ADMINISTRATIVE PROCEDURE

SECTION 800 Vehicles and Equipment	**PROCEDURE** 801-A
TITLE Vehicle and Equipment Use	**IMPLEMENTS POLICY** 801
SPONSORING DEPARTMENT Support Services/Fleet Services and Risk Management	**R&O**
ADOPTED 6/04/2019	**REVIEWED** None

OBJECTIVE: To establish procedures for meeting the business transportation needs of elected officials, employees and volunteers in a safe, reliable and economical manner.

PROCEDURES:

1. Vehicle Use Categories:

1.1. Category 1 - Department Assigned or Motor Pool Vehicles.

1.1.1. Department Assigned Vehicles. Authorization for use of vehicles that are assigned to departments shall be provided by the department director or his/her designee.

1.1.2. Motor Pool Vehicles. Fleet Services maintains a pool of vehicles which are available for intermittent use or short-term (less than seven days) assignment to a department or individual for conducting County business. Persons using Motor Pool vehicles shall complete the forms provided for each use.

1.1.3. Temporary Work-To-Home Vehicles. County vehicles may be assigned for temporary work-to-home use in situations where the vehicle operator is reporting to a temporary work site and such accommodation provides a definable benefit to the County and is compliant with IRS regulations for nontaxable assignments. The Temporary Vehicle Take Home Request form is available on Fleet Services' Horizons web page.

1.1.3.1. Employees taking home vehicles must comply with all laws of the State of Oregon 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 or school, shopping, or transporting non-county passengers).

1.1.4. Emergency Assignment of County Vehicles. The County Administrator, department directors or the Fleet Manager may temporarily assign County vehicles

(work-to-home use) during a disaster, inclement weather or other such circumstance for which the elected official, employee or volunteer may need to respond during regular business and/or after hours to work related situations. All other provisions of the Vehicle and Equipment Policy and related Procedures are applicable.

1.2. Category 2 - Individual Work Assignment of a County Vehicle. At the request of a department director or his/her designee, Fleet Services may authorize the full-time work assignment of a County vehicle to an individual when it is clearly demonstrated that a more efficient use of County resources will result from permanent individual assignment, or when it is an operational requirement of the requesting department.

1.2.1. Category 3 - Individual assignment with work-to-home privileges of law enforcement vehicles (not taxable requests for work-to-home use) will be evaluated based on the definable benefit of such assignment to the County and compliance with IRS regulations for non-taxable assignments as determined and administered by the Finance Division. Requests for the assignment of a County vehicle with work-to-home use shall be made by the Sheriff or designee and authorized by the Fleet Manager.

1.3. Category 4 - Other Business Transportation. While County vehicles are the preferred choice for County business transportation, if the use of a County vehicle or a rental vehicle is not practical, then a personal vehicle can be utilized.

2. Operator Responsibilities and Procedures. Prior to operating a County vehicle, the following procedures are to be followed by all operators:

2.1. Department or office assigned vehicles (to include Loaners and long-term rentals):

2.1.1. Inspecting vehicle. Operators are responsible for inspecting the vehicle or equipment at the beginning of each shift or prior to each trip to ensure that it is in safe operating condition prior to use;

2.1.1.1. This includes at a minimum checking tires for proper inflation (i.e., not visibly deflated), windows for visibility, mirrors properly cleaned and positioned, all lights and safety features are in working order, fluid levels are within the proper range, no obvious fluid leaks, and inspect the overall condition of the vehicle's exterior and interior.

2.1.2. Fueling vehicles. Vehicles should always be maintained with a minimum of a quarter (1/4) of a tank of fuel or more to prevent condensation and to ensure that the vehicle can be used immediately in an emergency;

2.1.3. Deliver assigned vehicles to the Fleet Service Center when notified that scheduled service is due;

2.1.3.1. If operators cannot meet the scheduled appointment, arrangements must be made with Fleet Services to reschedule.

2.1.3.2. Failure to meet scheduled services can cause damage to the vehicle and could cause safety concerns. Repeated failure to meet scheduled services will be elevated to the Fleet Manager.

2.1.4. Maintain cleanliness. At a minimum wash the exterior and clean the interior once a month or any time there is excessive dirt or other material that could affect the paint;

2.1.4.1. If the paint is oxidized or showing signs of fading or peeling operators should immediately notify Fleet Services.

2.1.4.2. The Fleet Manager has the discretion to have a vehicle cleaned at the using department or office's expense if found to be excessively dirty when turned in for repairs.

2.2. Motor Pool vehicles:

2.2.1. Inspecting vehicles. Operators are responsible for inspecting the vehicle or equipment prior to each trip to ensure that it is in safe operating condition prior to use.

2.2.1.1. This includes at a minimum checking tires for proper inflation (i.e., not visibly deflated), windows for visibility, mirrors properly cleaned and positioned, all lights and safety features are in working order, no obvious fluid leaks.

2.2.1.2. Operators should report any safety discrepancies to Fleet Services immediately and any other issues when the vehicle is turned back in.

2.2.2. Fueling vehicles. When a Motor Pool vehicle reaches half (1/2) of a tank or less of fuel the vehicle operator shall fill the vehicle prior to returning it.

2.3. Reporting Collisions and Damage:

2.3.1. Operators involved in a vehicle collision involving a County vehicle, County equipment or their personal vehicle for County business, regardless of the nature, severity, or who is at fault will follow the following procedures:

2.3.1.1. Notify their direct supervisor immediately;

2.3.1.2. If someone sustains injuries that require medical treatment, the injured employee shall call the Injury Call Center at 877-764-3574 as soon as possible. If the employee is seriously injured, the supervisor or their designees can call the Injury Call Center;

2.3.1.3. Within one business day of the incident, submit a Vehicle Accident Report to Risk Management;

2.3.1.4. Within 72 hours file an Oregon State Oregon Traffic Accident and Insurance Form if the collision occurred on a highway or premises open to the public and any of the following conditions are met:

- Damage to any vehicle or equipment is over $2,500;
- Any vehicle is towed from the scene as a result of damages from the collision;
- Any injury or death resulted from the collision;
- Damages to any one person's property other than a vehicle involved in the collision is over $2,500.

2.3.1.5. Police use of force with a vehicle (such as a PIT maneuver) are not considered a collision but should still be reported to Risk Management and Fleet Services.

2.3.2. Any employee involved in an accident while on County business, regardless of the nature or severity, may be subject to disciplinary action.

2.3.2.1. Collisions shall be investigated by the employee's department as well as a Risk Management representative.

2.3.2.2. Findings are to be submitted on the Supervisor's Report to Risk Management within 72 hours of the incident for review.

2.4. Distracted Driving. Operators of vehicles and/or equipment on County business shall take all reasonable measures to avoid or minimize operator distractions by following these guidelines (Public safety officers are exempt from most of these requirements, although Officers should follow the procedures as much as is practical):

2.4.1. Determine clear directions to the intended destination before departing;

2.4.2. Do not eat or drink while driving;

2.4.3. Do not smoke or use any vaping device in a County vehicle;

2.4.4. Do not manipulate radios, global positioning systems or other equipment while driving (does not include the activation of emergency or warning lighting);

2.4.5. Do not reach for objects within the vehicle or equipment while driving;

2.4.6. Allow ample time to reach the intended destination at a specified time;

2.4.7. Do not drive while physically or mentally impaired;

2.4.8. Do not use a mobile communication device to text while driving;

2.4.9. Do not operate a vehicle and/or equipment while using a mobile communication device, except if the operator;

2.4.9.1. Is calling for help in an emergency when no one else in the vehicle or equipment is capable of summoning help. When making such calls,

operators shall make every effort to safely park the vehicle or equipment before making the call;

2.4.9.2. Is operating an emergency vehicle;

2.4.9.3. Is 18 years of age or older and is using a hands-free accessory for County business that is time-sensitive or otherwise cannot wait until the operator can call when no longer driving;

2.4.9.4. Is operating a vehicle while providing public safety or emergency services;

2.4.9.5. Is operating a vehicle while acting in the scope of the person's employment as a public safety officer as defined in ORS 181A.355, departments having employees classified as "public safety officers" or volunteers providing emergency services shall develop and enforce policies and procedures related to the use of mobile communication devices while driving. These policies and procedures shall provide clear expectations for safe, approved use of mobile communication devices;

2.4.9.6. Is using a function of the mobile communication device that allows for only one-way voice communication while the person is operating a vehicle in the scope of the person's employment or participating in public safety or emergency service activities.

2.4.10. Employees or volunteers who use two-way radios are permitted to monitor the radio and to respond if needed. If more information is required, the operator shall stop the vehicle or equipment in a safe place before continuing the conversation. If a passenger is in the vehicle or equipment, the passenger should perform all radio operations. An exception is allowed for police officers and reserve officers as defined in ORS 181A.355(14) and (18).

2.5. Use of Mobile Computing Devices in County Vehicles and Equipment:

2.5.1. The installation and use of mobile computing devices and the associated mounting hardware in County vehicles and equipment will be reviewed and approved by the Risk Manager using the following criteria:

2.5.1.1. The requesting department will prepare and provide a draft department Mobile Computing Device Use Policy and justification for use to the Risk Manager for consideration;

2.5.1.2. If the department request is approved by the Risk Manager, a Vehicle Equipment Request Form (VERF) will be submitted to Fleet Services;

2.5.1.3. Mobile Computing Devices that access the county network are installed and managed by Information Technology Services;

2.5.1.4. The Sheriff's Office may work with the Risk Manager and Fleet Manager to pre-approve installation of specific Mobile Computing Devices in all vehicles used for specific, defined purposes.

2.6. Defensive Driving Training

2.6.1. Completion of a Defensive Driving Training course every three years is recommended for those who drive on a regular basis on County business or for any employee or volunteer who has been involved in an on-the-job collision.

2.6.2. Employees may be required to attend Defensive Driving training because of a work-related driving incident, a series of work-related incidents, or a poor driving record.

2.6.3. The Sheriff's Office conducts its own Emergency Vehicle Operations Course for their employees.

2.7. Department of Transportation (DOT) and Commercial Driver's License (CDL) requirements.

2.7.1. DOT regulations apply and the operator is required to have a CDL when any of the following conditions are met (this list is not all inclusive, the Oregon Department of Transportation website should be reviewed for a complete list https://www.oregon.gov/odot/dmv/pages/driverid/cdlget.aspx):

2.7.1.1. Any single vehicle with a gross vehicle weight rating or actual gross vehicle weight, whichever is greater, of 26,001 pounds or more;

2.7.1.2. A trailer, or multiple trailers, with a total gross vehicle weight rating or actual gross vehicle weight of more than 10,000 pounds when the gross combination weight rating or actual gross combination weight, whichever is greater, of all vehicles combined is 26,001 pounds or more;

2.7.1.3. A vehicle that transports 16 or more passengers (including the driver); or

2.7.1.4. Any size vehicle that is used in the transportation of any material that requires hazardous materials placards or any amount of a material listed as a select agent or toxin in 42 CFR, Part 73.

2.8. Towing trailers.

2.8.1. Special care must be taken when towing a trailer, operators must be familiar with the vehicle's and trailer's capacities and weight ratings.

2.8.2. Each department or office is responsible to provide operator training on trailer towing procedures.

2.8.3. At a minimum, before towing a trailer, the operator must know or be able to look up the vehicle's tow rating, maximum loaded weight, and maximum tongue weight.

2.8.4. Operators must know or be able to look up the gross vehicle weight rating (GVWR) for both the vehicle and trailer.

2.8.5. Operators must know or be able to look up the gross combination weight rating (GCWR) and the gross axle weight rating (GAWR).

2.8.6. The ability to handle and control a trailer greatly depends on how the trailer is loaded to include proper weight distribution. Operators should refer to the vehicle's and trailer's operator manuals to ensure proper loading procedures are followed.

2.8.7. This guidance is not all inclusive, for further guidance on towing operators should reference the Oregon Department of Transportation website https://www.oregon.gov/ODOT/Safety/pages/index.aspx or contact Fleet Services.