

COUNTY-OWNED VEHICLES

County Vehicle Usage

The primary intent of providing vehicles for use by employees is to assist them in carrying out their official responsibilities during normal work hours. While on occasion a county vehicle may be needed for work required at other than normal work hours such times shall be limited and shall require the advanced approval of the Superintendent or designee. Abuses of this policy will be considered serious violations and will be dealt with through the normal disciplinary procedures.

Adopted: July 1, 1993
Reviewed: January 26, 2006

PROCEDURES FOR COMPLIANCE: COUNTY VEHICLE USAGE

- I. County-owned vehicles are to be furnished for use only on official county business. While using a county vehicle for official business, employees may stop for meals as they would under normal working conditions. They may not, however, use the county vehicle for such personal business as dropping children at child care, grocery shopping, payment of personal bills, etc.
- II. Personnel who are required to perform county business (including meetings) after regular working hours will be reimbursed for any approved use of their personal vehicle for such after-hours work in accordance with rates as set forth by the annual appropriation ordinance. In special circumstances approved by the Superintendent or his designee, county vehicles may be used for county business performed after regular working hours.
- III. Temporary Assignment: County vehicles may be parked at an employee's residence or other prearranged location on occasions when the department head determines that the employee needs it for county business after normal working hours, when the employee is subject to emergency calls after normal working hours, or when the department head determines for some other reason that it would be in the best interest of the county.
- IV. Permanent Assignment:
 - A. An employee who is permanently subject to emergency after-hours calls (for example, Director of Transportation, Director of Building Services) may, with the approval of the Principal/department head or designee and Superintendent, be assigned a county vehicle that can be regularly parked at his residence or other designated spot.
 - B. A Principal/department head or designee, with the approval of the Superintendent, may determine that it is in the best interest of the county for an employee in his department to be allowed to regularly park his vehicle at his residence or other designated spot.
- V. County vehicles are to be operated with due regard to safety, traffic laws, courtesy, common sense, and proper maintenance and in a manner that reflects proper conduct for a county employee.

Amended: July 1, 1993
Amended: January 26, 2006
