

## COUNTY VEHICLE POLICY

The following policies and procedures shall apply to all County passenger cars, pick-up trucks and vans:

### ASSIGNMENT OF VEHICLES:

1. Assignment of vehicles for conducting regular County business during normal work hours shall be governed by the availability of vehicles and shall be at the discretion of the appropriate department head or committee of the Board unless otherwise required by a collective bargaining agreement.
2. Unless the use of a County vehicle to drive to and from work cannot be discontinued because it would violate the principle of past practice, and could result in an unfair labor charge, no County employee or officer shall drive a County vehicle to and from work on a regular basis, unless specifically authorized by the Board of Supervisors.

### VEHICLE RECORDS:

All departments who own or have County vehicles assigned to them will maintain the following records:

1. A listing of department employees authorized to drive County vehicles and the vehicles assigned to them.
2. Written procedures for the assignment of vehicles.
3. Written procedures regarding the service and repair of vehicles.
4. Vehicle logs which identify each vehicle by year, make and 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.

### MISCELLANEOUS

1. Except as prohibited by the nature of the work, all County vehicles will be clearly marked "Delaware County", numbered, and will show the name of the department.
2. Employing departments shall obtain a New York State affidavit and transcript of the driver's record from the Motor Vehicle Bureau for those potential employees who would be required to operate a motor vehicle.
3. Departments may adopt such additional policies and procedures regarding the assignment and use of County vehicles as they deem necessary, provided such policies and procedures are consistent with the policies and procedures contained herein.
4. 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.

### OPERATING REGULATIONS

1. Only authorized County employees, or drivers approved by this Board, who have a valid driver's license shall operate County vehicles.
2. Only County employees, clients, personnel on official County business or other individuals who approved by this Board, shall be transported in County vehicles. Board approval shall consist of a written request by a Department Head followed by approval of the concerned oversight committee,

Insurance Committee and Board Chairman.

3. County vehicles shall be used for official County business only, except that stops on the direct route to and from work and during the employee's lunch hour shall be permitted to conduct personal business provided such stops are of a short duration, do not require any additional travel, and do not interfere with the employee's work.
4. Under no circumstances shall County vehicles be drive when the operator has been drinking alcoholic beverages or when the driver is under the influence of any drug or medication that would impair his or her ability to drive.
5. Vehicles shall at all times be operated in a safe manner and in accordance with all appropriate motor vehicle laws and regulations.
6. All accidents, damage to property or personal injuries involving a County vehicle shall be reported to the employee's department head or his or her designee immediately. In addition to a verbal report, the driver shall file with his or her department head a New York State Department of Motor Vehicle Accident Report (MV104).
7. All convictions of moving violations while operating a County vehicle shall be reported in writing to the employee's department head or his/her designee.

#### DISCIPLINARY PROCEDURES

1. Conviction of driving while intoxicated or while one's ability is impaired while operating a County vehicle shall be basis for termination of employment.
2. Loss of a driver's license by an employee required to operate a vehicle as part of their normal duties will be justification for removal of that employee from his or her position.
3. The first conviction of a moving traffic violation other than DWI or DWAI will normally result in a counseling memorandum being issued to the employee; a second conviction will result in a written warning; a third conviction will result in the loss of the use of the vehicle and/or other disciplinary action. This procedure may be modified based on the nature of the infraction, i.e. a more serious violating may result in an immediate warning or loss of use of vehicle or other disciplinary action, including suspension or termination of employment.
4. The first incident of unauthorized use of a County vehicle will normally result in a counseling memorandum being given to the employee, a second incident will result in written warning, a third incident will result in the loss of the use of a County vehicle and/or other appropriate disciplinary action. This procedure may be modified based on the nature of the unauthorized use, i.e. a serious misuse could result in an immediate loss of a County vehicle or other disciplinary action, including suspension or termination of employment. Failure to maintain a vehicle log as required or falsification of a log shall be considered as an unauthorized use of a vehicle.
5. Any disciplinary action taken against an employee pursuant to these policies shall be in accordance with appropriate disciplinary procedures established by law and/or a collective bargaining agreement.