



## Legislation Text

---

**File #:** 18-1053, **Version:** 1

---

### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** December 4, 2018

**SUBJECT:** Consideration of Adoption of Vehicle Policy

#### EXECUTIVE SUMMARY:

Your Board directed staff to review our current Vehicle Policy and come back with recommendations. The attached policy is the result of researching best practices in a number of other California counties and collaboration with Risk Management. Additionally, all Department Heads were provided the opportunity for feedback on the policy revisions.

The revised policy:

- defines a County authorized driver and the process required to become authorized (pages 16.3.1 - 16.3.4);
- defines driver responsibilities (pages 16.4.1 - 16.4.3);
- describes processes for misuse of County-owned vehicles (page 16.5.1), accidents in County vehicles (page 16.6.1), vehicle collision repairs( page 16.7.1), and permanently assigned vehicles during work hours (page 16.8.1);
- defines more broadly the circumstances by which take-home vehicles are allowed including allowing take-home for those living out-of-County within 45 miles of their workplace under certain circumstances (pages 16.9.1 - 16.9.2);
- defines temporary overnight usage and overnight duty (page 16.9.3);
- sets forth standards for overnight vehicle storage (page 16.10.1);

- explains GPS system policy (page 16.11.1), fueling of County Fleet/Pool Vehicles (page 16.12.1), the use of private vehicles (page 16.13.1) and rental vehicles (page 16.14.1) for County business;
- defines standards for vehicle acquisition (pages 16.15.1 - 16.15.2);
- and establishes forms for use with the policy (pages 16.16.1 - 16.16.13).

cc: Pamela Nichols, Human Resources Director

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:**

Staff recommends that your Board approve in concept the revised Vehicle Policy and direct the Human Resources Director to meet and confer with the appropriate bargaining units.