employees with Limitations On Driving

Employees who have limitations (e.g. eyeglasses, taking medications) that limit their ability to drive must advise their supervisor of the limitation(s). Employees must also adhere to the limitations while operating County vehicles or other vehicles on County business.

MISCELLANEOUS

Personal Property

Hudson County is not responsible for theft of personal property.

Use of Equipment and Supplies

Employees are responsible for taking care of any assigned equipment. Employees may not remove, or in any way assist in the removal of supplies, materials, goods or equipment belonging to the County, unless the removal has been authorized, in writing, by their department director. Employees may not use County equipment, supplies, postage or other materials for personal reasons. Unauthorized use or removal of County property will be cause for discipline, including discharge.

Personal Use of Telephones

Telephones are normally to be used only for official County business. Personal calls should be avoided except when essential. Personal collect calls to a County telephone are not permitted and will not be accepted.

As little time as possible should be spent on essential personal calls received during business hours. A coin-operated telephone must be used for personal calls whenever such a telephone is available. Essential personal calls made from a County telephone must be charged to a non-County number.

Employees are subject to discipline for violating this policy. The discipline may include reimbursing the County for the cost of the personal call.

Employees may avoid discipline by getting the permission of their supervisors to make or receive personal calls on a County telephone. In such cases, employees must reimburse the County for the cost of the personal call. Failure to reimburse the County will result in discipline.

Official Use of Telephones

Employees using the telephone as part of their job should follow the following rules:

1. be certain that someone is always in the office to answer the telephone;
2. answer promptly and courteously;
3. identify your office and yourself;
4. speak directly into the telephone;
5. speak clearly and pleasantly;
6. keep calls as brief as possible;
7. hang up the receiver gently;
8. always be courteous;
9. make written notes if necessary; and
10. never leave a caller on hold for more than 30 seconds.

MERCER COUNTY

2.16 USE OF COUNTY VEHICLES

County vehicles are assigned to employees for use during the performance of official County business only. Employees must present a valid driver's license on a daily basis in order to secure a vehicle.

Any County employee who operates a County vehicle without a valid driver's license or the required endorsements to operate certain vehicles may be subject to disciplinary action.

Employees who are assigned a car on a 24-hour basis are not allowed to transport relatives or other members of the general public except in the performance of their duties. Only County employees are authorized to operate their assigned vehicles and must comply with applicable State, County and Municipal traffic or parking laws. All occupants of County vehicles must use their seat belts. Assigned drivers are responsible for payment of traffic and parking tickets.

Proper Procedure for reporting Auto Accidents involving County-owned/leased vehicles is as follows.

- Police must be called to the scene of the accident and copy of the police report must be obtained and forwarded to the Mercer County Insurance and Property Management Office with the Accident Report.
- The employee must report the accident to his/her Supervisor immediately and the proper reports must be completed in full and forwarded to the County Insurance and Property Management Office. The report forms are entitled "AUTOMOBILE LOSS NOTICE" and "STATEMENT OF DRIVER"
- Two (2) estimates must be obtained to repair the damage to the vehicle. The Insurance and Property Manager may be called at extension 6655 to recommend where you should take the vehicle for the estimates.

A complete copy of this policy and procedure can be obtained at the Office of Personnel.

MONMOUTH COUNTY

**MONMOUTH
COUNTY**

**VEHICLE
POLICY**

October 30, 2007

[Updated: [June 1, 2009]

[June 1, 2010]

County of Monmouth
Vehicle Policy & Procedures
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“A” Vehicle and Equipment Transfer/Request Form

“B” Assigned Driver Commutation Form

“C” Vehicle & Equipment Trip Report

“D” Automobile Loss Notice, Incident Report: AL-1, Supervisor’s
 Report-Form AL-2

“E” What To Do In Case of An Accident

“F” Vehicle Log Sheet

“G” Driver’s License Verification Policy

OVERVIEW: In a specified time frame, on a regular basis, or for identified job categories, County owned vehicles will be made available for employees to use while conducting County business.

INTRODUCTION: All officials and employees who use a County owned vehicle or equipment for County business shall follow the guidelines set forth in this policy and procedure.

PURPOSE: The purpose of this policy is to establish consistent guidelines for the assignment, use and turn-in of Monmouth County owned vehicles and equipment by County employees. Also to specify Monmouth County's general requirements for vehicle use by employees during the conduct of official County business and to establish related procedures and controls.

POLICY: It is the policy of the County to provide vehicles when it has been deemed appropriate. Vehicles, either assigned or pool, are only to be used for the conduct of official business. Assigned vehicles used for commutation purposes in addition to official business are to be stored overnight in a secure location, with that location documented on the assignment sheet provided by the Division of Fleet Services. Pool vehicles must be stored overnight on County owned or leased property. Pool vehicles assigned which are kept for more than one day should be stored overnight in a secure location, with that location reported to the Vehicle Pool Coordinator.

NOTE: This policy supersedes the June 1, 2009 Monmouth County Vehicle Policy and any and all other Monmouth County Vehicle Policies.

DEFINITIONS

1. Assigned Vehicle - A vehicle assigned to an individual County employee for use in the execution of his/her official duties and requires the use of the vehicle during off duty time for on-call and/or call in for emergency purposes. The assignment may be regular and on-going or for a specific period of time such as weekly on-call duty.
2. Driver/Employee is a County employee who operates a County owned assigned and/or pool vehicle and equipment.
3. Equipment: County owned trucks over one-ton and heavy-duty equipment.
4. Fleet Coordinator – The individual in Division of Fleet Services holding the title of Supervisor of Motor Pool will be responsible for maintaining the County’s fleet inventory.
5. Law Enforcement Officer – An individual who is employed on a full-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen’s arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work). The term “law enforcement officer” may include an arson investigator who also meets the requirements of this definition.
6. Pool Vehicle - A vehicle assigned to a specific County department or division and designated for multiple driver use, as determined by the Vehicle Pool Coordinator. Pool vehicles are required to be stored overnight at a County facility and are not to be used for commuting purposes.
7. Vehicle - A County owned passenger automobile, SUV, vans of various sizes up to one ton, pick-up trucks and utility-type trucks up to one ton.

DEFINITIONS (continued)

8. Vehicle Pool Coordinator - A County employee who is designated by a department head or division head to be responsible for pool vehicles assigned to the unit.
9. Employees - include officials, permanent and temporary employees unless stated otherwise.

VEHICLE INVENTORY
BY
CLASSIFICATION

These codes have been established to assist in classifying county owned vehicles and equipment.

CODES

- 01 – Passenger Cars
- 02 – Lt. Trucks, Vans, Pick-Ups, Under 26,000
- 03 – Heavy Trucks, Sweepers, Sewer-Vac's, Snooper, Bucket Trucks Over 26,000
- 04 – Lt. Equipment, Mowers, Tractors-Operator Driven
- 05 – Heavy Equipment-Loaders, Back-Hoes, Graders
- 06 – Busses
- 07 – Other Specialized Equipment-Towed Trailers, Compressors, Cement Mixers,
Line Trimmers, Boat, etc.
- 08 – Law Enforcement- Prosecutor's Office
- 09 – Law Enforcement – Sheriff's Department
- 10 – Aircraft (Helicopter)

Uses

1. Authorized Operators -- Only Monmouth County employees or drivers authorized by the department head may drive or operate County vehicles or equipment.

2. The County Administrator or his/her designee may approve an employee for an assigned vehicle if the County Administrator deems that: 1) assigning vehicle is in the best interest of the public; and 2) the tasks(s) to be performed when called during off-duty hours require immediate travel to the job location.

Approval for assignment of vehicle is contingent on the employee being (and remaining) on a continuous on-call status during other than normal working hours and meeting at least one of the following criteria:

- The need to respond to emergencies in the field with a vehicle equipped to meet the requirements of the department.
- The employee is required to respond to the field with specially equipped vehicles to meet the seasonal work conditions of the department.
- The employee reports directly to the field an average of fifty (50%) of his/her scheduled workdays.
- The employee operates specialized equipment that would be required in the event of an emergency and there is not enough time to retrieve the equipment from a County facility.
- An employee has an irregular work schedule due to required attendance at work related activities on weekends and/or evenings.

3. Non-county employees are not allowed to operate or ride in a county-owned vehicle without prior approval from a Department head unless if this practice is a normal function of the department (exemption for Law-Enforcement).

4. County owned vehicles shall be used for official County business with reasonable consideration for use for meals, etc., while in the course of performing business on behalf of the County. **Personal use of an assigned or pool vehicle is prohibited unless expressly allowed by the County Administrator. This includes transporting family members to/from work locations, schools, sporting events or other places or events.**

5. Each County owned vehicle shall display the official County seal. The only exceptions are certain vehicles assigned to Law Enforcement. No County vehicle shall bear an unauthorized sticker, decal or other promotional advertisement for any cause or purpose. Any deviation from use of the official seal must be authorized by the **County Administrator**.

6. Department head's approval is required in advance to use County vehicle for travel outside of the state.

7. Taxation of Employer-Provided Vehicles – The personal use, including commutation, of an employer provided vehicle is taxable for federal income and social security taxes. Since the County has a written policy (Resolution No. 85.613 adopted on 9/26/85) prohibiting personal use, other than commutation, a flat \$1.50 each way (\$3.00 per round-trip commute) is imputed, on a bi-weekly basis, for the purpose of collecting these federal taxes. Essentially, the taxation requirement applies primarily to passenger automobiles; however, clearly marked police, fire vehicles and unmarked law enforcement vehicles operated by a full-time law enforcement officer are exempt (please refer to definitions). To the extent pickup trucks and vans are clearly marked with permanently affixed decals or special painting, they too are exempt. It is incumbent upon the Department Head to notify the Finance Department and Fleet Services when employees are authorized to take County vehicles home or when a reassignment occurs, or termination of vehicle use.

RESPONSIBILITIES:

A. Fleet Coordinator

1. Maintain an accurate fleet inventory that is updated quarterly. This inventory will include vehicle identification numbers, license plate number, assigned driver name, license and other pertinent information needed for proper fleet management and provide quarterly updates to the Director of Public Works and Engineering, Insurance Office, and the Director of Finance.
2. Receives and processes all new fleet vehicles, (regardless of funding source). The Fleet Coordinator will be responsible for delivering appropriate paperwork and documentation to the NJ Division of Motor Vehicles. Further, he/she will affix bar codes, license plates, place registration, insurance cards & the "What to Do In Case of An Accident" card. The Fleet Coordinator will also ensure that new vehicles are properly decaled prior to being released. In addition, Division of Fleet Services staff shall initiate a maintenance schedule for each vehicle and affix a maintenance sticker to each vehicle listing the date/mileage of when the vehicle is to be returned for services.
3. Obtaining annual registration renewals and insurance cards for all vehicles and distributing them. It is the individual driver's responsibility and the Vehicle Pool Coordinator's responsibility to make certain that the vehicle documentation is current and to contact the Fleet Coordinator if credentials are lost.
4. Alerts individual drivers and/or Vehicle Pool Coordinators to unscheduled maintenance, recalls, warranty or other similar work. Division of Fleet Services will coordinate with these employees on when, where and how each vehicle is to be repaired.
5. Make certain that the Finance Office is made aware of any vehicles, and drivers, that are take home.

B. Department Head

1. Ensure that all employees within his/her division, who drive vehicles on County business, are aware of and comply with this policy and procedures.
2. Ensure all employees in each department who drive vehicles on County business are provided a copy of this policy and procedures.
3. Ensure the employees sign an acknowledgement of receipt stating they have received, read, and have had the opportunity to obtain answers to any questions they may have regarding the meaning and interpretation of the policy and procedures. Employees shall not operate a vehicle for County business, until he/she has signed the acknowledgement of receipt form.
4. Ensure executed statements of acknowledgement are kept on file in the department.
5. Ensure that a Vehicle & Equipment Transfer/Request Form (**attachment "A"-Part I**) is completed and submitted to the Fleet Coordinator in Division of Fleet Services when the assignment, reassignment, or turn-in of any vehicle is needed to the fleet. Fill out Part II of the form when requesting new or additional vehicles and forward them to the Superintendent of Fleet Services along with an explanation of need. Complete both Part I and Part II of the form when re-assigning/turning-in a vehicle and are requesting a new/replacement vehicle to fill its place. Normally this is done in August or September in response to the budget submission.
6. Report all vehicles purchased via external grants or other funding sources to the Director of Public Works and Superintendent of Fleet Services. This will facilitate the documenting of all vehicles in the County fleet maintenance system and the entering of the vehicle into the maintenance schedule maintained by the Fleet Coordinator in Division of Fleet Services.
7. Report any approved out-of-state travel by any individual in an assigned or pool vehicle to the County Insurance Office, before the travel occurs.

8. Notify the Finance Office and the Fleet Coordinator of Fleet Services by forwarding "**attachment "B"**" upon assignment and termination of individuals using a County vehicle for approved commutation purposes of IRS tax reporting requirements.

9. Ensuring that the assignment, reassignment and/or turn-in of any vehicle in the fleet are reported to the Division of Fleet Services, the County Insurance Office, and Finance Department for payroll reporting purposes.

C. Vehicle Pool Coordinator

Every County Department/Division will assign a County employee who is designated by a Department head or Division Head to be responsible for fleet vehicles assigned to the unit and will work with Division of Fleet Service's Fleet Coordinator. The duties of the Vehicle Pool Coordinator will include but are not limited to:

1. Ensure County vehicles assigned to their department are operated by authorized County permanent staff and/or temporary employees who possess a legally valid New Jersey driver's license of the proper class for the vehicle being operated, prior to the vehicle being assigned, and who meet all other requirements established by this policy.
2. Forward driver's name and driver's license number to the County Insurance Office.
3. Upon assignment of a vehicle, remind operators to use the seat belts and to observe all pertinent traffic laws and regulations. Also, ensure that individuals who are not County employees are not allowed to operate County owned vehicles.
4. Ensure that all assigned vehicles are delivered to the County vehicle maintenance facility whenever service is due.
5. Ensure that driver license abstracts and status information will be kept confidential.
6. Maintain a vehicle use log for **ALL** department vehicles and ensure drivers check box and initial indicating they are in possession of a valid drivers license (**attachment "F"**) excluding law enforcement and assigned vehicles.
7. Ensure pool vehicles are stored in a parking area as safely and securely as possible with the engine off, windows closed, and doors locked when vehicle is unattended.
8. Intra-pool transfers will be managed by the Department's Vehicle Pool Coordinator; however, turn-in and out of pool vehicles will be managed by the Fleet Coordinator of Division of Fleet Services.

9. Maintain vehicle records as set forth of this policy.

10. With approval from Department Head, notify the Finance Office and the Fleet Coordinator of Fleet Services by forwarding "**attachment B**" upon assignment and termination of individuals using a County vehicle for approved commutation purposes of IRS tax reporting requirements.

D. Driver/Employee

1. Each driver of any County owned vehicle must have a valid New Jersey Drivers/Operator's license as required by New Jersey State Law, regardless of whether the employee drives the County vehicle on a regular, temporary or occasional basis. Driving a County vehicle without an active, valid, appropriate driver's license shall constitute a violation of this policy and will be cause for discipline up to and including termination. All reports of revocations and suspensions shall be in writing using the Notification of Suspension/Revocation Form available on the Monmouth County Intranet, Personnel Website, Forms.

See Driver's License Verification Policy (attachment "G") for responsibilities including proper reporting.

2. County employees who drive vehicles weighing more than 26,000 pounds or a vehicle carrying sixteen (16) or more passengers, must have a valid Commercial Class B license with a passenger endorsement. County employees who drive vehicles 10,001 GCVW (Gross Combination Vehicle Weight) with a trailer must have a valid Commercial Class A license if required by law.

3. Employees authorized to drive or those assigned a County owned vehicle are subject to an annual review of their motor vehicle driving record with the State of New Jersey. Proof of a valid license also must be shown to a Vehicle Pool Coordinator before operating a pool vehicle. Those employees found to be of a high risk or who have failed to report violations and/or accidents while operating a County vehicle to the County, will have their vehicle privileges revoked, which may result in dismissal for employees in positions where vehicular transportation is deemed an essential job function.

4. Employees are responsible for any vehicle or equipment assigned to them such as reporting unsafe operations or working conditions. Employees are to take proper care of the interior and exterior appearance and servicing of county-owned vehicles as per preventative maintenance schedule and/or every 4,000 miles. In addition, according to New Jersey Law, any vehicle with a "dangerous accumulation" of snow will have to be removed prior to operation. Failure to do so may result in disciplinary action. Also, County employees that operate vehicles and equipment that are 10,001 lbs GVWR and higher, must turn in a Vehicle & Equipment Trip Report (attachment "C") to your supervisor prior to operating the vehicle or equipment. Inspect the unit before operating it and complete the Vehicle & Equipment Trip Report form and sign it, if it is safe to operate. When the employee is finished using the vehicle or equipment they must turn in the signed original to their supervisor and secure the vehicle keys. Each department will be required to maintain a file of the above said Vehicle & Equipment Trip Reports for three (3) months-90 calendar days. If repair is needed employee shall notify his/her immediate supervisor and an appointment will be made for servicing or repair with the Vehicle Pool Coordinator to the Division of Fleet Services. All three copies of the Vehicle & Equipment Trip Report will be sent to Division of Fleet Services and the mechanic will sign them when the repairs are made. Fleet Services will keep the yellow copy and return the white and pink copies to the department. VEHICLE & EQUIPMENT TRIP REPORT BOOKS CAN BE PICKED UP AT DIVISION OF FLEET SERVICES'S PARTS ROOM AT 250 CENTER STREET FREEHOLD.

5. Employees driving County vehicles are required to obey all traffic laws including obeying the speed limit and employees and passengers are required to wear available personal restraints (seat belts). The use of hand held cell phones while driving is prohibited unless using a wireless device. This also includes texting. If using a "hands-free" device, the placement of the hands free device should not interfere with the operation of the vehicle.

6. A County vehicle is not to be driven while under the influence of alcohol or any controlled substance.

7. **The use of tobacco in any form is prohibited in County-owned vehicles.**

8. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed at any time.

9. Personal trailers, including boat and recreational vehicles, are prohibited from being towed by a County vehicle.

10. Monmouth County will not pay traffic tickets, toll violations or parking fines of employees driving County owned vehicles, nor will the County pay such fines if the employee is authorized to use their personal vehicle on County business.

11. An employee receiving a moving violation while driving a County vehicle Has an obligation to immediately inform their Department Head or designee. Fines for moving or parking violations are the personal responsibility of the assigned operator. The County will not condone nor excuse ignorance of traffic citations that result in the court summons being directed to the County as owner of the vehicle. Employees found guilty of moving violations may be subject to corrective action.

12. Employees receiving a travel allowance and using a personal car for County business assume liability for bodily injuries or property damage arising out of an accident occurring in connection with operation of his/her personal car. In the event of an accident involving personal vehicles while conducting County business; it is possible that the damage up to the amount of their deductible would be reimbursed. Such employees are required to have a minimum liability limit of \$100,000 per person/\$300,000 per accident/\$50,000 property damage and must provide the Finance Department with a copy of the insurance certificate of such insurance annually.

13. County employees authorized to use their personal vehicles for periodic County business, are reimbursed for mileage at the rate established by the County of Monmouth.

14. All County employees are expected to drive/operate all vehicles and equipment in a safe and responsible manner.

15. Violation of this vehicle policy will be cause for disciplinary action and/or loss of driving privileges.

Procedures Governing Vehicle Assignment, Reassignment, Turn-In of Vehicles, Replacement & Loaner

1. County vehicles are normally assigned to an employee at the start of their work period and are the employee's responsibility until the completion of their assigned work period when the vehicle is returned. The employee is responsible for securing the vehicle key set.
2. Upon request for a loaner vehicle of a County owned vehicle, the requesting driver will present a valid New Jersey Motor Vehicle License, and identify the overnight storage location, if applicable. *Before an employee requests a loaner vehicle from Division of Fleet Services, they must first check with their vehicle pool coordinator for a department pool vehicle. If one is not available then the vehicle pool coordinator will e-mail or call the Division of Fleet Services-Fleet Coordinator giving their employee permission for a loaner vehicle. No loaner vehicles will be issued unless the department vehicle pool coordinator gives their approval.*
3. A County vehicle may be assigned to an employee who regularly requires vehicular transportation in the performance of his/her assigned duties and requires the use of the vehicle during off duty time for frequent on-call or call in for emergency purposes. The assignment may be regular and on-going or for a specific period of time such as weekly on-call duty. The employee must notify the Finance Office of the assignment involving commutation.
4. Commutation vehicles must be stored in a parking area as safely and securely as possible with the engine off, windows closed, and doors locked when vehicle is unattended. Pool vehicles are to be stored on County owned or leased property. In all cases, vehicles are not to be stored in shopping centers, street locations near taverns or "clubs" or any other area which may create the appearance of impropriety.
5. During extended vacation periods or leaves of absence, an employee who is assigned a vehicle on a periodic basis, must turn the vehicle in to his/her department.

6. Assignment— (Regardless of the funding source) The request for procurement/assignment of a new vehicle is normally received in August or September of each year in response to the budget submission by completing **Part II of attachment "A"** to the Superintendent of Fleet Services. **Requests for vehicle replacement should be made based upon the basic criteria of 10 years of age or 100,000 miles, obviously with some specialized circumstances being the exception.** All requests are then categorized and cost estimated for the Finance Department's inclusion into the next year's fiscal budget. A master list is then created and reviewed and upon budget approval, orders are placed to purchase the vehicle after Board of Chosen Freeholder's approval. When vehicles are delivered by a vendor, the vehicle is accepted by the Division of Fleet Service's Fleet Coordinator, inspected, licensed and turned over to the respective individual driver or Department Vehicle Pool Coordinator.

7. Reassignment--Vehicle reassignments occur whenever a new vehicle replaces an existing vehicle (one-for-one), when an individual driver is reassigned to other duties or when an assignment ceases or grant funding runs out for that vehicle. The vehicle is then to be returned to the Fleet Coordinator in Division of Fleet Services for appropriate processing. If the vehicle is to be reassigned within the same unit, the Department/Division Head will notify the Vehicle Pool Coordinator for proper processing of the reassignment. Reassignment of pool vehicles within the same pool will be coordinated internally by the respective Department Vehicle Pool Coordinator. Be certain to notify the Finance Office of any reassignment of commutation vehicles.

8. When a Department/Division wishes to turn in vehicles for reassignment or other disposition they will complete Part I of the Vehicle and Equipment Transfer/Request Form (**attachment "A"**) and submit it directly to the Fleet Coordinator in Division of Fleet Services.

9. Replacement— In the event that a vehicle is declared a total loss due to an accident, the following will be used to request a new and/or replacement vehicle. Part II of the Vehicle and Equipment Transfer/Request Form (**attachment "A"**) must be completed and forwarded to Superintendent of Fleet Services. If the replacement is approved, the purchase can take place as soon as possible and will not be delayed until the annual budget process. Vehicles purchased to replace total loss vehicles are paid from the Insurance Trust Fund. The office of Division of Fleet Services will prepare the vehicle requisition and notify the Insurance Claims Office to obtain the proper funding code. The Insurance Office will then alert the Finance Department that the use of the line item has been approved or the Finance Department will reject the requisition.

Accident Procedure -- NOTE: A card describing "What To Do In Case of An Accident" is maintained in the glove box of all county owned vehicles. (**attachment "E"**)

Regardless of the situation, whether moving or parked, all accidents shall be reported to the County and the following procedure **MUST** be followed in the event of an accident while in a County owned vehicle:

1. It is the driver's responsibility to immediately notify the proper law enforcement agency for accident investigation and report regardless of the severity of the accident. Police must be called regardless of the other party's opinion on the matter.
2. Police do not need to be called for these exceptions:
 - A cracked windshield/mirror due to weather conditions or stones kicked up during the course of driving by unknown means/parties.
 - If only County vehicles and employees are involved and on County property at the time of the incident.
3. Employee must notify their immediate supervisor or Department Head within 1 hour of the accident.
4. In the event of an accident, **within 24 hours/one business day**, the appropriate paperwork must be filled out and submitted to the Insurance Office. This paperwork includes: the Automobile Notice of Loss Form, Supervisors Report (**attachment "D"**) and the law enforcement report should be submitted to the Insurance Office. An employee may obtain these forms by contacting the Insurance Office at 732-431-7159. **If it is after normal Division of Fleet Services hours (3:30 P.M. – 7:00 A.M.) call the radio room at 732-577-8700.**

5. In cases where the County vehicle is rendered inoperable, the County Division of Fleet Services must be contact at 732-567-4257 or 732-431-7830. This phone number is also listed on the "What to Do In Case of an Accident" card in your vehicle's glove compartment. **If it is after Division of Fleet Services hours (3:30 P.M. – 7:00 A.M.) call the radio room at 732-577-8700.** The Division of Fleet Services will tow or arrange to tow the vehicle. The driver/employee is NOT to undertake this task.

6. The Division of Fleet Services will store damaged vehicles and obtain the necessary estimates. However, no repair work will commence until the Insurance Office is in receipt of the aforementioned three (3) pieces of reporting documentation and gives the approval for repair.

7. Accidents/incidents involving County vehicles are reviewed by the County's Third Party Administrator. This review will determine if there was some action the County driver could have taken to avoid the accident/incident. It is not an indicator of fault. In the event that the accident/incident was **preventable**, the County driver will be required to attend a mandatory driver awareness course. If the driver has multiple accidents/incidents within 1 years time they will assessed accordingly with the possibility of revoking driving privileges of County vehicles and equipment

8. Preventable Accidents:

A preventable accident is defined as any accident involving a County vehicle or any vehicle while being used on County business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

The following list of classification of preventable accidents includes but is not limited to:

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

9. If necessary, an injury report must be completed and submitted to your department's worker compensation liaison as soon as possible in order to file a workers' compensation claim within 24 hours of the accident.

10. In the event of an accident:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witness if possible.
- Exchange vehicle identification, county insurance name and policy numbers with the other driver.
- Take a photograph of the scene of the accident if possible.
- Call law enforcement.
- Call rescue if injuries are involved.
- Complete the accident report in your vehicle.
- Turn all information over to your immediate supervisor within 24 hours.

11. Post Accident Substance Abuse Testing:

An employee who holds a CDL will be subject to Federal Motor Carrier Regulations as it pertains to an accident. This requires the employee to submit a urine specimen, breath sample, and/or saliva sample for testing purpose within the following time frames as per Monmouth County's Substance Abuse Policy October 2000, Page 15, Section VI Post-Accident Testing No. 1 B&C:

- **Alcohol tests** are to be administered within 2 hours of an accident and up to 8 hours, but in no case may a test be administered later than 8 hours following the time of an accident.
- **Controlled substances tests** must be administered promptly, but in no case may a test be administered later than 32 hours following an accident.

If the employee is too seriously injured to provide the specimen or sample, the employee must authorize the County to obtain and review hospital records or other documents that would indicate whether there were any prohibited drugs or alcohol in the employee's system at the time of the accident or unsafe activity.

VEHICLE RECORDS

All Vehicle Pool Coordinators will maintain the following records:

1. A listing of department employees authorized to drive County vehicles and the vehicles assigned to them.
2. These written procedures for the assignment of vehicles.
3. These written procedures regarding the service and repair of vehicles.
4. Vehicle logs which identify each vehicle by year, make and plate number, and which include the following information:
 - a. the name of driver
 - b. date driven
 - c. purpose of trip
 - d. destination

Vehicle logs will be kept on file for a minimum of one year.

5. A file of complaints received concerning misuse of County vehicles assigned to their department, including action taken to investigate the complaint, result of the investigation, and action taken relative to the employee driving the vehicle if the complaint is substantiated.
6. All current and new employees who operate County vehicles shall be given a copy of these policies and procedures and any additional policies and procedures established by the various departments.

Justification of vehicle assignment

1. County Department heads must justify the need for a County-owned vehicle based on whether a vehicle will be used a minimum of 10,000 miles per year and/or special requirements. The cost benefit of paying an employee mileage for use of the personal vehicle versus use of a County-owned vehicle must be documented before a County-owned vehicle is considered. Evaluation of the ongoing need for County-owned vehicles assigned to a department will be made on an annual basis before bidding new County vehicles.
2. The Director of Public Works & Engineering must approve all new vehicle purchases and requests for a vehicle from the surplus list when that vehicle increases the fleet assigned to a department.

3. Public Safety and special use vehicles required for a specific job function will be considered based on need, usage, and cost benefits over the life of the vehicle versus mileage limitations.

4. Each Department head shall send the Director of Public Works & Engineering a written request for a vehicle to be classified as "special use." If the request is granted, the vehicle shall be coded as "special use" in the vehicle maintenance program.

5. The County Administrator may, at the request of the Director of Public Works & Engineering, remove or recall any County vehicle from a department for reasons including but not limited to the following:

- The vehicle does not meet the minimum mileage requirement, excluding special use vehicles.
- Vehicle abuse, which includes but is not limited to, inadequate care or maintenance and damage to a vehicle caused by disregard or improper use.
- The termination of an employee or position with an assigned vehicle that will not be replaced within a reasonable time period.

Department head may submit a Vehicle/Equipment Transfer Form to the Director of Public Works & Engineering justifying retention of a vehicle removed or recalled because of underutilization.

6. A Department shall turn in the old vehicle/equipment before receiving a replacement vehicle/equipment to prevent unnecessary growth of the fleet.

7. A Department head shall complete a Vehicle & Equipment Transfer/Request Form (**attachment "A"**) and forward to the Superintendent of Fleet Services for such action as purchase, sale, disposal, or transfer of vehicle.

Special Citizens Area Transportation (SCAT) – SCAT is available to transport residents of Monmouth County to various programs, activities and services as part of daily living for seniors and persons with disabilities and the general public in the rural areas of Monmouth County.

SCAT's handbook contains standard operating procedures and has been developed to provide a basic set of operators' procedures and guidelines which must be followed by all drivers. The handbook presents generally recognized safe and appropriate guidelines which can be used to help drivers perform their job duties in a safe and effective manner.

It is each driver's responsibility to comply with the policy and procedures outlined in the handbook and in the Monmouth County Personnel Policy Manual. Nothing contained in it shall prohibit or restrict Monmouth County from changing or amending any established policies, regulations, and procedures, or from implementing new policies and regulations or change of personnel to make their service work safer or more efficiently for their clients.

Copy of the above for mentioned handbook is available in the SCAT office.

ATTACHMENTS

“A”-Vehicle & Equipment Transfer/Request
Form

“B”- Assigned Driver Commutation Form

“C”- Vehicle & Equipment Trip Report

“D”- Automobile Loss Notice

-Incident Report:AL-1

-Supervisor’s Report-Form AL-2

“E”- What To Do In Case of An Accident

“F”- Vehicle Use Log Sheet

“G”- Driver’s License Verification Policy

OCEAN COUNTY

AD 04 01 Assignment and Use of County Vehicles

1. General

The following represents the Board of Chosen Freeholder's policy for the assignment and use of vehicles for The County of Ocean. It applies to the assignment and use of County automobiles, vans, pickup trucks and vehicles, which are used in a similar manner as passenger vehicles.

2. Criteria for the Use of County Vehicles

County vehicles are to be used only for purposes related to the necessary and proper conduct of County business. Personal use of County vehicles is prohibited. It shall be the responsibility of all department heads to ensure that County vehicles operated by their employees or assigned to their department on a 24-hour basis are used for County business purposes only. Failure to abide by this policy will be cause for disciplinary action or other appropriate administrative sanctions for the employee and/or the department head.

3. Criteria for Use of Central Motor Pool Vehicles

The Department of Transportation and Vehicle Services maintains a central motor pool. Department heads may authorize the use of a vehicle from the central motor pool on a day-to-day basis, as needed for County business. Motor pool vehicles are a significant resource and their use by employees for County business should be maximized by department heads as an effective means to reduce the overall fleet of County vehicles. Use of central motor pool vehicles shall be in accordance with procedures prepared by the Directors of the Departments of Management and Budget and Transportation and Vehicle Services, as approved by the County Administrator.

4. Criteria for Assignment of Vehicles to Departments

A specified number of vehicles may be assigned to a department on a full-time (24 hour) basis to conduct County business and for the performance of responsibilities and functions of that department. The County Administrator shall approve a Vehicle Allocation Plan, which will identify the number of vehicles to be assigned to all appropriate departments. The number of vehicles so assigned can not be increased without the authorization of the County Administrator as provided in Section 9 of this policy. The number of such vehicles to be assigned to a department will be made on the basis of the following considerations:

- A. Number of employees in a department.
- B. Nature of the service provided by the department.
- C. Frequency of field assignments, including but limited to:
 - (1) Inspections
 - (2) Meetings
 - (3) Investigations and security purposes
 - (4) Emergency response
- D. Any other reason deemed acceptable and reasonable by the Board of Chosen Frecholders.

The department head is responsible for assigning the day-to-day use of vehicles assigned to a department. Such vehicles are not to be used on a 24 hour basis unless the employee is authorized in accordance with this policy. The department head shall ensure that all vehicles are returned at the end of the working day unless official County business necessitates evening or overnight use. The department head shall be responsible for the maintenance, safe operation and security of any vehicle assigned on a 24-hour basis to that department. The department head shall also be responsible for the recording of an employee's use of a County vehicle in a manner consistent with Internal Revenue Service Requirements.

5. *Criteria for Assignment of Vehicles to Individual Employees on a 24-Hour Basis*

Vehicles may be assigned to an individual employee on a 24-hour basis upon the written recommendation of the department head and approval by the County Administrator. Such assignment shall only be authorized when it is justified and necessary because of the nature of the individual employee's responsibilities. Employees eligible for consideration for 24 hour vehicle assignments include certain department heads, certain employees covered by collective bargaining agreements and employees involved in investigations, security and law enforcement. Assignments may also be considered for employees required to respond to emergencies involving County facilities or emergency-related activities. A 24-hour vehicle assignment may also be considered when such assignment promotes efficiency in providing necessary services and is in the best interest of the County from a financial standpoint.

Vehicles so assigned are permitted to be used by the individual for traveling to and from work. In such instances, the individual employee is encouraged, if practical, to find other County employees to commute to work with each day. Any employee authorized to utilize a County vehicle on a 24-hour basis must adhere to

the criteria for use of a County vehicle. Any substantial violation of said criteria shall be justification for the termination of 24-hour use, disciplinary action and/or appropriate administrative sanction.

The use of a 24-hour assigned vehicle can be terminated at any time without justification by the department head or the County Administrator. Any change in such assignment must be reported to the Director of The Department of Transportation and Vehicle Services. All employees assigned a vehicle on a 24 hour basis must be recorded and must provide the documentation required by the Ocean County Department of Finance for compliance with Internal Revenue Service requirements.

6. *Criteria for Permanent or Temporary Confidential Assignment of Vehicles*

When confidentiality is deemed necessary by a department head for the permanent or temporary assignment of a vehicle to an employee, a department head may submit a written request to the County Administrator for authorization. Upon the approval of a confidential assignment, said approval shall be secured in the Clerk of the Board's vault for the duration of the assignment in a manner sufficient to insure the confidentiality of the assignment.

7. *Criteria for Use of Private Vehicles*

The use of a privately owned vehicle for the discharge of official County business is permitted only when a County vehicle is not available due to prior higher mileage commitments, no central motor pool vehicle is available and the travel is authorized by the department head.

Each employee who uses a privately owned vehicle in the performance of official County business must be registered with the Department of Employee Relations, Division of Risk Management and demonstrate compliance with all applicable statutes, regulations and insurance requirements established by that office.

An employee shall be entitled to a mileage reimbursement for the use of a privately owned vehicle provided the employee has demonstrated compliance with the requirements of the Department of Employee Relations, Division of Risk Management and registered the vehicle with that office. Mileage reimbursement must be authorized by the department head and departmental budget must have available sufficient travel funds to cover the cost of reimbursement. Reimbursement shall be in the amount of \$0.32 per mile, or as amended by the Board of Chosen Freeholders.

Use of a privately owned vehicle for the discharge of official County business must also conform to all applicable provisions of the Ocean County Travel Policy/Procedure (AD 05 01). Per that policy when two or more employees are traveling on County Business to the same location and returning to the same

general point of departure, only one vehicle is eligible for reimbursement by the County.

8. Criteria for Operation of County Vehicles and Private Vehicles on Official County Business

Operation of a County vehicle shall be in accordance with Section 2, Criteria for Use of County Vehicles. However, personal use of a County vehicle that is clearly incidental to the authorized trip, and does not significantly increase the length of the trip, shall not in and of itself be cause for disciplinary action.

The driver of a County vehicle or a private vehicle on official County business must possess a valid New Jersey Motor Vehicles Operators license. The driver of said vehicle shall be fully responsible for his or her actions pursuant to highway laws. Drivers must, at all times, obey all traffic laws and cooperate with law enforcement officials in all jurisdictions. The County of Ocean assumes no responsibility for violations of traffic regulations and laws. County employees shall not be reimbursed for any monies paid due to parking or moving violations incurred in any jurisdiction. County employees who are guilty of moving violations, observed in violation of traffic regulations and laws or operating vehicles in a reckless or unsafe manner may be subject to disciplinary action.

9. Department Vehicle Allocation Plan

There is hereby established a Vehicle Allocation Plan. The purpose of this Vehicle Allocation Plan is to set forth the number of vehicles that will comprise the County's vehicle fleet. The Vehicle Allocation Plan shall consist of two parts. The first part of the plan shall apply to transport type vehicles and will include all automobiles, vans, utility vehicles, pickup trucks and any similar vehicles which are used in the same manner as passenger vehicles and shall be referred to as "In Policy". "In Policy" shall refer to all 24 hour use vehicles and transport type vehicles under one half ton.

Part two of the plan shall apply to all other vehicles over one half ton and heavy duty vehicles and equipment. This will include dump trucks, trailers, loaders, backhoes, sweepers and any similar vehicles, or motorized equipment, which are used for construction, maintenance or repair work.

All vehicles will be assigned to the central motor pool or to a department. It is the policy of the Board of Chosen Freeholders to encourage the use of central motor pool vehicles by County employees to reduce the overall number of County vehicles.

The Vehicle Allocation Plan adopted by the Board of Chosen Freeholders is included by reference to this document. It specifies the number of vehicles assigned to the central motor pool and to all departments for which the Board of

Chosen Freeholders is directly responsible. Other agencies of County government are encouraged to adopt a similar policy consistent with the general intent of the policies and Vehicle Allocation Plan adopted by the Board of Chosen Freeholders.

Any increase in the number of vehicles assigned to a department by the Vehicle Allocation Plan must be requested in writing by the department head to the Vehicle Use Board established herein and must be authorized by the County Administrator. Upon the affirmative action of the County Administrator, the Vehicle Allocation Plan will be revised to reflect the increase. The Board of Chosen Freeholders or County Administrator may at any time and without justification reduce the number of vehicles allocated under this Plan.

It is the responsibility of the department head to assign the use of vehicles allocated to their department by the Vehicle Allocation Plan. The department head shall ensure that:

- A. Assigned construction type vehicles are not overloaded.
- B. Vehicles are used for their intended purpose.
- C. Operators are adequately trained to operate the equipment/vehicles they are assigned.
- D. The operators are trained and perform the required maintenance, as described in the operator's manual, on their assigned vehicles.
- E. Reported cases of operator abuse are investigated and followed up.
- F. All required daily check lists are being performed by the operators.
- G. Required vehicle inspections are obtained.

Proven flagrant abuse of vehicles shall have the cost of repair charged to the department involved and the employee responsible may be held accountable for the cost of the repairs and reimbursement to their department by order of the Vehicle Use Board.

It shall be the responsibility of the Department of Transportation and Vehicle Services to submit a semi-annual report to the Vehicle Use Board on departmental non-compliance with these requirements so that corrective actions can be implemented. The Vehicle Use Board shall have the authority to take corrective action and shall enforce the above requirements if a department is not compliant. The Department of Transportation and Vehicle Services shall establish a replacement program for the fleet and shall also review all specifications for new vehicles, prior to solicitation of bids, that are submitted by the various departments.

It shall be the responsibility of the Departments of Management and Budget and Transportation and Vehicle Services to maintain a current and accurate Vehicle Allocation Plan and appropriate procedural requirements consistent with these policies. The department head must notify the Transportation and Vehicle Services Department of any changes in the assignment of vehicles within their departments that do not require Vehicle Use Board approval. All requests requiring Vehicle Use Board approval must be made in writing to the Chairman. Failure to do so may result in disciplinary action and/or administrative sanction.

10. Vehicle Use Board

A Vehicle Use Board is established to assist the County Administrator and the Board of Chosen Freeholders in implementing the vehicle use policy and the Vehicle Allocation Plan. The purpose of the Vehicle Use Board is to review all requests from department heads and individuals for special consideration due to hardships, special circumstances and other matters which relate to the assignment and use of vehicles covered under this policy. The Vehicle Use Board will ensure that the policies, departmental vehicle allocations and related requirements are reasonably administered and that the vehicles assigned are sufficient to permit the various departments to carry out their duties and responsibilities.

The members of the Vehicle Use Board shall include the Directors of the Departments of Management and Budget; Planning; Employee Relations; Transportation and Vehicle Services and an Assistant Supervisor of Motors; Comptroller and up to three members at large from a using department shall be appointed by the Vehicle Use Board Chairman. The Director of the Department of Management and Budget shall serve as Chairman.

The Department of Management and Budget is authorized to establish procedural requirements as necessary to implement the vehicle use policies of the Board of Chosen Freeholders. Vehicle Services shall provide the necessary maintenance, safety, records, licensing and so forth of all County vehicles. Vehicle Services shall also provide on a monthly basis to the Vehicle Use Board a listing of all new vehicles, vehicles removed from the County fleet and any changes in 24-hour use assignments of County vehicles. The Department of Management and Budget shall be responsible for maintaining the Vehicle Allocation Plan.

Appeals to the Vehicle Use Board shall be filed with its Chairman by the respective department head. All requests to amend the Vehicle Allocation Plan shall first be reviewed by the Vehicle Use Board. The Vehicle Use Board is empowered to request any and all pertinent information related to the matters before it and shall report its findings in writing to the Administrator for his or her consideration. The Administrator is authorized, under the authority granted under these policies and procedures, to make vehicle assignments to the various departments under the direct control of the Board of Chosen Freeholders. The

Administrator is further authorized to undertake appropriate management actions, including disciplinary action if necessary, to ensure that the policies of the Board are properly implemented.

II. *Replacements, Additions and Disposal of County Vehicles*

The department heads are responsible for the condition of their departmental fleet. Any vehicle or piece of equipment subject to this policy shall be removed from service by the Director of Transportation and Vehicle Services if determined to be unsafe, and shall remain out-of-service until repaired or replaced.

The Director of Transportation and Vehicle Services shall recommend a vehicle or piece of equipment be replaced based upon a determination of its condition. The Director shall give consideration to removing those vehicles which are oldest, have highest mileage or high operating costs and the general condition of the vehicle. The Director of Transportation and Vehicle Services shall annually prepare a list of these vehicles or pieces of equipment recommended for replacement that will be distributed to the Vehicle Use Board and the department heads concerned. The department head shall consider this list in preparing capital budget requests for replacement of vehicles and equipment. No vehicle recommended for replacement will be removed from service without the concurrence of the department head.

When the Board of Chosen Freeholders authorizes the expenditure of funds to replace a specific vehicle or piece of equipment, and said replacement is accepted for service, the original vehicle or piece of equipment shall be removed from service by the Director of Transportation and Vehicle Services. A department head may also determine that a vehicle or piece of equipment is no longer required to be maintained in the County fleet because of changes of work requirements or other factors and shall notify the Vehicle Use Board and the Director of Transportation and Vehicle Services so that it may be removed from service or reassigned.

From time to time because of new responsibilities or expanded work or service requirements, additions to the County fleet may be required. Should a department head receive approval for the expenditure of funds for an addition to the County fleet, he shall notify the Vehicle Use Board so the department's allocation can be adjusted. The specifications and acquisition of additional vehicles and/or equipment shall be in accordance with the provisions of this policy.

Any vehicles removed from the County fleet shall be disposed of at public auction or sale or in any other manner provided in accordance with the provisions established by the Department of Management and Budget.

PASSAIC COUNTY

County of Passaic
Official Policy for Use of County Vehicles
(Non-Law Enforcement)

The County of Passaic owns and maintains a fleet of vehicles ("County Vehicles") that are used in furtherance of the business of the County. The following policy, adopted by the Passaic County Board of Chosen Freeholders, governs the use of all County Vehicles, with the exception of vehicles utilized for law enforcement purposes by the Sheriff's Department and Prosecutor's Office, and supersedes all other vehicle policies previously in effect.

Any employee violating the provisions contained herein will be subject to disciplinary action, up to and including termination, in accordance with applicable laws and regulations. Violations of this policy may also result in the denial of indemnification and/or defense by the County to the employee in any civil or criminal matter brought in any Court arising from improper use of a County vehicle. The County also expressly reserves its right to seek indemnification and/or contribution from employees (including their personal automobile insurance policies) found to have acted in violation of this policy to the maximum extent permitted by law.

I. Driving Privileges and Licensure - The use of a County Vehicle by a Passaic County employee is subject to the approval and discretion of the County Administrator. Any employee operating a County Vehicle must have, in his or her possession, a valid driver's license issued by a state regulatory body within the United States. Licenses issued by any territory or possession of the United States, the District of Columbia, or any international agency (including any province of the Dominion of Canada) must be expressly approved by the County Insurance Department before an employee will be permitted to operate a County Vehicle.

- A. Employees are required to file a copy of a valid driver's license with the County Insurance Department prior to the use of a County Vehicle.
 1. Upon request, an employee must provide a copy of their driver's license or other required documents within twenty-four (24) hours of said request.
 2. Employees shall inform the Insurance Department within twenty-four (24) hours of any changes in the status of their driving privileges.
 3. Failure to comply with the requirements of this section will result in an immediate suspension of an employee's privilege to operate a County vehicle and may also result in the denial of indemnification and/or defense by the County to the employee in any civil or criminal matter brought in any Court arising from the use of a County vehicle while said employee's driving privileges were suspended or revoked.

- B. The County reserves the right to utilize an employee's driver's license number, without his or her prior consent, to obtain a driving abstract record from the New Jersey Motor Vehicle Service Commission or other regulatory and law enforcement agencies.
 1. The County reserves the right to suspend an employee's driving privileges if the County deems necessary based on the employee's driving record.
 2. The County shall utilize information obtained pursuant to this section only for the purposes of furthering the objectives of this Policy and for no other reason, and will not reveal personal or other information contained in an employee's driving abstract record to any party except where required by applicable law.

- C. The County occasionally offers safe driving courses and reserves the right to compel employee attendance at such courses.

- D. If requested by the County Administrator or Human Resources Department, you hereby agree to consent to a simulated road test to determine your fitness to safely operate a vehicle.
- E. In the event that you are under the influence of any medication (prescribed or over-the-counter) that might impair your ability to safely operate a vehicle, you must refrain from driving until you notify the County Human Resources Department and await clearance to resume driving.

II. Official Use Only – The use of County Vehicles is restricted to official County business only. County Vehicles assigned to employees under this policy are to be operated only by the employee while acting within the scope of their employment. No employee shall authorize or permit any other non-county employee, including but not limited to family members of the employee, to operate or ride as a passenger in an assigned County Vehicle unless said passengers are assisting in the official business of the County.

III. Location of Vehicles – Employees who are assigned the regular use of a County Vehicle for official business may, with the permission of his/her Department Head, take the County Vehicle home at night and keep said vehicle at home while off duty.

- A. The Insurance Committee must be notified, in writing, when such permission is granted to an employee. If the employee will be absent from duty for more than two (2) working days, or more than five (5) consecutive days, including weekends and holidays, he/she must surrender the County vehicle to his/her direct supervisor unless directed otherwise.
- B. An employee storing the vehicle at his residence must provide safe parking for the vehicle at all times.

IV. Commuting -The use of a County Vehicle for driving to and from work is voluntary and does not entitle the employee to compensation or pay while engaged in that activity.

V. Accidents and Incidents - Prior to operation of any County vehicle, employees must consult their Department Head as to the appropriate steps to take if they become involved in an accident (filling out accident reports, obtaining witness names, etc.)

- A. In the event of an incident or accident involving the use of a County Vehicle, employees must immediately contact their Supervisor/Department Head. The Insurance Department must be notified within forty-eight (48) hours of any accident/incident or, in the event of a weekend or holiday, by 10:00 am the morning following the County's reopening for business. All required reports and documentation must be submitted to the Insurance Commission within two (2) business days of receipt.
- B. If requested by the County of Passaic, an employee must submit to alcohol or drug screening test following an accident or incident as directed by the County's Human Resources Department.

VI. Citations and Violations – Operators of County Vehicles are expected to follow all laws, regulations and rules proscribed by the Motor Vehicle Commission.

- A. Drivers are responsible for paying any moving violation tickets and **MUST** notify the Insurance Committee of said violations within 48 hours of receipt of said ticket (regardless of the employee's decision to contest such ticket in municipal court).
- B. Drivers are responsible for paying all parking tickets incurred. The Insurance Committee should be notified of the receipt of a parking ticket within 48 hours of receipt of said ticket.
- C. Drivers are responsible for all "Notice of Delinquent Toll Payment Violations" (including but not limited to EZPass). Upon having been notified of said violation, either by direct mail or notice from the County, an employee shall, within ten (10) business days of such notice, provide acceptable proof to the County that the outstanding toll and any related fees have been paid.

VII. General Policies and Procedures - Employees authorized to use a County Vehicle for official business must adhere to the policies and procedures set forth in this Policy. Failure to comply with the provisions below will result in a loss of privileges:

- A. Drivers must ensure that all required documents (driver's license, I.D. badge/card, registration, insurance card) are in their possession while operating the vehicle. Vehicle registration and insurance cards should be kept in a locked compartment of the vehicle when not in use.
- B. Employees assigned exclusive use of a County Vehicle are responsible for scheduling all repairs and manufacturer recommended maintenance in order to maintain all manufacturers' warranties (including routine oil changes). Contact the County Motor Pool to arrange maintenance and repairs.
- C. Vehicles are to be kept clean at all times. Assigned vehicles should be washed and vacuumed at least once a month unless prohibited by the New Jersey Department of Environmental Protection or other similar regulatory body.
- D. No smoking is allowed in County Vehicles at any time.
- E. In accordance with N.J.S.A. 39:4-97.3 and any other applicable statutes and regulations, the use of hand-held phones or electronic devices (BlackBerry, navigation systems, etc...) while driving County Vehicles is prohibited. This prohibition includes the sending or reading of e-mails, text messages and other similar communications.
- F. All occupants must wear seat belts at all times when the vehicle is in use and observe all road safe rules and regulations, such as "Wipers On, Lights On."
- G. Employees are expected to operate vehicles in a safe and courteous manner at all times and are expressly reminded to avoid tailgating or other unsafe practices.
- H. Employees are reminded of the risks inherent from driving while drowsy. In the event that a driver becomes tired while operating a vehicle, they should pull off the road and seek appropriate assistance.

INSTRUCTIONS: After reading the County of Passaic Official Policy for Use of County Vehicles, please sign in the presence of your Department Head or Director as appropriate. Retain a copy for yourself and give the original to your Department Head/Director along with a photo copy of your driver's license (front and back).

I have read this policy regarding the use of County Vehicles. I understand the terms and conditions for using of County Vehicles and further understand that violating this policy may result in disciplinary action against me and the suspension of my privilege to operate a County Vehicle.

_____	_____	_____	_____
Employee Signature	Date	Department Head Signature	Date
_____		_____	
Print Employee Name		Print Department Head Name	

This policy is subject to change without notice and replaces any existing documents.

Official Use Only:

Employee Driver License Received:	_____	_____	
	Yes	No	
CDL Endorsement:	_____	_____	
	Yes	No	
Abstract Run:	_____	_____	_____
	Yes	No	Date

SOMERSET COUNTY

COUNTY OF SOMERSET

MOTOR VEHICLE POLICY AND PROCEDURES

The following regulations are issued for the guidance of officials and employees of the divisions, institutions and agencies of the County. All questions arising in connection with these regulations shall be addressed to the County Administrator. These policies and procedures supersede all previous policies and procedures, be they oral or written. Use of vehicles, whether they be owned or leased by the County or by an individual, regardless of the type of transportation authorized, must be consistent with these regulations. Whenever a collective bargaining agreement exists, applicable contract provisions shall supersede this policy.

Motor vehicles are a resource of the County and not the property of any individual or division. As such, their use will be determined by the needs of the county, not the convenience of any individual assigned the vehicle.

I. Responsibilities

1. Motor vehicle operators are responsible to:

- A. Operate county vehicles at all times in a safe manner consistent with the applicable federal, state and local statutes and these regulations.
- B. Possess a valid Drivers License from the state of residence and when required, a valid Commercial Drivers License.
- C. Notify Vehicle Maintenance of any unsafe conditions or items needing repair.
- D. As a condition of operating a county vehicle, authorize the County to review their driving record annually as maintained by the state Division of Motor Vehicles to determine if the employee meets the definition of safe driver as defined by this regulation.
- E. All drivers must sign and submit a written statement (Attachment A) indicating that they have read these regulations and agree to comply with the same.
- F. County vehicles are for official business only. All personal use of county owned or leased vehicles is prohibited, except for the daily commute. The use of a County vehicle to transport any person, other than in the course of an employee's assigned duties and responsibilities, is prohibited. Employees or County officials found to be operating a County owned or leased vehicle for personal use shall be subject to disciplinary action. Anyone operating a county owned or leased vehicle shall:

Adhere to all applicable laws regarding cell phone use while driving;

Ensure that the driver and all passengers wear seat belts;

Possess a valid Driver License;

Adhere to the policy that no smoking is permitted in county vehicles;

2. Division Heads and Constitutional Officers are responsible for:

A. Assuring that all county employees driving County vehicles are properly licensed.

B. Assuring that all vehicles assigned to their division remain properly assigned based on criteria set forth in these regulations.

C. Assuring that all vehicles dispatched are returned at the end of County working hours and properly parked, unless permission has been granted for overnight usage of a vehicle.

D. Disseminating these regulations to their employees. Copies of these procedures shall be placed in all vehicles.

3. Public Works shall:

A. Prepare specifications for, receive and prepare for service all County Vehicles.

B. Label all automobiles (except those assigned for certain law enforcement uses) as "Somerset County – For Official Use Only"

C. Establish and administer an effective preventative maintenance program for County vehicles.

D. Maintain and monitor an accurate list of the assignment of all motor vehicles by division and individual including those with permission to use vehicles after County business hours.

II. Policy

1. Procurement, Acceptance and Preparation

A. Public Works will prepare all specifications for the purchase of County vehicles, in cooperation with various division and offices as appropriate. Consideration shall be given to hybrid and other energy-saving technologies as appropriate. All purchased vehicles will be received from the vendor by Vehicle Maintenance personnel. Vehicle Maintenance will inspect all new vehicles upon receipt to assure vendor compliance with the specifications.

B. Vehicle Maintenance will prepare all new vehicles for the road.

C. Vehicle Maintenance is responsible for providing the following information to each vehicle:

1. The vehicle's registration card.
2. The vehicle's insurance card.
3. A copy of these regulations addressing the responsibilities of vehicle operators.
4. A special set of instructions for drivers for reporting accidents.
5. Motor vehicle incident report forms.
6. A vehicle fuel key.

2. Assignment of Vehicles

A. Assignment of motor vehicles will be made on the basis of the following criteria:

If the employee's/official's position, responsibilities, or assignment requires that he/she respond to emergency calls during other than normal working hours and/or to perform the required duties a specifically equipped vehicle is required, then that employee/official may be granted the use of a vehicle to drive to and from his/her place of residence, as recommended by the Management Team and approved by the Board of Chosen Freeholders on a case by case basis (see 2C below).

If there are a number of people doing the same job and that job includes emergency call-out, then a certain person or persons may be designated as emergency call-out person or persons for a definite period of time.

During the period of time that this designation exists, he/she will have use of a vehicle to drive to and from his/her place of residence.

B. All vehicles will be made available during regular business hours. The motor pool manager will be responsible for assignment of automobiles during business hours. Employees needing an automobile for county business must reserve a vehicle with the motor pool manager, who will assign vehicles on a first-come, first-served basis. Procedures will be distributed to every division by Public Works.

C. The determination of whether specific employees/officials meet the criteria specified in paragraph 2A above will be made by the Management Team and submitted to the Board of Chosen Freeholders for their consent or modification. The Management Team shall consider each and every motor vehicle assignment and whether the particular assignment should be continued under the new policy and criteria as described in paragraph 2A above.

3. Motor Pool Fueling

Fueling of County owned or leased vehicles will be done at:

Somerset County Vehicle Maintenance Facility
Finderne Garage
750 Main Street
Bridgewater, NJ

Each fuel station will have a gas key reader to operate the fuel pumps. Each vehicle will have a separate (green) vehicle gas key. Drivers fueling a vehicle must have a (gray) employee's gas key. Operating instructions are printed on the gas key reader when no attendant is available. Contact Vehicle Maintenance with any questions at 908-231-7629. Any improper use of these gas keys to procure fuel for vehicles other than that to which the gas key is assigned will result in the immediate suspension and probable termination of the individual.

4. Maintenance and Repair

A. Vehicle Maintenance is responsible for the establishment and administration of an effective preventative maintenance program for County vehicles.

B. In the event of mechanical or other trouble, the motor vehicle operator should immediately notify Vehicle Maintenance at the County Garage in Finderne at 908-231-7019.

C. If mechanical breakdown or other trouble occurs after 4:00 pm, the vehicle operator should call County Dispatch at 908-526-2500 and request garage help. No arrangements for moving the vehicle are to be made except by Vehicle Maintenance unless directed by the police. Any outside towing charges incurred due to noncompliance with this policy will not be paid by the County.

D. If mechanical or other problems occur outside the County, the driver is to call Vehicle Maintenance to arrange for repair, towing, etc. It is the responsibility of the driver to cooperate with local authorities at all times.

E. All maintenance and repair needs will be scheduled and performed by personnel of Vehicle Maintenance unless otherwise authorized by the Administrator of Vehicle Maintenance.

F. Division Heads and Constitutional officers will be notified in writing whenever vehicles under their charge are due for inspection and/or scheduled maintenance. Drivers missing service appointments shall be notified in writing by Vehicle Maintenance with copies to their Division and Department Head. It is the responsibility of the Division Head or Constitutional Officer concerned to make certain that vehicles under their charge are brought in for service when scheduled. Vehicles not brought in for service will be subject to reassignment.

G. No servicing and/or repairs are to be procured from private service stations without the permission of Vehicle Maintenance. Submission of receipts for unauthorized service to County vehicles by private stations will not be reimbursed by the County. It is the responsibility of Vehicle Maintenance only to make arrangements for repair work to county vehicles.

Oil and gasoline may be secured from service stations in the event of out of County trips, training, etc. In these instances, due to distance from County facilities, outside service is allowable and will be reimbursed via employee expense reports appropriately completed, reviewed and approved.

5. Accidents

A. If a driver of a county owned or leased vehicle becomes involved in a serious accident resulting in either injury requiring medical treatment or the disabling of a county vehicle, Vehicle Maintenance and the employee's supervisor are to be contacted immediately after securing medical treatment.

1. Accidents shall be reported as soon as possible during business hours. After County business hours, call County Dispatch at 908-526-2500.

2. Accidents shall be reported to Human Resources by the Division Head or supervisor. Human Resources will notify the County's Risk Manager immediately.

B. It is the responsibility of the driver to obtain the name, driver's license number, address and insurance information for anyone else involved and to reciprocate in kind. The driver is to cooperate fully with local authorities at the scene. The accident should not be discussed with any other parties except appropriate police and county authorities.

C. The driver is to fill out an incident report at the scene or as soon as possible and submit the report to the County's Risk Manager within 24 hours.

6. Motor Vehicle Violations/Reckless Driving

A. The driver of a county vehicle or any vehicle on county business shall be deemed fully responsible for his/her own actions pursuant to highway laws. It is required that drivers obey all traffic laws and cooperate fully with local law enforcement officers. The County is not responsible for violation of traffic laws and regulations by drivers of County owned or leased vehicles or personal vehicles on county business. Any penalties incurred by drivers of county owned or leased vehicles, or personal vehicles on county business, resulting from moving or parking violations, or electronic toll payment (EZ PASS) fines, must be borne by the driver. Drivers are responsible for providing their own legal representation.

B. Reckless driving of county owned or leased vehicles or personal vehicles while on county business will not be tolerated. County employees who are found to be guilty of moving violations or who are observed in violation of traffic laws will be subject to disciplinary action by the County. State law requires all drivers and front seat passengers to affix their seat belts while moving. Neglecting to do so will be considered a traffic violation and subject to disciplinary action.

C. County employees who are found responsible for damage to County owned

or leased vehicles are subject to disciplinary action and restitution for such damages, if the result of recklessness.

D. All employees assigned a county vehicle as a regular operator must, as a condition of that assignment, sign an authorization for the county to access their driving records with the appropriate state Division of Motor Vehicles.

E. All employees driving county vehicles must complete the County's Defensive Driving training course. Periodic refresher courses are also required.

7. Sanctions

A. Non-compliance with these regulations will be a cause for disciplinary action:

1. Failure to operate a county vehicle while on county business, in accordance with the statutes of the jurisdiction in which the vehicle is operated.
2. Failure to operate a county vehicle in accordance with these regulations.
3. Operation of a county vehicle for personal use.

B. The following uses of county vehicles are prohibited:

1. Operation of a county vehicle by a county employee who has either a revoked or suspended driver's license or by an employee who does not possess a valid driver's license.
2. Operation of a county vehicle after the consumption of drugs or alcohol, or possessing drugs or alcohol in such vehicle.

III. Vehicles Used for Commuting

Currently, the Internal Revenue Service requires the County to value the commuting usage under the Commuting Valuation Rule. Under this rule, a fee is assessed in taxable earnings to employees who commute in county vehicles.

IV. Use of Personal Vehicles on County Business

The County maintains a fleet of motor vehicles to be used by employees on official county business. An employee may choose to use his or her personal vehicle as a matter of convenience. The County will reimburse for mileage for miles driven on county business, with proper documentation and approval.

The driver of any vehicle on county business shall be deemed fully responsible for his/her own actions pursuant to highway laws. It is required that drivers obey all traffic laws and cooperate fully with local law enforcement officers. The County is not responsible for violation of traffic laws and regulations by drivers of personal vehicles on county business. Any penalties incurred by drivers of personal vehicles on county business, resulting from moving or parking violations, or electronic toll payment (EZ PASS) fines, must be borne by the driver. Drivers are responsible for providing their own legal representation.

Employees opting to use their personal vehicle for county business must provide proof of a valid driver license and motor vehicle insurance to the County.

V. Effective Date

All passenger vehicles owned or leased by the County of Somerset, and all County vehicles serviced by Vehicle Maintenance, and all newly acquired vehicles, regardless of assignment, are subject to the policies contained herein, effective August 21, 2007. Drivers operating vehicles will be required to submit a written statement indicating that they have read these regulations and agree to comply with same.

**COUNTY OF SOMERSET
MOTOR VEHICLE POLICY ACCEPTANCE**

NAME _____

TITLE _____

DIVISION _____

DRIVER LICENSE NUMBER _____

For those who use their personal vehicle for county business,
provide the name of your auto insurance company and policy number

NAME of COMPANY _____

POLICY # _____

I have read the County of Somerset Motor Vehicle Policy and agree to abide by all policies and procedures. I hereby authorize the County to check my driving record with the State of New Jersey, or the state where issued, annually.

Signature _____

Date _____

WARREN COUNTY

Warren County Motor Vehicle Policy

WARREN COUNTY MOTOR VEHICLE POLICY**INTRODUCTION**

The following regulations, effective October 1, 1992, are issued for the guidance of officials and employees of the departments, agencies and institutions of the County of Warren, New Jersey. All questions arising in connection with these regulations shall be addressed to the County Administrator. These regulations supersede any previous regulations and/or policies, both written and oral. The Warren County Administrator expects all officials, department heads, constitutional officers, and County personnel to provide such cooperation as is necessary to abide by the Warren County Motor Vehicle Policy.

PURPOSE

To clearly communicate the Policy of the Warren County Board of Chosen Freeholders on the assignment and utilization of vehicles owned, leased or contracted to Warren County.

SCOPE

This vehicle Policy is applicable to all departments, agencies, institutions, officials, constitutional officers, and employees of Warren County; it also affects all Vehicles titled, leased or contracted to the County of Warren.

CRITERIA FOR USE OF COUNTY VEHICLES

County vehicles are to be used only for purposes related to the necessary and proper conduct of official County business. Personal use of County vehicles is prohibited. Passengers, aside from County employees or individuals directly associated with official County business, are prohibited. It shall be the responsibility of all department, agency and institution heads to ensure that County vehicles operated by their employees or assigned to their department on a 24-hour basis are used for County business purposes only. Failure to abide by this Policy will be cause for disciplinary action or other appropriate administrative sanctions for the employee and/or department head.

The driver of a County vehicle on official County business must possess a valid motor vehicle operator's license. The driver of said vehicle shall be fully responsible for his/her actions pursuant to highway laws and must, at all times, obey traffic laws and cooperate with law enforcement officials in all jurisdictions. Warren County assumes no responsibility for violations of traffic regulations and laws. County employees shall not be reimbursed for monies paid due to parking or moving violations incurred in any jurisdiction. County employees who are guilty of moving violations; observed in violation of traffic regulations and laws; or operating vehicles in a reckless or unsafe manner shall be subject to disciplinary action.

Drivers of County-owned vehicles are personally responsible for vehicles assigned to or operated by them. The County prohibits smoking in all County vehicles, which includes drivers and passengers in these vehicles.

CRITERIA FOR USE OF THE MOTOR POOL

Warren County operates a central motor pool located in the Belvidere garage. Motor pool vehicles are a significant resource and their use by employees for official County business should be maximized by department heads as an effective means to reduce the overall fleet of County vehicles. Department heads may authorize the use of a vehicle from the central motor pool on a day-to-day basis, as needed for County business.

A Motor Pool Authorization form (*see Appendix B*) must be signed by the department head and submitted to the motor pool prior to the issuance of a vehicle. The daily check-out and return time, as well as the beginning and ending mileage, must be recorded on the form. Motor pool vehicles shall be used only for authorized, official County business by officials/employees possessing a valid motor vehicle operator's license and having a proof of insurance form on file (*see Appendix B*).

CRITERIA FOR ASSIGNMENT OF VEHICLES TO DEPARTMENTS

The Board of Chosen Freeholders shall adopt a Vehicle Allocation Plan which will identify the number of vehicles to be assigned to each department. The number of vehicles so assigned cannot be increased without the authorization of the Board Of Chosen Freeholders as provided for in the Vehicle Allocation Plan. The Vehicle Allocation Plan will be developed by the County Administrator, reviewed and revised on an annual basis, and submitted to the Board of Chosen Freeholders for adoption by May 1 of each year. The number and type of vehicles, including vehicle identification number, assigned to a department/agency/institution will be made on the basis of the following considerations:

1. The nature of the service provided by the department
2. The frequency of field assignments, including but not limited to:
 - a. inspections
 - b. meetings
 - c. investigations and security purposes
 - d. serving of warrants
 - e. emergency response
 - f. inmate transport
3. The vehicle is essential to the performance of required work.

The department head is responsible for assigning the day-to-day use of vehicles assigned to a department. Such vehicles are not to be used on a 24-hour basis unless the employee is authorized in accordance with this Policy. The department head must first seek authority from the County Administrator to assign a vehicle to an employee overnight. The department head must also insure that all vehicles are returned at the end of the working day unless official County business necessitates evening or overnight use. The department head shall be responsible for the maintenance, safe operation and security of any vehicle assigned on a 24-hour basis to that department. The department head shall also be responsible for recording an employee's use of a County vehicle in a manner consistent with Internal Revenue Service requirements.

CRITERIA FOR THE ASSIGNMENT OF VEHICLES TO INDIVIDUAL EMPLOYEES ON A 24-HOUR BASIS

Vehicles may be assigned to individual employees on a 24-hour basis only through the approval of the Vehicle Allocation Plan, which is recommended by the County Administrator and approved by the Board of Chosen Freeholders. Such assignment shall only be authorized when it is justified and absolutely necessary because of the nature of the Individual employee's responsibilities. Employees eligible for consideration for 24-hour vehicle assignments include certain department/agency/institution heads; certain employees covered by collective bargaining agreements and employees involved in investigations; security and law enforcement; and employees who are on 24-hour call.

Vehicles so assigned are permitted to be used by the individual for traveling to and from work. In such instances, the individual employee is encouraged, if practical, to find other County employees to commute to work with each day. Any employee authorized to utilize a County vehicle on a 24-hour basis must adhere to the criteria for use of a County vehicle. Any violation of said criteria shall be justification for the termination of 24-hour use, disciplinary action and/or appropriate administrative sanction against the employee and/or the department head.

The use of a 24-hour assigned vehicle can be terminated at any time and without justification by the department head, County Administrator or the Board of Chosen Freeholders. Any change in such assignment must be reported to the County Administrator. All employees assigned a vehicle on a 24-hour basis must provide the required proof of insurance and a valid motor vehicle operator's license and must provide the documentation required by the payroll department for compliance with Internal Revenue Service requirements.

As a result of the passage of the 1984 Federal Tax Act, the use of a County vehicle for commuting to and from work must be treated as income and taxed as such to the employee. The personal-use value of a County vehicle and gasoline and oil provided by the County is taxable income. When the Board of Chosen Freeholders authorizes the use of a County vehicle for commuting by adoption of the Vehicle Allocation Plan, the employee will be assessed a valuation of \$3.00 for each day of commuting. The total valuation is considered taxable income and thus subject to all applicable taxes. The total annual calculation for commuting use will be included as wages on the employee's W-2 Form at the end of each year.

When the vehicle used to commute is one of the following, the IRS has ruled commuting use to be a non-taxable event:

1. A clearly marked police vehicle
2. Certain unmarked police vehicles if used for officially authorized uses by law enforcement officers.

In order to qualify for either of the above exceptions, the department/agency/institution head must certify to the Board of Chosen Freeholders that the employee is required to take the vehicle home and that all personal use is prohibited. For unmarked law enforcement vehicles, the authorized uses would include undercover work, reporting directly from home to a surveillance site, and response to emergency situations. The exception must be approved by the County Administrator and the Board of Chosen Freeholders by means of adoption of the Vehicle Allocation Plan. The request for exemption form (see Appendix B) is to be utilized only in the event an employee utilizes a vehicle as defined by Internal Revenue Service rules and regulations.

CRITERIA FOR USE OF PRIVATE VEHICLES

The use of a privately owned vehicle for the discharge of official County business is permitted only when a County vehicle is not available from the central motor pool and the travel is authorized, prior to the actual use of the vehicle, by the department head. Each employee who uses a privately owned vehicle in the performance of official County business must be registered with the office of the County Administrator and the motor pool and demonstrate compliance with all applicable statutes, regulations and insurance requirements as established by Warren County.

An employee shall be entitled to a mileage reimbursement for the use of a privately owned vehicle only if such reimbursement has been authorized by the department head and the departmental budget must have available sufficient travel funds to cover the cost of reimbursement. No official or employee will be reimbursed for mileage considered commuting mileage. Mileage between the employee's home and his/her routine place of business is considered commuting mileage. Reimbursement shall be in the amount approved by the employees' bargaining unit. Where no bargaining unit exists, the employee personnel policies manual shall be consulted for the mileage reimbursement rate. There will be no reimbursement for gasoline purchases. When two or more employees are traveling on County business to the same location and returning to the same general point of departure, only one vehicle is eligible for reimbursement by the County.

All travel shall be by the most direct, economical and usually traveled route. In case a person travels by an indirect route for his/her personal convenience, the extra expense shall be borne by him/her and reimbursement for expenses shall be made only on such charges as were actually incurred by the most direct, economical and usually traveled route.

The driver of a private vehicle on official County business must possess a valid motor vehicle operator license. The driver of said vehicle shall be fully responsible for his/her actions pursuant to highway laws. Drivers must, at all times, obey all-traffic laws and cooperate with law enforcement officials in all jurisdictions. Warren County assumes no responsibility for violations of traffic regulations and laws. County employees shall not be reimbursed for monies paid due to parking or moving violations incurred in any jurisdiction County employees who are guilty of moving violations; observed in violation of traffic regulations and laws; or operating vehicles in a reckless or unsafe manner shall be subject to disciplinary action.

The driver of a private vehicle on official County business must supply a certificate of insurance which indicates the insured possesses insurance with the following minimum amounts: \$15,000 on account of injury to or death of one person in any one accident; \$30,000 on account of injury to or death of more than one person in any one accident; and \$5,000 for damage to property in any one accident (NJSA 39:6A-3). A copy of the certificate will be maintained on file in each department, the motor pool and in the office of the County Administrator. Drivers are required to submit a copy of the Proof of Insurance and Motor Vehicle Operator's License form (*see Appendix B*) to the department head and the County Administrator. The loss or revocation of a valid motor vehicle operator's license or the loss of insurance must be reported immediately to the department head and the County Administrator.

VEHICLE ALLOCATION PLAN

There is hereby established a Vehicle Allocation Plan. The purpose of this Vehicle Allocation Plan is to set forth the number of vehicles that will comprise the County's vehicle fleet. The Vehicle Allocation Plan shall apply to all automobiles, vans, utility vehicles, pickup trucks and any similar vehicles which are used in the same manner as passenger vehicles. Such vehicles may be assigned to the central motor pool

or to a department, agency or institution. It is the policy of the Board of Chosen Freeholders to encourage the use of central motor pool vehicles by County employees to reduce the overall number of County vehicles.

The Vehicle Allocation Plan adopted by the Board of Chosen Freeholders is incorporated by reference in this document. It specifies the number of vehicles assigned to the central motor pool and to all departments for which the County Administrator is directly responsible.

Each year the County Administrator will solicit from department, agency or institution heads requests for changes in the Vehicle Allocation Plan. The County Administrator will review all requests from department heads and individuals for special consideration due to hardships, special circumstances and other matters which relate to the assignment and use of vehicles covered under this Policy. The County Administrator will then prepare the Vehicle Allocation Plan and present it to the Board of Chosen Freeholders for adoption prior to May 1 of each year.

Any increase in the number of vehicles assigned to a department by the Vehicle Allocation Plan must be requested in writing by the department head to the County Administrator and must be authorized by the Board of Chosen Freeholders. Upon approval by the Board of Chosen Freeholders, the Vehicle Allocation Plan will be revised to reflect the increase. The Board of Chosen Freeholders may at any time and without justification reduce the number of vehicles allocated under this plan.

It is the responsibility of the department head to assign the use of vehicles allocated to their department by the Vehicle Allocation Plan. It shall be the responsibility of the County Administrator to maintain a current and accurate Vehicle Allocation Plan and administrative procedures consistent with these policies. Department heads must notify the County Administrator of any changes in the assignment of vehicles within their department. Failure to do so will result in disciplinary action and/or administrative sanction.

The County Administrator will ensure that the policies, departmental vehicle allocations and related administrative requirements are properly administered and that the vehicles assigned are sufficient to permit the various departments to carry out their duties and responsibilities. The County Administrator is authorized to establish procedural requirements as necessary to implement the Vehicle Allocation Plan. The Belvidere garage shall provide the necessary maintenance, safety, records, and licensing of all County vehicles. On a monthly basis a listing of all new vehicles, vehicles removed from the County fleet and any other changes in use assignment will be reported to the County Administrator.

BELVIDERE GARAGE

The responsibilities of the motor pool are as follows:

1. Preventive Maintenance: The motor pool is responsible for the establishment and administration of an effective preventive maintenance program for all County vehicles. Vehicles are to be brought into the garage for preventive maintenance upon notification of the department by the motor pool. A loaner vehicle will be provided by the motor pool whenever possible with one week's notice.
2. Routine & Emergency Repair: All repairs to County vehicles will be performed by motor pool staff at the Belvidere garage. If a vehicle becomes inoperable on the road, the

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- Belvidere garage will be called. The vehicle will either be repaired at the location of the disabled vehicle or the garage will tow the vehicle to Belvidere. Employees who are assigned the use of a vehicle to Belvidere. Employees who are assigned the use of a vehicle shall operate and care for the vehicle in a responsible fashion. Problems with the performance of a vehicle, accidents, or other issues relating to the vehicle shall be reported immediately to the department head who shall report immediately to the motor pool.
3. New Car Purchase: The motor pool will prepare specifications for the purchasing department for all vehicles authorized in the current fiscal year operating budget. The motor pool will inspect all new vehicles upon receipt to ensure vendor compliance with the specifications.
 4. New Car Preparation: The new vehicles will be prepared for use on the road. The County seal, a car number and other lettering as required will be applied. A copy of the vehicle Policy, an insurance identification card and the vehicle's registration card will be placed in the glove compartment of each vehicle. When the car is returned to the motor pool for maintenance, the glove compartment will be checked and any missing items replaced.
 5. Annual Evaluations: Each August, prior to preparation of the County's operating budget, the motor pool will evaluate all vehicles as to their mechanical condition, body condition, mileage and annual cost of repair. The motor pool is encouraged to offer recommendations to improve County policies and regulations concerning the use, maintenance and replacement of the County vehicle fleet.
 6. Reporting of Accidents: Each department is responsible to report all accidents to the office of the County Administrator and to the motor pool immediately. A copy of the accident report must be submitted to both departments within 24 hours. The vehicle must be returned to the motor vehicle pool within 24 hours for inspection. The motor vehicle pool will have sole responsibility for determining whether or when the vehicle will be returned to duty.
 7. Record Keeping: Copies of valid motor vehicle operator's licenses for all officials/employees who drive on official County business will be maintained and updated annually with a complete set of copies provided to the County Administrator by September 1 of each year. Proof of Insurance forms and supporting documentation shall also be maintained and updated, with copies of the files sent to the County Administrator by September 1 of each year.

Each department, agency and institution using County vehicles will be charged \$.14 per mile regardless of the place of assignment (individual, department or motor pool). The motor pool will submit to the treasurer, on a monthly basis, the mileage and extended cost for each department, agency or institution. The treasurer will then charge the appropriate account. The motor pool charge will be reviewed annually by the roads division to determine the appropriate level of charge. Recommendations for a charge revision shall be made to the County Administrator by September of each year.

Vehicles purchased with grant funds and used by an agency not directly associated with County government will be maintained by the granted agency. The maintenance programs must correspond and be at least equal to the quality and level of maintenance programs instituted in the motor pool. The grant agency will guarantee the proper insurance as required by the County and will be responsible for all damages due to accidents including the deductible. Vehicles which are leased to a grant agency will be charged at \$.14 per mile and shall follow the same criteria as outlined for regular County vehicles.

DISPOSAL OF COUNTY VEHICLES

Vehicles will be removed from the County fleet by a determination made by the County Administrator based on reports provided by the Belvidere garage. The administrator shall give consideration to removing those vehicles which are oldest, have highest mileage or high operating costs, and the general condition of the vehicle. When a new vehicle is purchased and assigned to a department, the department head must return a vehicle to the motor pool prior to picking up the new vehicle. Any vehicles removed from the County fleet shall be disposed of at public auction or sale or in any other manner provided in accordance with the provisions established by the department of purchasing. Such auction(s) or sale(s) shall be held a minimum of once a year.

AFFIRMATIVE DUTY TO REPORT EVENTS

An employee is required to report any and all motor vehicle accidents, damage, equipment malfunction, tickets, summonses, convictions and violations involving the employee which are incurred while operating a County vehicle and/or while on County business to his/her department head and the County Personnel Director. Any employee whose job responsibilities include the operation of a motor vehicle must report any license suspension or revocation to his/her department head and the County Personnel Director. All supervisors and department heads aware of such events involving their subordinates must report these events to the County Personnel Director. Failure to fully report an event by the next business day may lead to disciplinary action, up to and including termination.

EFFECTIVE DATE

All vehicles owned, leased or contracted by the County of Warren and all newly acquired vehicles, regardless of assignment, are subject to the policies contained herein, effective October 1, 1992.