

SECTION SIXTEEN

VEHICLE POLICY

*New
Draft*

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VEHICLE USE POLICY

1. PURPOSE

In order to conduct County business, it is necessary to provide for the transportation needs of the officers, employees, and other Risk Management Authorized and Department approved drivers of the County of Lake. These policies and procedures provide consistent and consolidated guidelines to reasonably, efficiently, and in a financially sound manner control the use of County vehicles and safeguard the driver, passengers, and the public.

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2. POLICY

- A. The Board of Supervisors charges each Department Head with the responsibility of ensuring that all officers, employees, and other Risk Management Authorized and approved drivers of his/her Department who operate County vehicles or personal vehicles on County business are aware of these policies and procedures and that they comply with them at all times.
- B. No County of Lake vehicle may be released for use unless the applicable County Official or Department Head has verified that the driver is approved by the Department, is a Risk Management Authorized Driver per the definitions in this policy, and has been informed of his/her Driver Responsibilities.
- C. County-owned motor vehicles shall be used only in the conduct of official County business. No County officer or employee shall use or permit the use of any County-owned motor vehicle other than for use in the conduct of County business.
 - 1. County owned vehicles are those vehicles registered in the name of the "County of Lake" including those vehicle purchased by: departments for department use; the Department of Public Works as a County Fleet/Pool vehicle; special districts governed by the Board; the Road Fund; or any other special funding source.
 - 2. Official County business is use directly connected with assigned duties in County services and approved by the Department Head or designee. Personal errands or personal business is prohibited except as described in D below.
 - 3. Official County business may be performed by an elected official, permanent or extra help employee, a volunteer registered with Human Resources Department, or an intern registered with the Human Resources Department.
- D. Recognizing the inconvenience of being left without a personal vehicle, employees who are required to take a vehicle home as consequence of being assigned to "Standby" duty and receiving "Standby" pay or have the permission of the Board of Supervisors pursuant to this policy to take home a County vehicle are allowed to use the County vehicle for the limited purpose of conducting necessary personal business. Necessary personal business includes acquiring meals, attending medical appointments, using restroom facilities and similar necessary activities.

Risk Management Authorized and Department approved employees assigned to use County vehicles during work hours may be allowed to use the County vehicle for the limited purposes of acquiring meals during a lunchbreak, if they are required to be in the field during the lunch break, and for using restroom facilities. An employee who is using a County vehicle for an out of County training or conference may use that vehicle to obtain other meals covered by the County travel policy at a nearby location. It is not the intent of this ordinance to allow employees to use a County vehicle to acquire a meal when an employee has a personal vehicle available.

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- E. No County officer or employee or other Risk Management Authorized and Department approved driver shall transport persons in any County-owned motor vehicle unless such transportation is necessary in the conduct of official County business.**
- F. Employees that fail to comply with the terms and conditions of this Vehicle Use Policy may be subject to disciplinary action pursuant to the County of Lake Personnel Rules and the memoranda of understanding.**

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3. AUTHORIZED DRIVER

County Risk Management must pre-approve driver authorization for all prospective employees and current employees whose job description requires a driver's license and for elected officials, employees, and other drivers approved by the Department Head per the Vehicle Use Policy who may operate a County vehicle or drive their personal vehicle on official County business.

To be designated as an Authorized Driver the driver must meet all of the following criteria:

- Provide Risk Management and the Department with a legible copy of current valid California driver's license appropriate for the vehicle driven.
- Provide Risk Management with a DMV motor vehicle record (driver record) as set forth and within timelines described in A below.
- Have an Acceptable Driving Record per the standards set forth in B below.
- Provide Risk Management with a completed California Department of Motor Vehicles (DMV) Employer Pull Notice Program Authorization for Release of Driver Record Information form
- Be enrolled in the Pull Notice Program Described in D below
- Successfully complete a basic online driving course as set forth and within the timelines described in C below.
- Provided Risk Management with a signed Acknowledgment Form

Departments shall use the Request for Authorized Driver Status and the required attachments to request Risk Management Driver Authorization.

A. Submitting Driving Records

Those who are required by their job description or approved by the Department to drive on County business must provide a copy of a current DMV motor vehicle record (driving record) to Risk Management and wait for clearance of the driving record. The driver's records will be reviewed using the standards set forth in B below.

Risk Management can order the DMV motor vehicle report at no charge to the employee or applicant, but the report may be subject to up to a 14 day waiting period. Faster service may be obtained by the employee or applicant requesting the report from the DMV online for a fee or going to the local DMV and requesting the report for a fee.

1. Applicants for County classifications that requires a driver's license

Department Heads shall see that the applicant's driving record is provided to Risk Management and will wait for Risk Management clearance of that driving record before making a conditional offer of employment contingent only upon passing the County's medical review.

2. Employees transferring or promoting into County classifications requiring a driver's license

The Department Head shall see that the applicant's driving record is provided to Risk Management and will wait for Risk Management clearance of that driving record before employee is transferred or promoted.

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3. Other employees, registered volunteers, and registered interns who are approved by the Department Head to drive on official County business

Department Heads shall require that other employees, registered volunteers, and registered interns who have Department approval to drive on official County business will submit a driver record to Risk Management and will wait for Risk Management clearance of that record before permitting that person to drive on official County business.

4. Current employees who drive on official County business and are not already authorized per this subsection

Department Heads shall require that all applicable current employees, who drive on official County business and have not already submitted a driver record to Risk Management and/or enrolled in the Pull Notice Program will submit a completed California Department of Motor Vehicles (DMV) Employer Pull Notice Program Authorization for Release of Driver Record Information form within 30 days of the Board of Supervisors' adoption of this policy.

B. Acceptable Driving Record

To maintain an Acceptable Driving Record, a driver must have a "Total Point Count" within the limits set forth below. Failure to maintain an Acceptable Driving Record shall be cause for revoking a driver's authorization to drive on behalf of the County and if driving is an essential function for that employee, such revocation may be grounds for disciplinary action up to termination per the County Personnel Rules and the memoranda of understanding.

3 or more points in 12 months, or

4 or more points in 24 months, or

5 or more points in 36 months

The decision of an Acceptable Driving Record based on the above criteria is final.

C. Driver's Courses

Driver's education is critical to understanding the rules and regulations of the road, the consequences of driving actions, and how to be alert and cautious while driving.

1. Basic Online Driver's Course

a) Initial Training

All persons who drive on official County business shall successfully complete a basic online driver's course and shall provide proof of course completion to Risk Management in the manner currently prescribed. Exceptions to this requirement is made for Sherriff's Office Peace Officers and Correctional Officers who have passed practical/perishable driving skills training within the last year. Initial training timelines are:

i. New appointments

Department Heads shall require that employees hired, transferred, or promoted into a classification that requires a driver's license will show proof

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of completion of the basic driver's course within 30 days of appointment to that classification.

ii. New drivers

Department Heads shall require that:

- 1) registered interns
- 2) registered volunteers
- 3) employees whose classification does not require a driver's licenses but who will be driving for the County

will show proof of completion of the basic driver's course before driving on official County business.

iii. Current County employees

Department Heads shall require that all applicable current employees, who drive on official County business and have not already provided proof of successful completion of the basic online driver's course, will do so within 60 days of the Board of Supervisors' adoption of this policy.

b) Ongoing Training

Department Heads shall ensure that employees who drive on County business more than an average of one time per month repeat the basic online driver's course at least every two years. Exceptions to this requirement are made for Sheriff's Office Peace Officers and Correctional Officers who have passed practical/perishable driving skills training within the last two years.

2. Additional Driver's Courses

Risk Management may require the repeat of the basic online course or the completion of additional driver's courses when the County driver has:

- a) accumulated 2 points in a 12 month period
- b) had a vehicle accident while driving on official County business

D. Pull Notice Program

All Risk Management Authorized and Department approved drivers shall be enrolled through the Department of Motor Vehicles (DMV) "Pull Notice Program".

1. The Pull Notice Program automatically generates a driver record when any of the following actions or activities occurs:

- a) Upon enrollment of driver in the program;
- b) Annually;
- c) When a driver has any of the following added to his/her driver record:
 - i. Convictions
 - ii. Failure to appear
 - iii. Accidents
 - iv. Driver's license suspensions and revocations
 - v. Any other action taken against a driving privilege

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2. Benefits of the Pull Notice Program include:
 - a) Determines if each driver has a valid driver's license in accordance with the driver's classification;
 - b) Helps minimize the County's liability by revealing problem driving behaviors;
 - c) Improves public safety;
3. All Pull Program notices will be sent to the Risk Management.
4. Using the following criteria, Risk Management will review the facts in the case and meet with the Department Head to address the following issues:
 - a) Revocation of license;
 - b) Suspension of license;
 - c) Restriction of license or any other action taken against the driving privilege;
 - d) Driver's record review based on the following:
 - i Liability exposure,
 - ii Seriousness of the offense,
 - iii Number of offenses,
 - iv Frequency of offenses.

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4. DRIVER RESPONSIBILITIES

- A. All drivers of vehicles used for County business, whether County-owned or privately owned, must possess a valid driver's license appropriate for the vehicle operated (California Vehicle Code Division 6 — Driver's Licenses), and insurance for privately owned vehicles (see Vehicle Use Policy subsection 11).
- B. All drivers must maintain status as a Risk Management Authorized Driver with an Acceptable Driving Record as defined by the Vehicle Use Policy.
- C. Vehicles must be operated in a safe, responsible, courteous and prudent manner in accordance with all state and local laws.
- D. Drivers must comply with all sections of the California Vehicle Code.
- E. All employees and other Risk Management Authorized and Department approved drivers, who are required to have a valid driver's license to operate vehicles or equipment on official County business, shall immediately inform their supervisor in the event that their driver's license is suspended, revoked or otherwise restricted in a way that impacts ability to perform their job.
- F. Prior to County vehicle use, all drivers must ascertain, to the best of their knowledge, that the County vehicle is safe (e.g., check horn, lights, brakes, tires) before operating. If the vehicle is not in safe operating condition, contact the Department Head or the Department of Public Works if it is a County Fleet/Pool vehicle.
- G. All Risk Management Authorized and Department approved drivers will not allow a vehicle to which they have been assigned to be driven by any person not Risk Management Authorized and Department approved to drive a County vehicle, except in the case of a bona fide emergency when a County Risk Management Authorized and Department approved driver is unable to drive.
- H. All vehicle accidents and/or damages involving County vehicles, or involving personal vehicles while on County business, must be reported to their Department Head, to Risk Management, and if it is a County Fleet/Pool vehicle to the Department of Public Works. Follow instructions set forth in the Vehicle Use Policy subsection 14, and complete the Vehicle Accident Report, located in the glove compartment and available online on the County's Intranet.
- I. The driver of a vehicle shall operate the vehicle only after the safety belts have been properly fastened by the driver and the passengers in the vehicle. These safety belts shall remain fastened at all times while the vehicle is in motion.
- J. If any citations and/or tickets are issued for infractions relating to driver's license, seatbelt, parking, toll, speeding, DUI and/or other traffic (non-"fix-it" related) violations to a Risk Management Authorized and Department approved driver while driving a County-owned motor vehicle, a personal vehicle while on County business, and/or a County-owned motor vehicle which is assigned to them, the corresponding fines and/or fees are the sole responsibility of the Risk Management Authorized and Department approved driver to either pay or successfully contest.

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- K. If any "fix-it" citations or tickets are issued for such things as deficient equipment, proof of insurance, proof of registration, and/or other "fix-it" related violations to a Risk Management Authorized driver while driving a County-owned motor vehicle, then such citations/tickets must be sent within 3 days of issuance to the Department Head if it is Department vehicle or to the Department of Public Works if it is a County pool vehicle.
- L. The employee shall notify the Department Head of delinquent citations and/or tickets received due to an employee's failure to pay the corresponding fines or fees.
- M. Drivers shall remain attentive to driving at all times. Use of a hand held cellular phone, including texting, is prohibited (California Vehicle Code Section 23123). Eating, drinking, or other distractions should be avoided while the vehicle is moving. This section does not apply to an emergency services professional using a wireless telephone while operating an authorized emergency vehicle, as defined in California Vehicle Code Section 165, in the course and scope of his or her duties (California Vehicle Code Section 23123(d)).
- N. Smoking of any kind, vaping of any kind, and use of tobacco products of any kind is prohibited at all times by anyone in a County vehicle.
- O. Drivers are prohibited from driving a County vehicle: within 8 hours of consuming alcohol; with any measurable alcohol in the driver's system; or while impaired by alcohol, cannabis, drugs or other intoxicants.
- P. Drivers are prohibited from altering or attempting to alter or disable GPS technology in County vehicles.
- Q. The driver of a County vehicle shall report every noted defect of the County vehicle or its operation in person or on the appropriate form as soon as possible to assure proper maintenance attention. Such report shall be made to the Department if it is a Department-owned vehicle or to Central Garage, Public Works Department, if it is a County Fleet/Pool vehicle,
- R. If a County vehicle is inoperable or unsafe to drive, the driver shall notify the Department for Department Pool vehicles or notify the Department of Public Works for County Fleet/Pool vehicles. The after-hours notification phone number shall be in the glove compartment of each County vehicle.
- S. Drivers of permanently assigned vehicles or take-home vehicles are responsible for maintaining current preventive maintenance schedules for all assigned vehicles.
- T. The driver of permanently assigned or take-home County pool vehicles vehicle shall ensure that their assigned vehicle is delivered to the County vehicle maintenance facility whenever service is due.
- U. Ignition keys to County vehicles shall not be left in the ignition when unattended, unless the vehicle is in the care and custody of Central Garage or is a law enforcement or animal control vehicle that requires the key in the ignition to operate equipment, radios, emergency lights, heating/cooling, or similar systems.
- V. Animals are not to be transported in County Vehicles unless they are Sheriff's Canine Unit dogs, guide dogs, signal dogs, service dogs, animals being transported by Animal Care and Control, or animals requiring transport during a bona fide emergency.

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Employees who fail to comply with these Driver Responsibilities may be subject to disciplinary action in accordance with the County of Lake Personnel Rules and the memoranda of understanding.

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5. MISUSE OF COUNTY OWNED VEHICLES

- A. Any employee who uses a County-owned motor vehicle outside the conduct of County business or in other violation of this policy shall be subject to disciplinary action pursuant to the provisions in the Lake County Personnel Rule and memoranda of understanding.
- B. Additionally, an elected official or employee or other Risk Management Authorized and Department approved driver who misuses a County-owned motor vehicle shall be liable to the County for the approximated actual cost resulting from any misuse of such County-owned motor vehicle.
- C. A superior is subject to disciplinary action and/or liable for the actual cost of damages resulting from any misuse by the County employee to the extent that the superior allows, directs, or authorizes the misuse of a County-owned vehicle.
- D. Actual costs of misuse of a County-owned motor vehicle shall include the following:
 - 1. Expense of operation, replacement costs, and any and all property damage to the County-owned motor vehicle and other County property, proximately resulting from such misuse; provided, however, that a credit shall be allowed the County elected official or employee equal to any amount paid to the County by a third party;
 - 2. The amount of any judgment or claim not covered by insurance that the County pays by reason of death, injury, or damage to persons to property arising out of misuse of a County-owned motor vehicle, including interest at the legal rate accruing from the time of payment by the County. In no event shall these rules be construed as conferring a right of subrogation on the part of insurance carriers for County vehicles where no such right existed at the time of the adoption of these rules or independently thereof. These rules are intended to provide rules for the use of County-owned vehicles as between the County and its elected officials and employees only, and shall not affect in any way rights and obligations of third parties, including insurance carried for the County-owned vehicles.
- E. The Department Head shall in each case investigate, determine the costs attributable to misuse (with the assistance of the Public Works Department if it is a County pool vehicle), and collect the amount of actual costs attributed to the misuse of County-owned vehicles by employees of his/her Department. Money collected from the employee shall be deposited in the County treasury to the credit of the fund supporting operation of the vehicle which was improperly used.
- F. Any employee involved in the misuse of a County-owned motor vehicle shall be given the right to appeal the reimbursement. Such employee shall have the right within ten (10) days after service upon him/her of a demand in writing for reimbursement of costs of misuse, to request a hearing before the Board of Supervisors. Such hearing shall be conducted in open session pursuant to the standard appeal processes, and the decision of the Board of Supervisors shall be final.

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6. ACCIDENTS IN COUNTY VEHICLES

Vehicle accident report forms and the after-hours phone number for that vehicle shall be placed and maintained in the glove box in every County vehicle.

The driver of any County vehicle is responsible for completing a report on the provided form and submitting it to the Risk Management and the Department Head and if it is a County Fleet/Pool vehicle the Public Works Department within twenty-four (24) hours following any collision, or incident involving a vehicle used while on County business, regardless of damage.

In case of an accident:

- A. Stop Your Vehicle Immediately. If possible, do it in a manner that will clear the traffic-lanes and not present a hazard to moving traffic.
- B. Determine if there are any injuries; if so, call 911 for qualified medical assistance for the injured and law enforcement assistance if it appears advisable.
- C. Exchange driver information with all parties (i.e. -driver's name, drivers' license number, work and home phone numbers, and home address). Also, obtain year, make, model, plate number of other vehicle, and name, address and insurance policy number of registered owner. Use the "Vehicle Accident Report" form to help you record this necessary information. Provide this same information to the other driver.
- D. Do not discuss fault, liability, or responsibility for the accident unless questioned by law enforcement.
- E. If possible, take photos of the damaged vehicle/property and submit them with the Vehicle Accident Report.
- F. Call the Department, or if it is a County Fleet/Pool vehicle the Department of Public Works and identify yourself, your Department and the vehicle information, and be prepared to state the exact location of the accident and whether or not the County vehicle can be driven safely. If the accident occurs after-hours use the after-hours phone number found in the glove box of the vehicle.
- G. Complete the County of Lake "Vehicle Accident Report" found in the glove box of the vehicle. Fax completed form to Risk Management and send original to the Department or if it is a County Fleet/Pool vehicle to the Department of Public Works.

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Accident cases will be reviewed by the Department, Risk Management and if it is a County Fleet/Pool vehicle then also by the Director of Public Works who together will discuss whether a driving course or suspension of County vehicle use, discipline, or other action is required.

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7. VEHICLE COLLISION AND DRIVER NEGLIGENCE / REPAIRS

A. Vehicle collision repair

Based on experience the major repair costs threshold has been established at \$500. Therefore any collision related repair exceeding \$500 but less than \$10,000 shall be the responsibility of the user department.

Mileage charges paid by user Departments to Central Garage through Object Code 29.51 do not include funding for vehicle collision insurance coverage. The County has a \$10,000 deductible on County Vehicles, therefore major repair costs which are incurred as a result of collisions shall be the responsibility of the department to whom the vehicle was assigned when it was damaged.

B. Major Repairs Necessitated by Driver Negligence

The Central Garage budget is predicated upon providing routine maintenance, fuel, tires, and repairs for County Fleet/Pool vehicles. The mileage charges are established based on recovering these routine costs from user Departments. Occasionally vehicles suffer major damage necessitating costly repairs due to driver negligence. This policy establishes that the user Department is financially responsible for the negligent actions of their employees while operating Central Garage County Fleet/Pool vehicles. Where there is clear evidence of driver negligence resulting in mechanical damage to a Central Garage vehicle for which the repair will exceed \$500, the user Department will be responsible for all costs in excess of the first \$500. The final determination of driver negligence for the purpose of determining department repair liability shall be that of the Public Works Director.

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8. PERMANENTLY ASSIGNED VEHICLES DURING WORK HOURS

The Department Head may permanently assign a Department owned vehicle to a particular employee for use during business hours subject to the conditions set forth below. A Department Head may request of the Director of Public Works that a County Fleet/Pool vehicle be permanently assigned to the Department or to a particular employee for use during business hours subject to the conditions set forth below.

Vehicles may be authorized for permanent assignment to an employee or to a Department if any one of the following conditions exist:

- A. The vehicle has special fittings and/or carries special equipment applicable to a single department or a single job classification. Special fittings and equipment shall include, but are not limited to, such items as red lights, sirens, undercover car radios and fittings, utility bodies and other specialized equipment. However, portable equipment, including mobile radios, shall not be covered under the terms of this sub-section.
- B. The use of the vehicle requires an average of twenty-four (24) working hours out of each forty (40) hour work week and accumulates a minimum of 900 miles per month on official County business.
- C. The need for the vehicle is demonstrated to the satisfaction of the Department Head overseeing that particular County vehicle pool.

The responsible Department Head shall periodically review such permanent assignments and determine, based upon whether or not each permanent assignment is still meeting the conditions above, whether or not each assignment shall continue.

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9. TAKE HOME / OVERNIGHT VEHICLE ALLOCATION

A. **Regularly Assigned Take-Home Vehicles.** A take-home vehicle is any County-owned vehicle which is regularly assigned to an employee who has been Risk Management Authorized and Department approved to drive this vehicle to and from work to the employee's residence. Take-home vehicle authorizations must be pre-approved by the Department Director with notification to Risk Management and the Auditor/Controller's Office. Authorization will be based on demonstrable and beneficial needs for the delivery of services for Lake County given the following:

1. Assignment Criteria.

Take-home vehicle users are required to respond and report to after assigned hours and weekend emergencies on a regular and frequent basis and meet one of the following requirements:

- a. First responders responding directly to the scene of an emergency when that individual demonstrates a minimum of ten (10) after-hours emergency/investigation callouts per year and is authorized by the Department Head to have a take-home vehicle. Second responders and special service vehicles and equipment are not to be authorized for take-home vehicles; or
- b. Vehicles may be permanently assigned by the District Attorney to his/her investigators when s/he determines there is a sufficient number of vehicles for this purpose and it is in the best interest of the Department to make such assignments. The District Attorney may make permanent assignments of some vehicles and use additional vehicles as "pool" vehicles to be shared by two or more members.
- c. Vehicles may be permanently assigned by the Sheriff to his/her deputies and sworn management staff when s/he determines there is a sufficient number of vehicles for this purpose and it is in the best interest of the Department to make such assignments. The Sheriff may make permanent assignments of some vehicles and use additional vehicles as "pool" vehicles to be shared by two or more members.

Additionally, at the request of a Department Head and with the approval of the Board of Supervisors take-home vehicles may be assigned to employees who clearly demonstrate one of the following conditions:

- d. The employee is regularly working in a remote location and reports directly from home to such a place of work. This includes employees who work in several locations without one designated place for commencing regular work hours; or
- e. The overall net cost to the County is less than if the employee is reimbursed for use of his/her private vehicle for miles traveled on official County business; or
- f. The employee is a Board-appointed employee or an elected official who, in the estimation of the Board, requires a take-home vehicle to effectively conduct County business both during and after typical work hours.

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2. Employees taking home vehicles must comply with all laws of the State of California and local jurisdictions, including possessing a valid operator's license. Take-home vehicles may not be used to conduct personal business (e.g. driving children to daycare, doing shopping, nor transporting other non-County passengers). This policy and practice ensures that take-home vehicle assignments are assigned to those who must respond quickly, that they can be justified to the public, and that they represent a prudent use of County resources.
3. Employees assigned take home vehicles may be subject to IRS commuter mileage taxation.
4. Approval process -- Employees must complete and sign the "Take-Home / Overnight Standby Vehicle Authorization, obtain their Department Head's approval, and send copies of this form to Risk Management and to the Auditor/Controller's Office. Sheriff's Deputies assigned under A1C above must also sign a Certificate of Compliance Form.
5. Residency Restriction (Assigned Vehicles). The employees must either reside within the boundaries of Lake County, or within a 45-mile radius of their primary worksite to be eligible for a take-home vehicle assignment.
6. The Auditor's office will conduct an annual review of take-home vehicles and will share those responses with Risk Management.

B. Overnight Standby Duty

1. Department Heads that have employees who are required to take-home a County vehicle for overnight use during paid standby duty, may authorize employees for take-home privileges for these specified after hours standby assignments. There must be a compelling reason for the use of such take-home vehicles (e.g. the vehicle and equipment in the vehicle are essential to respond to after-hours calls anticipated during standby duty; the employee is responding to emergency calls related to loss of life or property.)
2. Employees taking home vehicles for Stand-by must comply with all laws of the State of California and local jurisdictions, including possessing a valid operator's license. Stand-by vehicles may not be used to conduct personal business (e.g. driving children to daycare, doing shopping, nor transporting other non-County passengers). This policy and practice ensures that Stand-by vehicle assignments are assigned to those who must respond quickly, that they can be justified to the public, and that they represent a prudent use of County resources.
3. Residency Restriction (Assigned Vehicles). Additionally, the employees must either reside within the boundaries of Lake County, or within a 45-mile radius of their primary worksite to be eligible for a take-home vehicle assignment.
4. Approval process -- Employees must complete and sign the "Take-Home / Overnight Standby Vehicle Authorization Form", obtain their Department Head's approval, and send copies of this form to Risk Management and to the Auditor's Office.

C. Overnight Duty

1. Departments may have employees attending classes, conferences, and events out of the area for more than one consecutive day who take a County vehicle as transportation.

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Overnight usage of a County vehicle for this type of official County business may be approved by the Department Head.

2. Approval Process – Department Heads are responsible for approving and tracking overnight duty within their department.

D. Temporary Use - Overnight at Residence

1. The privilege of taking a County car home for a night may be granted by the Department Head if:
 - a. an employee is attending an out-of-office assignment the next day as part of official County business and must leave for this assignment before the Department and/or Central Garage is opened in the morning; or
 - b. an employee will return from an out of office assignment as part of official County business after the Department and/or Central Garage is closed for the day; or
 - c. an employee is assigned to drive a County vehicle to an after-hours meeting/event/training; or
 - d. an employee is assigned to a remote location and reports directly from work to that assignment. This includes an employee who works in several locations without one designated place for commencing regular working hours; or
 - e. the overall net County cost is less than if the employee is reimbursed for use of his private vehicle for miles traveled on official County business.
2. Approval Process – Department Heads are responsible for approving and tracking temporary overnight use within their department.

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10. ASSIGNED VEHICLES PROPERLY STORED OVERNIGHT

When a County-owned vehicle is assigned to an individual for take-home or overnight use outside working hours, the individual to whom the vehicle is assigned shall be responsible for affording the maximum protection practicable against theft, vandalism, and damage. Such vehicle shall be placed, when not in actual use, in off street whenever possible, but shall NOT be placed in a garage or carport.

The exception to this rule is Sheriff's Department staff assigned a pursuit vehicle as a Take-Home vehicle per policy. Such pursuit vehicles shall be parked in a safe location which is visible to the public when the individual is off duty.

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11. GLOBAL POSITIONING SYSTEMS (GPS)

Employees and other Risk Management Authorized and Department approved drivers may, in the course of their assignment, be asked to drive County vehicles that are equipped with GPS technology. GPS technology provides the County the ability to monitor vehicle MPG, diagnostic data, speed, location, routing, idling, and utilization. GPS use for public safety greatly enhances job performance, personnel safety, situational awareness, and may provide assistance in time critical scenarios. GPS in the County may also be used for other business-related purposes, including, but not limited to, locating stolen vehicles, providing aid to vehicles that break down, increasing employee safety, managing resources effectively, or ensuring that employees are following their routes or assignments. The following summarize the benefits of these systems:

- A. Driver Safety. Ability to locate County vehicles at all times during emergency situations.
- B. Roadside Assistance. Timely roadside assistance for disabled County vehicles.
- C. Preventative Maintenance. Access to accurate mileage information in order to keep County vehicles on their proper maintenance cycles, reducing breakdowns.
- D. Vehicle Data Reporting. The system may monitor the miles per gallon, idling time, speed, overall vehicle usage, and diagnostic fault codes. The County may use GPS technology in the ordinary course of business.

The Board of Supervisors hereby delegates authority to:

- the Director of Public Works for County Fleet/Pool vehicles
- the appropriate Department Head for Department vehicles

to determine in which vehicles GPS technology will be installed, establish the record keeping systems for data collected through GPS technology, and otherwise implement this Policy.

Only Department Heads, or their designee, will have regular access to the GPS system regarding routine employee vehicle reporting. GPS data may be used in the course of pending disciplinary investigations.

VEHICLE USE POLICY

12. OBTAINING/FUELING COUNTY POOL VEHICLES

A. Obtaining a County Fleet/Pool Vehicle

Pool vehicles must be obtained from properly authorized Central Garage personnel. Drivers shall not retain keys or vehicles during the working day after use, even though additional trips are contemplated later in the same day.

Departments are responsible for tracking mileage used on County Fleet/Pool vehicles.

If a pool vehicle is required outside of regular working hours, the keys and vehicle should be picked up during the last open hours of the Central Garage. Likewise, the keys and vehicle should be returned during the first regular open hours the next working day after the trip. The Central Garage is open from 7:30 a.m. until 5:30 p.m., Monday through Friday, except on County holidays.

B. Fueling a County Fleet/Pool Vehicle

Gasoline will be provided by Central Garage; however, in cases of out-of-County travel, the employee overseeing Central Garage may authorize the use of a gasoline credit card and issue said card for the purchase of gasoline from commercial sources. When a vehicle is returned to the Central Garage, the gasoline credit card shall be immediately returned to Central Garage. The Risk Management Authorized and Department approved driver shall be responsible for the proper use and safe keeping of the credit card in his/her possession.

VEHICLE USE POLICY

13. USE OF PRIVATE VEHICLES

A. With Department approval, employees have the option of using personal vehicles or County vehicles for official County business. The following factors are to be considered when deciding between the use of a County vehicle versus a personal vehicle:

1. Cost to the agency/department for using a County vehicle or alternative transportation vs. mileage reimbursement.
2. Appropriateness of the vehicle for the required use.
3. Best use of employees' time and operational efficiency.
4. Liability for repairs/damage to vehicle

B. Before a Department may approve personal vehicle usage for official County business both the Department and the owner of the personal use vehicle must understand and agree to the following:

1. Insurance. Registered Owner of the private vehicle being used must maintain a minimum automobile liability insurance of \$300,000 on that vehicle and the insurance must be in the registered owner's name. A copy of this policy showing this level of liability coverage must be provided to the Department Head and Risk Management before driving on official County business.

Carrying material damage (collision, comprehensive, fire and theft) is optional, since the County will not reimburse the authorized driver or vehicle owner for damage to a personal vehicle.

2. The County offers employees the option of using a County owned vehicle for authorized business or be reimbursed on a mileage basis for travel performed. The mileage reimbursement is intended to provide for the expense of fuel, tires, depreciation and general maintenance including the cost of material damage (fire, theft, comprehensive, collision) insurance. Consequently, the cost of repairs for windshields, fenders, etc., must be borne by the vehicle owner or that person's insurer, whatever the case may be.
3. Authorized Use. No employee shall travel on County business in a privately owned vehicle without the approval of his/her supervisor.
4. Motorcycles. No employees shall operate a motorcycle on County business without specific authorization of the Department Head.

VEHICLE USE POLICY

14. USE OF RENTAL VEHICLES

Employees who have a need to rent a vehicle while on County business shall receive prior authorization by their Department Head.

A. Insurance

In accordance with the County's Vehicle Policy, employees renting vehicles for County business shall purchase the following insurance coverages which will be offered by the rental car company:

- a. Loss Damage Waiver: Covers damage to the rental car
- b. Additional Liability Insurance: Provides coverage for bodily injury and property damage

Although it is likely that the rental car company will solicit the purchase of these coverages in addition to other types of insurance, employees are only authorized to purchase these two coverages. In the absence of such a solicitation, it is the employee's responsibility to request the purchase of these two coverages.

B. Spouse Rider/Drivers

Notwithstanding the County's Vehicle Policy and subject to compliance with the policy above, the employee's spouse will be allowed to ride in and drive the rented vehicle as long as the spouse is a listed driver on the rental agreement and this additional driver adds no cost to the County.

VEHICLE USE POLICY

15. ACQUISITION /MAINTENANCE OF COUNTY VEHICLES

A Ownership

All vehicles shall be registered in the name of "County of Lake" and County Fleet/Pool vehicles shall be maintained by the Central Garage for the use and benefit of departments of County Government.

B County seals on County-owned vehicles

Official County identification seals shall be placed on all County-owned vehicles, including vehicles owned by special districts governed by the Board of Supervisors. This policy is waived for undercover vehicles and may be waived by formal vote of the Board of Supervisors in those instances where the existence of an identification seal on a County vehicle would interfere with or impede an employee's ability to carry out his or her official duties.

C Cost of operation and replacement of County Fleet/Pool Vehicles

The actual cost of operating and maintaining the Central Garage and replacing its pool vehicles shall be borne by all departments using pool vehicles. Such costs shall be based upon the operating cost per vehicle mile and anticipated replacement cost.

D Maintenance and service

1. Central garage - County Fleet/Pool vehicles

The Central Garage shall provide all maintenance, gasoline, oil, and parts required for County-owned pool vehicles. The employee overseeing Central Garage shall be responsible for establishing vehicle maintenance programs for all such vehicles and shall have authority, subject to Department approval and approval by the Purchasing Agent, to order services or repairs which the Central Garage is not able to provide. S/he shall also have authority to determine which vehicles may be assigned on a day-to-day basis to the using department and its employees.

2. Department owned vehicles

It shall be the responsibility of the Department Head to ensure that department owned vehicles are properly maintained and receive periodic safety inspections both for the safety of the driver and public, as well as to reduce the County's liability exposure.

E. Vehicle Replacement

The employee overseeing Central Garage and Department Heads whose departments own vehicles shall annually recommend the replacement of all County vehicles which in his/her judgment are no longer safe or economical to operate. The general policy that will be followed on vehicle replacement is as follows:

1. As general policy, County vehicles shall not be replaced until after having accumulated 130,000 miles for general pool and specialty vehicles and 120,000 miles for Sheriff pursuit vehicles. Vehicles with less accumulated miles may be replaced if deemed to be unsafe or no longer economical to operate. Vehicle replacement shall not occur automatically or be based solely on mileage accumulation but shall also be based on

VEHICLE USE POLICY

the overall condition of the vehicle and/or a determination that the vehicle is either unsafe or no longer economical to operate.

2. Fuel Economy

When determining the type and model of vehicle to be purchased, fuel economy shall always be taken into consideration. This policy may be waived by the Board of Supervisors, on a case by case basis.

The vehicle specifications used for purchase of general pool vehicles shall address fuel economy. Except for pursuit vehicles and trucks, no vehicles (sedans) with less than a 20/28 city/highway miles per gallon rating by the federal EPA, shall be purchased by the County. Departments are encouraged to purchase and utilize hybrid vehicles to the extent which is practical (if hybrid vehicles are available which otherwise meet the department's needs in terms of size, capacity, and comparable purchase price to non-hybrid vehicles, etc.)

VEHICLE USE POLICY

16. FORMS

The following forms are used in connection with the County of Lake's Vehicle Policy:

Request for Authorized Driver Status 16.16.2

County Driver Acknowledgement Form 16.16.4

California Department of Motor Vehicles (DMV) Employer Pull Notice Program
Authorization for Release of Driver Record Information Form..... 16.16.6

Take-Home/ Overnight Stand-By Vehicle Authorization..... 16.16.8

Vehicle Accident Report 16.16.10

Deputy Sheriff's Certificate of Compliance..... 16.16.12



REQUEST FOR AUTHORIZED DRIVER STATUS

The _____ Department requests that the following person be approved as an authorized driver for the County of Lake:

Printed Name: _____ who is currently

- ☐ an outside applicant for a County position that requires driving
- ☐ an existing employee who is not an authorized driver seeking promotion/transfer to a position that requires driving
- ☐ a volunteer, intern, or employee who is not required to drive, however, the department is seeking authorized driver status for this individual

License required for County position/assignment:

- ☐ Class A
- ☐ Class B
- ☐ Class C
- ☐ Endorsements If checked, list endorsement type here: _____

Attached please find:

- ☐ a legible copy of current valid California driver's license appropriate for the vehicle driven.
- ☐ a DMV motor vehicle record (driver record)
- ☐ a completed California Department of Motor Vehicles (DMV) Employer Pull Notice Program Authorization for Release of Driver Record Information form
- ☐ a signed Driver's Acknowledgment Form (see 16.16.4 of Vehicle Policy)

Printed Name of Department Representative: _____

Signature: _____ Date: _____

RISK MANAGEMENT:

Acceptable Driving Record:

- ☐ Yes. The driver is authorized and must complete the online driving course within the timelines described in policy, unless exempted by policy
- ☐ No. The driver is not authorized to drive a County vehicle.

Risk Management Initials _____ Date _____

For Risk Tracking:

- ☐ License Appropriate for position/assignment
- ☐ DMV Record Reviewed ☐ Enrolled in DMV Pull Notice Program ☐ Determination sent to Dept.

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COUNTY OF LAKE
DRIVER'S ACKNOWLEDGEMENT FORM

Your signature below indicates that:

- You have received a copy of the County's current Vehicle Policy, dated _____
- You have carefully reviewed it
- You have had the opportunity to ask questions for any clarifications
- You agree to strictly adhere to the County Vehicle policy

Driving on official County business is a privilege, not a right. You understand that the loss of the driving privilege may jeopardize your employment if driving on official County business is an essential function of your position. This form must be returned with your signature to be kept in your HR file.

Driver's Signature (Required)

Date

Distribution:

Original - HR for Personnel/Volunteer File
Copies - Department for file
Risk Management

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EMPLOYER PULL NOTICE PROGRAM
AUTHORIZATION FOR
RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____,
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving
record, to my employer, _____

COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY _____ COUNTY _____ STATE _____

DATE _____	SIGNATURE OF EMPLOYEE X
------------	-----------------------------------

I, _____, of _____
AUTHORIZED REPRESENTATIVE _____ COMPANY NAME _____

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am
requesting driver record information on the above individual to verify the information as provided by said individual. This
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY _____ COUNTY _____ STATE _____

DATE _____	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE X
------------	--

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website
at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

DO NOT RETURN THIS FORM TO DMV.

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COUNTY OF LAKE
TAKE –HOME/ OVERNIGHT STANDBY
VEHICLE AUTHORIZATION FORM

Agency/Department: _____ Budget Unit No.: _____

Employee Name: _____ Employee Job Class: _____
Employee Primary Work Location: _____ Employee City of Residence: _____

Distance in miles between employee's residence and primary work location: _____

Justification of Take-Home/ Overnight Standby request pursuant to the County Vehicle Policy Subsection 7 A or B:

Regularly Assigned Take-Home Vehicles

☐ This employee is required to respond and report to after hours and weekend emergencies on a regular and frequent basis and meets one of the following requirements:

☐ First responders responding directly to the scene of an emergency and that individual has had demonstrated _____ after-hours emergency/investigation callouts in the last year

☐ Employee who regularly and frequently must conduct urgent after house investigations in the performance of their duties and that individual has had _____ after-hours emergency/investigation callouts in the last year* and the employee is (check one):

- ☐ in Sheriff's Department
- ☐ in District Attorney's Office
- ☐ a Welfare Fraud Investigator

* Note: Department Heads must limit the number of employee investigators authorized for take-home vehicles under provision 1b to not more than one authorized person per department per day; or

☐ This employee is a Deputy Sheriff assigned a pursuit vehicle by the Sheriff in the best interest of the Department

☐ Board of Supervisors approval of the following: _____ (BOS Meeting Date)

☐ The employee is regularly working in a remote location and reports directly from home to such a place of work. This includes employees who work in several locations without one designated place of commencing regular work hours

☐ The overall net cost to the County is less than if the employee is reimbursed for use of his/her private vehicle for miles traveled on official County business

☐ This is a Board-appointed employee who requires a take-home County vehicle to effectively perform duties both during and outside of normal business hours

(See approval signatures & copies on reverse)



COUNTY OF LAKE
TAKE -HOME/ OVERNIGHT STANDBY
VEHICLE AUTHORIZATION FORM

Overnight Standby Duty

The employee is assigned to paid standby duty and:

- ☐ The vehicle and equipment in the vehicle are essential to respond to after-hours calls for stand-by duty
- ☐ The employee is responding to emergency calls related to loss of life and property
- ☐ Other compelling reason (describe) _____

Certification: I certify to the accuracy of the preceding statements,

_____ Authorized Drivers Signature	_____ Print Name	_____ Date
_____ Department Head Signature	_____ Print Name	_____ Date

Copies to: Auditor/Controller
 Risk Management



COUNTY OF LAKE, RISK MANAGEMENT
 255 N. Forbes Street, LAKEPORT, CA 95453
 Phone #: (707) 263-2321 Fax #: (707) 263-0702

VEHICLE ACCIDENT REPORT
(For Bodily Injury, or Damage to Another Party's Property or to County/Personal Vehicle)

County Driver: Complete this Report immediately after the accident and fax a copy to Risk Management. Send the original report to the Motor Vehicle Division (Qic Code 20119) or the Public Works Agency (Qic Code 81707), no later than 24 hours from the incident date. If you have any questions, please call Risk Management.

AGENCY	Dept/Agency:		Division/Unit :	
	Address		Phone Number:	
TIME	Date of Accident	Day of Week	Hours	☐ AM ☐ PM
PURPOSE OF THE TRAVEL				
LOCATION OF ACCIDENT	City:	Street:	At Intersection With:	
TYPE	☐ Backing ☐ Animal ☐ Head On ☐ Turned Over ☐ Sideswipe ☐ Rear End ☐ Fixed Object ☐ Right Angle ☐ Other (Describe) _____ ☐ You Hit OR ☐ You Were Hit			
COUNTY VEHICLE / Personal Vehicle	Vehicle Year:		Make:	Model:
			County Vehicle #:	
	Driver's Name:		Driver's License #:	
	Phone # -Work:		Phone # -Home:	
	Home Address:			
OTHER VEHICLE	Name of Supervisor		Phone # - Work	
	Vehicle Year:		Make:	Model:
			License Plate:	State:
	Driver's Name		Driver's License #:	
	Phone # - Work:		Phone # - Home:	
	Home Address:			
	Registered Owner of the Vehicle:		Phone # - Work	Phone # - Home:
Address:		Name of Insurance Co.: Policy #:		
WITNESS(ES)	Name		Phone # - Work	Phone # - Home
	Address			
	Name		Phone # - Work	Phone # - Home
	Address			

VEHICLE ACCIDENT REPORT (Continued)

INJURED/ KILLED	Name	Phone # - Work	Phone # - Home
	Address		
	Name	Phone # - Work	Phone # - Home
	Address:		

CONDITION	WEATHER: ☐ Clear ☐ Raining ☐ Sunny ☐ Foggy ☐ Other_____
	ROADWAY: ☐ Dry ☐ Slippery ☐ Under Repair ☐ Other_____
	Did vehicle have any defects? _____ Were Seat Belts in Use? _____

DESCRIBE IN DETAIL THE ACCIDENT: _____

DESCRIBE THE DAMAGE TO COUNTY VEHICLE: _____

DESCRIBE THE DAMAGE TO OTHER VEHICLE: _____

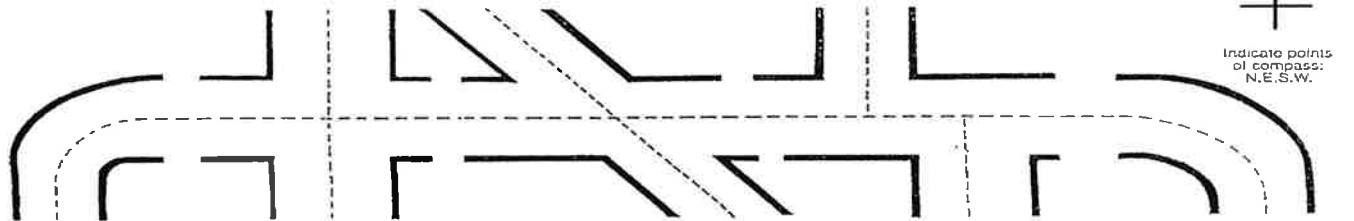
WAS THE ACCIDENT REPORTED TO: County Sheriff ☐ Yes ☐ No City Police ☐ Yes ☐ No
Highway Patrol: ☐ Yes ☐ No

IF YES, POLICE REPORT #: _____

ACCIDENT DIAGRAM



Indicate points
of compass:
N.E.S.W.



Instructions GIVE STREET NAMES, DIRECTIONS, AND LOCATIONS OF OBJECTS INVOLVED.

Number each vehicle and show direction of travel by arrow.  

Use solid line to show path of each vehicle before accident.  dotted line after accident 

Show motorcycle or bicycle by  (4) Show pedestrian by  (5) Show railroad by 

Please describe the incident:

SIGNED BY: _____ **DATE:** _____

Authorized Driver

SIGNED BY: _____ **DATE:** _____
Supervisor of County Driver

CERTIFICATE OF COMPLIANCE

DEPUTY SHERIFF

1. Pursuit vehicles may be permanently assigned by the Sheriff to his deputies when he determines there is a sufficient number of vehicles for this purpose and it is in the best interest of the Department to make such assignments. The Sheriff may make permanent assignments of some pursuit vehicles and use additional pursuit vehicles as "pool" vehicles to be shared by two or more members. The following rules apply to the use of permanently assigned pursuit vehicles:
 - a. All vehicles shall be kept in a safe operating condition. It will be the responsibility of the deputy sheriff to check his/her vehicle daily to ensure a safe condition of the vehicle and related safety equipment. This shall include, but not be limited to, the following:
 - (1) Check oil prior to going on duty -- add if necessary.
 - (2) Check coolant level prior to going on duty -- add if necessary.
 - (3) Check tire pressure daily -- add air if necessary.
 - (4) Report any vehicle problems to your supervisor and/or Central Garage as soon as possible and arrange for the necessary repairs.
 - b. It is the responsibility of the deputy sheriff to keep his/her vehicle clean.
 - c. It is the responsibility of the deputy sheriff to ensure that all necessary equipment in the vehicle is in good working order and is checked daily to assure proper operation.
 - d. It is the responsibility of the deputy sheriff to transport the vehicle to the facility designated by the department for scheduled maintenance and repairs. This can be done personally, through volunteers or through a person designated by the department.
 - e. Departmental employees, volunteers and Central Garage employees are the only authorized persons allowed to operate pursuit vehicles. With the exception of prisoners, other employees, victim and witness transport, and assisting citizens, no passengers will be allowed in pursuit vehicles without permission of a supervisor. Under no circumstances shall employees allow members of their families or others not associated with official County business to ride in or operate pursuit vehicles.
 - f. Deputies shall be in uniform when operating pursuit vehicles. Other attire may be worn, if approved by the deputy's supervisor. Additionally, the deputy must possess proper Sheriff's Department identification and an authorized weapon when operating a pursuit vehicle.

- g. The communications radio shall be on at all times when pursuit vehicles are operated. The deputy shall notify Central Dispatch that he/she is in service prior to leaving his/her residence.
 - h. PERMANENTLY ASSIGNED VEHICLES SHALL NOT BE USED FOR PERSONAL BUSINESS.
 - i. PURSUIT VEHICLES THAT ARE TAKEN HOME BY DEPUTIES SHALL BE PARKED IN A SAFE LOCATION WHICH IS VISIBLE TO THE PUBLIC WHEN THE DEPUTY IS OFF DUTY.
 - j. Deputies who live outside of Lake County who have a permanently assigned take home vehicle, must live within a 45 mile radius of their reporting assignment. Deputies who live outside this distance must leave that vehicle at a location designated by the Sheriff. Take-home vehicles shall be parked in a location visible to the public, preferably off-street if available. Take-home vehicles shall not be parked in a garage that is inaccessible to the department.
 - k. Deputies may drive permanently assigned vehicles to and from work assignments, while working, to training events, and when making court appearances.
 - l. Deputies shall not drive a pursuit vehicle with alcohol in their systems.
2. The Board of Supervisors shall review this policy periodically and may terminate this policy and the permanent assignment of pursuit vehicles at any time financial consideration or other factors result in a determination by the Board that it would be in the County's best interest to do so.
3. The Sheriff may also terminate implementation of this policy upon his own authority at any time.

CERTIFICATE OF COMPLIANCE

THIS IS TO CERTIFY that I have received, read and understand the County's Vehicle Policy.

I understand it is one of the obligations of my employment that I comply with the provisions of this policy and the applicable laws of the State of California.

Authorized Driver's Signature

Date

Name (please print)