

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Administration/General (County Administrator)	Policy No. 23
SPECIFIC SUBJECT: Vehicle Use Policy	Adopted: 08/18/1992 Revised: 02/15/1994 Revised: 10/09/2012

APPLIES TO: All Employees and Elected Officials who are assigned County vehicles.

PURPOSE: To clarify the duties and responsibilities associated with driving on the job and the operation of assigned County vehicles.

GENERAL RULES AND PROCEDURES FOR COUNTY EMPLOYEES THAT OPERATE A VEHICLE AS PART OF THEIR JOB:

All County employees who operate a vehicle, whether their own or a County vehicle, must obtain and maintain a valid Michigan Drivers License, and observe **ALL** traffic regulations and County vehicle policies apply unless a true emergency situation exists.

It is the responsibility of the employee to report all moving vehicle violations/convictions to their Department Head.

Supervisors shall ensure the safe operation of assigned municipal vehicles and administer and enforce all municipal-wide and departmental policies and procedures regarding vehicle operation. Nothing herein shall limit individual departments from setting higher standards that may be needed to meet their particular needs.

Leelanau County vehicles of the various departments may be directly assigned to specific County personnel or assigned for occasional use to support the overall County operations. Such assignments may include, but are not limited to, administrative staff and other staff likely to make an emergency response. All motor vehicles assigned by the County's Department Heads shall be properly operated, utilized and maintained by the assignees. Staff shall utilize assigned departmental County vehicles when available prior to using personal vehicles, unless pre-approved by the Department Head.

No such assignment is guaranteed and may change based on the needs of the department.

Employees who are required to drive as part of their job must maintain the appropriate license to do so.

I. VEHICLE ASSIGNMENT:

Staff may be assigned County vehicles to assure their availability to the County and to allow their constant monitoring of County operations. Staff is also expected to utilize their assigned vehicles whenever said operation is consistent with this purpose.

County staff is assigned County vehicles to assure their availability to their respective divisions. Staff is expected to routinely utilize their assigned vehicles while traveling for County business. In addition to the official use, these assignments may permit staff to take assigned vehicles home during off hours, when the County Department Head and County Administrator determine that operations are enhanced by doing so.

II. GENERAL RULES FOR OPERATION OF A VEHICLE (COUNTY OR PERSONAL) DURING WORK ASSIGNMENTS

- A. General Operation: Staff will be extra courteous while driving a County vehicle. Courtesy costs nothing, but can pay big dividends in creating good will toward the County.
- B. Parking: All vehicles will be parked legally. Irregular parking may be expected in emergency situations, however, on routine business, staff are expected to park vehicles in "legal" parking areas only.
- C. Smoking: All County vehicles are tobacco free at all times.
- D. Seat Belts: Any person, whether staff or citizen, driving or riding in a County vehicle, shall wear a seat belt as provided whenever the vehicle is in motion.
- E. Traffic Convictions: Staff shall report all traffic violations/convictions to their Department Head and the County Administrator; e.g. moving violations. Excessive violations or a major violation will result in disciplinary action up to and including termination.

In accordance with the Michigan Municipal Risk Management Authority Insurance guidelines, the circumstances noted below will be cause for individuals being considered disqualified for driving privileges:

1. Conviction of a driving-related felony.
2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.

3. An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the individual has been fined, successfully sued, and received an adverse judgment, the individual's insurance company settled for damages to other party, or the individual settled out of court or otherwise was determined to be liable.)
4. Accumulation of more than eight (8) points on the driving record within the last three (3) years.
5. Conviction of any alcohol/drug related offense in the last three (3) years or more than one (1) event in any period of time.
6. Conviction of driving while license was suspended or revoked for moving violations within the last three (3) years will result in loss of driving privileges.

In the event that an employee accumulates six (6) points or has more than two (2) events where points are added to their record within one (1) year, the employee will be required to take and successfully complete a defensive driving class (at the cost and choice of the County) and successfully pass an exam (as identified by the County) within thirty (30) days.

- F. Alcohol and Drugs: Staff shall not operate a vehicle during working hours if alcohol or drug impaired. Transportation or possession of alcohol or contraband while working is prohibited unless it is a part of the job.
- G. Employee's Automobile Insurance Must be Maintained: Employees driving their own vehicles for County business must maintain insurance for the vehicle they are driving.

III. GENERAL OPERATION OF COUNTY VEHICLES:

- A. It is expected that County vehicles will be operated in a safe manner, consistent with all State laws and County rules. All policies, procedures, rules and regulations of Leelanau County shall apply to staff when operating assigned vehicles.
- B. Only Leelanau County personnel may be permitted to operate the assigned vehicle, unless an emergency situation exists.
- C. Staff shall comply with all traffic, parking regulations, and County rules and policies.
- D. Staff who is assigned a vehicle which is maintained at their residence is expected to respond from their residence in the case of an emergency as appropriate.
- E. Staff operating an assigned vehicle while off duty shall be appropriately attired.

- F. Staff, in marked vehicles, is expected to take appropriate action in those matters that they encounter while operating in an off-duty capacity. In situations that are minor in nature, the off-duty staff shall handle the matter. In situations of a more complex nature, the off-duty staff may request to be relieved by on-duty staff.
- G. Improper Operation of a County Vehicle: Operating a County vehicle in a reckless manner or while being used improperly may result in disciplinary action up to and including termination as provided in the policies of Leelanau County.
- H. Assigned vehicles shall be provided a safe and secure parking area for the vehicle and vehicle shall be locked at all times.
- I. All assigned vehicles shall be made available to other County functions when deemed necessary by the employee's immediate supervisor.
- J. Vehicle Accidents: Staff involved in an accident while driving a County vehicle shall notify their immediate supervisor as soon as possible. Reporting of accidents and statements shall be made in the manner prescribed by current County policy. Accidents involving County vehicles may normally be investigated. The County Administrator will be notified immediately in cases of injury.
- K. Inspection of County Vehicle: Each staff person assigned a County vehicle shall routinely complete an inspection of their assigned vehicle to ascertain that such vehicle is in good working order and is equipped with all assigned equipment.
- L. Transporting Private Persons: Private persons shall not be transported in County vehicles when being used unless the presence of such person is necessary to the furtherance of County service or as otherwise authorized by the County Administrator.
- M. Pushing/Towing: County vehicles, unless specifically equipped, shall not be used for pulling, pushing, towing, or other road services to other vehicles.

IV. GENERAL ISSUES:

- A. The County reserves the right to suspend the privilege of an assigned vehicle for any reason.
- B. While assigned to individual staff, vehicles are owned by and remain assets of Leelanau County. As such, they may be assigned or deployed as needed to accomplish the goals and objectives of the County.

- C. When the assigned staff is on vacation or absent, the assigned vehicle may be parked at the various departments. During this time, the vehicle may be temporarily re-assigned to the general fleet. The assigned staff may provide his/her vehicle to another staff member during this absence with the approval of each staff member's immediate supervisor.
- D. Staff on extended leave or light duty may have their vehicle reassigned.
- E. Employees may be responsible for the replacement of any equipment lost due to negligence.

V. RESTRICTIONS:

- A. Personal use of assigned vehicles is prohibited.
- B. Personal cellular telephone use and texting is prohibited.
- C. Employees will not operate an assigned vehicle when their ability to do so is impaired by alcohol, drugs, illegal narcotics or any other unlawful substance. Employees will not transport or possess alcohol or contraband in the County vehicle unless it is a specific part of the job.
- D. Employees, while operating an assigned vehicle, will not patronize adult entertainment establishments unless they are conducting official County business.
- E. The assigned County vehicle, while operated in an off-duty capacity, will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows, unless approved by the County Administrator.
- F. Employees must not be negligent in the operation of a County vehicle. Careless or reckless operation of a County vehicle is not justified, no matter what the nature of the emergency.
- G. Failure to comply with this policy shall be considered a major violation and will be grounds for restriction of driving privileges with or without a County vehicle and disciplinary action up to and including termination.
- H. All restrictions apply to County vehicles (including leased rental vehicles) at all times and to private vehicles while doing County work.

VI. MAINTENANCE:

- A. It is the responsibility of the assigned employees to arrange for, and insure the completion of, regular maintenance (oil, grease, lube, etc.), and emergency repairs. Employees will be reimbursed for expenses incurred for these services.
- B. It is the responsibility of the assigned employees to arrange for, and insure the completion of repair work.
- C. The assigned employee shall be responsible for the appearance and cleanliness of his/her assigned vehicle.
- D. Employees shall refrain from altering the body, general design, appearance, markings, and mechanical or electrical system of the assigned vehicle including bumper stickers.
- E. Employees using vehicles are expected to maintain the vehicles clean and adequately fueled (at least 1/2 tank.)
- F. Additional equipment: Leelanau County will not be responsible for personal equipment.