ADMINISTRATIVE POLICY

SECTION 800 – Vehicles & Equipment	**POLICY** 801
TITLE Vehicle and Equipment Policy	**IMPLEMENTED BY PROCEDURE** 801- A & B
SPONSORING DEPARTMENT Facilities, Fleet and Parks/Fleet Services and Human Resources/ Risk Management	**R&O** 16-167, 19-52
ADOPTED 06/04/2019	**REVIEWED** 04/01/2026 **REVISED** 04/01/2026

PURPOSE

The purpose of this policy is to define the methods and criteria used by the County to meet the business transportation needs of elected officials, employees and volunteers.

It is also intended to reduce the potential for injury to elected officials, County employees, and County volunteers; reduce damage to property during the operation of vehicles and equipment; and reduce liability to the County while conducting County business.

APPLICABILITY

This policy is applicable to elected officials, County employees and County volunteers who operate vehicles and equipment on County business.

DEFINITIONS

"County business" means any County-sanctioned activity performed within the scope of an individual's assigned duties.

"County vehicle" means a vehicle that is owned, rented, leased by the County or used by the County through an interagency cooperative agreement and managed in the Fleet Management Information System.

"Personal vehicle" means a vehicle, other than a County vehicle, used to conduct County business that is provided by an elected official, employee, or volunteer.

"Elected official" means the Board of Commissioners, Sheriff, District Attorney, Justice Court Judge and County Auditor.

"County equipment" means a piece of equipment that is owned, rented, leased by the County or used by the County through an interagency cooperative agreement and managed in the Fleet

Management Information System.

“Employee” means regular (full and part-time) and temporary paid County staff.

“Volunteer” means an individual serving on the County’s behalf without compensation.

GENERAL POLICY

It is the policy of Washington County to provide safe, reliable and economical business transportation for elected officials, employees and volunteers.

The County will ensure those who operate vehicles and equipment on County business are properly trained, licensed and monitored for safe and lawful operations.

County vehicles are the preferred choice for business transportation; however, the use of personal vehicles is allowed when the use of a County vehicle is not practicable or available, and the use is in compliance with County policies and procedures. Employees utilizing private vehicles to conduct County business will ensure they have the applicable and adequate insurance coverages for the occasional business use/driving needs for their position. Refer to the County’s Travel and Business Expense policy for additional information.

This policy applies to the operation of any vehicle or equipment on County business, whether a County or personal vehicle, unless stated otherwise.

POLICY GUIDELINES

1. Administration

   1.1. Fleet Services and Risk Management will jointly oversee and administer the Vehicle and Equipment policy, provide advice and training to departments and offices on implementation of this policy, develop implementing procedures, review/approve related forms, and determine what is considered adequate supporting documentation.

   1.2. Questions regarding the intent or application of the policy shall be directed to the Fleet Manager or the Risk Manager.

2. Responsibilities

   2.1. Fleet Services shall be responsible for developing procedures to implement this policy and for monitoring compliance, including, but not limited to:

      2.1.1. Maintaining County vehicles and equipment in a mechanically sound, safe and legal condition;

      2.1.2. Applying logos, decals and numbers to County vehicles and

equipment in a standard format;

2.1.2.1. Fleet Services must approve and coordinate the installation of any stickers, decals or logos.

2.1.2.2. The application of non-conforming stickers, decals and logos is prohibited.

2.1.2.3. Any exceptions require prior approval of the Fleet Manager.

2.1.3. Developing and maintaining assignment and classification criteria for County vehicles;

2.1.4. Recording the full cost of County vehicles and equipment and allocating those costs;

2.1.5. Developing appropriate economic criteria to be applied to vehicle and equipment purchase and disposal decisions;

2.1.6. Pre-approving any modification(s) to County vehicles or equipment prior to any work being accomplished;

2.1.7. Performing approved modifications to County vehicles or equipment;

2.1.8. Administering the Fleet Replacement Fund; and

2.1.9. Maintaining ownership and management of all County vehicles and equipment and developing and implementing the financial considerations used to guide the management of the Fleet Replacement Fund, including, but not limited to:

2.1.9.1. Establishing and defining the practices and methods used to develop, collect and retain replacement rates, replacement values, life cycles, classifications, and all other applicable management processes.

2.1.9.2. Establishing the practices and methods used to provide funds for the timely and efficient cyclical replacement of County vehicles and equipment.

3. Risk Management shall be responsible for developing procedures to implement this policy section, and for monitoring compliance, including, but not limited to:

3.1. Developing criteria for the safe operation of vehicles and equipment;

3.2. The reporting of all vehicle collisions and damage;

3.3. Reviewing collision and investigation reports;

3.4. Developing a defensive driving training program; and

3.5. Ensuring employees are properly licensed and trained for the vehicles and equipment they operate.

4. Department directors, managers and supervisors shall be responsible for:

4.1. Ensuring vehicle operators have received proper orientation and training/instructions, the extent of which may vary with the operator's

experience and the complexity of the vehicle or equipment assigned to be operated;

4.2. Investigating accidents to determine the cause(s) and appropriate corrective measures;

4.3. Ensuring operators report any vehicle and equipment mechanical problems or damage that may affect the safety, reliability, functionality, or visual appearance of the vehicle or equipment to Fleet Services as soon as possible. This provision includes crash or incident related damage or potential damage;

4.4. Reporting any vehicle or equipment with a safety issue to Fleet Services within 24 hours or no later than the next business day.

5. Vehicle and equipment operators shall be responsible for:

5.1. Reporting any vehicle and equipment mechanical problems or damage that may affect the safety, reliability, functionality, or visual appearance of the vehicle or equipment to Fleet Services as soon as possible;

5.2. Exercising all reasonable caution and care while operating vehicles and equipment on County business including, but not limited to, complying with all applicable State and local driving laws, parking regulations, and the provisions of this policy and its implementing procedures;

5.3. Payment of all costs associated with any citation for a violation of law, including those for parking violations and for photo radar or other citations or violations issued against the vehicle's registration during the period while operating the vehicle;

5.3.1. Elected officials, employees or volunteers who drive their personal vehicle for County business must hold auto insurance that, at a minimum, meets the minimum requirements for the State of Oregon.

5.3.2. When an elected official, employee or volunteer drives a personal vehicle for County business and is involved in a collision, their personal auto insurance must be utilized to pay for damage to their vehicle, another driver's vehicle if the employee is found to be at fault, or for property damage caused by the collision.

5.3.3. Elected officials, employees or volunteers driving a personal vehicle for County business are eligible for mileage reimbursement under Policy 402 Expenditures.

5.4. Ensuring vehicles are safe prior to operating to include but not limited to a walk around visual inspection of the vehicle as defined in "801A - Driving County Vehicles";

5.5. Reporting any collision or damage that occurs or is found while operating a vehicle or equipment, regardless of the nature or severity; and

5.6. Immediately reporting to their supervisor receipt of a traffic citation issued for any violation while conducting County business.

6. Safety

6.1. No person shall operate any vehicle or equipment on County business while under the influence of alcohol, marijuana or a controlled substance. County vehicles shall not be used to transport alcoholic beverages or marijuana under any circumstances. This section does not apply to the transportation of such substances that have been confiscated as evidence or used in intoxication detection training conducted by law enforcement personnel or by personnel in Central Services in the performance of County business.

6.2. No person shall operate any vehicle or equipment on County business if taking any medications that may impair or impact their ability to operate a vehicle or equipment safely.

6.2.1. It is the employee's or volunteer's responsibility to know whether medication will impair or impact their ability to safely operate a vehicle and/or equipment.

6.2.2. Elected officials, employees and volunteers taking medications that may impact or impair their ability to safely operate a vehicle and/or equipment shall immediately notify their manager, supervisor, or the County Administrative Office.

6.2.3. Supervisors may require an employee or volunteer to provide a written physician's release verifying that a vehicle and/or other equipment can be safely operated while the employee or volunteer is taking prescribed or over-the-counter medication.

7. Vehicle Operators

7.1. Operators of vehicles and equipment used for County business shall be properly trained and licensed. Refer to the County's Driver's License and Record Policy for licensing and acceptable driving record criteria.

7.2. Only elected officials, employees or volunteers are allowed to operate County vehicles and/or equipment, except for incidental use necessary for service or repair, or unless otherwise authorized specifically through a Multi-Agency Agreement or Memorandum of Understanding between partnering agencies.

7.3. Personal use of County vehicles is prohibited. A personal stop is permissible only when all of the following conditions are met:

7.3.1. It occurs between business destinations;

7.3.2. It adds limited incidental mileage to the vehicle; and

7.3.3. It is de minimis, occurs on off-duty time (designated break or lunch), and the nature of the personal stop is consistent with the ethical and professional expectations of the County.

7.4. Elected officials, employees and volunteers are encouraged to rent a

vehicle when driving out of State and are required to do so for overnight trips out of State.

7.5. Elected officials, employees and volunteers are allowed to drive a County vehicle or a personal vehicle for County business out of State if the one-way trip is approximately 50 miles or less across State lines and does not involve an overnight stay.

7.6. Clients of the County are allowed to ride as passengers in County vehicles or equipment only when doing so as part of an official County function or when conducting official business with the County.

7.7. Smoking, including the use of an electronic smoking and/or vaporizer devices, are prohibited at all times in County vehicles and equipment.

7.8. Transportation of County assets or equipment, such as County laptops, should be secured in the trunk or passenger floor and not visible from the outside to minimize potential theft when the vehicle is unattended.

7.9. Transportation of animals is prohibited except for the following:

7.9.1. Live animals are permitted to be transported in Law Enforcement vehicles or Park Ranger vehicles as necessary during the conduct of official County business.

7.9.2. Animals are permitted to be transported in Animal Services vehicles.

7.9.3. Deceased animals are permitted to be transported in trucks and trailers for purposes of disposal of such animal remains in a manner consistent with the County's established standards for such activity.

7.9.4. Assistance animals as defined by ORS 659A.143.

8. Global Positioning System (GPS) and Vehicle Telematics

8.1. Elected officials, employees, volunteers and other authorized drivers may, in the course of their employment, be asked to drive County vehicles that are equipped with GPS and Telematics technology.

8.2. Telematics can send automated alerts about a vehicle including but not limited to: passing a certain geographic location, exceeding a certain speed, engaging in hard braking, or other aspects of monitored vehicular use. Management reserves the right to review telematic data. The following are some of the benefits of management reviewing the and telematics data:

8.2.1. Employee safety. Ability to locate county vehicles during emergency situations.

8.2.2. Roadside assistance. Timely roadside assistance for disabled county vehicles.

8.2.3. Remote engine diagnostics. Fleet Services is alerted when diagnostic fault codes occur.

8.2.4. Preventative maintenance. Access to accurate mileage information in order to keep County vehicles on their proper maintenance cycles.

8.2.5. Vehicle data reporting. The system will monitor miles per gallon, idling time, speed, and overall vehicle utilization.

8.2.6. Route optimization. Planning for the most efficient route and to be able to dispatch the closest vehicle.

8.2.7. Complaint Resolution: if in the event that a complaint is received and/or an investigation must be conducted.

8.2.8. Enabling departments to offer proof of vehicle presence or absence.

8.2.9. Identifying suitable vehicles to be replaced with electric vehicles.

8.2.10. Supporting business decisions on vehicle and equipment needs.

8.2.11. Recording and reporting work accomplishments (e.g., streets swept, roads plowed, etc.)

8.2.12. Managing resources effectively or ensuring that employees are following their routes or assignments.

8.3. The Board of Commissioners delegates authority to the Fleet Manager to determine the County vehicles and equipment in which GPS technology will be installed, to establish record keeping systems for data collected.

8.4. Only Fleet Services, the County Administrative Office, department directors or their designees will have access to the GPS information system regarding employee vehicle reporting.

8.5. Fleet Services will strictly manage access to the data and will control all system rights.

8.6. Telematics data may be used in the course of pending disciplinary or criminal investigations. Telematics data may be viewed by supervisors and may also be reviewed and used in the course of disciplinary investigations, reasonable suspicion of an employee's performance, or exonerating violation of traffic laws. The request for this information must be approved through Human Resources prior to Fleet Services releasing the data.

9. Exceptions

The County Administrator shall have final authority for administering, interpreting, and applying the terms of this policy.

10. Implementation

10.1. Elected officials, department directors and division managers and supervisors are expected to be knowledgeable of and shall be responsible for implementing this policy. Observance of this policy is mandatory for all elected officials, County employees and volunteers and violation may result in disciplinary action (up to and including

termination).

10.2. Making false statements on accident reports is strictly prohibited and may subject the employee to disciplinary action (up to and including termination) or if a volunteer, termination of the volunteer's assignment.

11. Periodic Review

This policy shall be reviewed by the Fleet Manager and Risk Management at least every three years, or more often if needed, and updated as necessary.