

# COUNTY OF INYO

## Rules and Procedures Governing Use of County Motor Pool Vehicles

Pursuant to County Ordinance, it is unlawful for any reason to use, drive, employ or operate any motor vehicles owned, kept or maintained for the use of service of the County, for any purpose other than a County purpose or in or about the performance of a duty of a County Official or Employee.

No County owned vehicle shall be used or employed unless authorized to do so.

The Officer or Employee is required to file a travel request covering any travel outside the County. Overnight trips out of the County require the approval of the County Administrator.

### **Smoking is not allowed in County vehicles at any time.**

Seat belts must always be used, as this is a State law, no exceptions.

Employees are prohibited from carrying any unauthorized person in County vehicles. Only County employees and County officials may drive County Motor Pool vehicles.

DEFINITION: Authorized Person is a County officer or employee. Transporting family members in County vehicles shall be allowed only when the family member is accompanying an employee on official out-of-County business and only upon the prior approval of the Department Head and County Administrator.

This provision does not prevent the transportation of independent contractors or members of the public in County vehicles when such transportation is provided in accordance with a specific County program and for a public purpose (e.g. IMAAA and Health & Human services transporting members of the public to medical appointments).

All applicable motor vehicle laws shall be adhered to. The driver shall pay fines or penalties levied for violations for which the driver is directly responsible.

Any driver of a County vehicle must have in his or her possession a valid California driver's license.

## **PERSONAL LIABILITY**

Employees may be held personally liable for damage to County equipment and other penalties may be assessed if damage occurs to a County vehicle through negligence or illegal activity. Employees may also be held personally liable when, outside the course and scope of their employment, they cause damage to other persons or property while driving a County vehicle.

## **STORAGE OF VEHICLES**

### **County Installations**

The Motor Pool yards located in Independence (South Jackson Street) and Bishop (3<sup>rd</sup> Street) are the primary vehicle storage facilities for Motor Pool vehicles assigned to various departments. Motor Pool vehicles available for reservation are to be returned to the Inyo County Motor Pool yard, located at South Third Street, unless directed otherwise.

Certain departments have been authorized to park County vehicles overnight in County installations when it has appeared more practical and economical for the County to do so.

Vehicles normally parked in County installations will be returned to the installation while their assigned driver is on vacation, sick leave, leave of absence, or a similar occurrence.

## **AT HOME**

Upon approval by the County Administrator, certain individuals, having permanently assigned vehicles, may retain such vehicles at home. Approval is based upon the type of job, on-call status of individual, accessibility and distance to County storage facility, security, and other factors, and each individual situation requires a letter of justification from the Department Head, upon which the County Administrator and Board of Supervisor's can act. Home storage facilities must be sufficiently adequate to insure reasonable security for the vehicle. Vehicles will not be left on the streets overnight. They will be parked in safe "off-street" areas.

## **ASSIGNMENT OF VEHICLES**

**Permanent Assignment** of vehicles to employees is a function of Department Heads and processed through the County Administrator. Such assignments of vehicles may take one of two forms:

- 24 Hour Retention – This amounts to a full-time assignment. Individuals authorized such use may, upon approval of the County Administrator, retain their vehicles at home when off-duty.
- Duty-Hours Retention – Permanent assignment of a specific vehicle. However, during off-duty hours, the vehicle is housed at a County installation.

**Temporary Overnight Assignment** – Is utilized in those instances when an employee is scheduled to depart on an authorized trip before 7:30 am the following morning. Upon request by the Department Head, Motor Pool will release a vehicle the previous evening, before 5:00 pm, for overnight retention. Vehicles must be parked, overnight, in a safe "off-street" location.

**Temporary Transfer of Assigned Vehicles** – The Motor Pool Department is authorized to transfer assigned vehicles between departments during vacations, sick leave, and similar occurrences.

**Urgent Situations** – The Motor Pool department, under unusual circumstances, may make a temporary assignment of “pool” vehicles to employees requiring a permanently assigned vehicle.

**Pool Vehicles** – Pool vehicles are available at the County installations for use by any County Employee with Department Head authorization, provided the Department has funds available to cover County Motor Pool expenses. These vehicles are under direct custody of the Motor Pool and will not be removed from the County installations without Motor Pool authorization.

To reserve a Motor Pool vehicle send or fax the Motor Pool Reservation Form to Motor Pool:

Courier -	Motor Pool, Bishop
Fax -	760-873-5599

Please make sure fuel tanks are full when returning vehicles.

Be sure to have your gas cards – there are no gas cards in the vehicles.

## **SERVICING OF VEHICLES**

All county owned vehicles are required to be serviced at regular intervals (5,000) miles. Services must have prior approval by Motor Pool personnel.

**Assigned Vehicles** – Drivers assigned a County vehicle on a permanent basis, are responsible to see that the vehicle is serviced when due and make prior arrangements with the Motor Pool office. Contact the Motor Pool office to “reserve” another vehicle for temporary use, if necessary, while assigned vehicle is being serviced.

**Outlying Area Vehicles** – Drivers of County vehicles stationed in outlying headquarters will be responsible to see that required periodic servicing is accomplished at commercial installations, with Motor Pool approval. If repairs, over and beyond the normal servicing are needed, these repairs shall be called to the attention of the Motor Pool office. The Motor Pool office will issue specific instructions for the accomplishment of any such repair(s).

**Tires** – Tires on County vehicles shall be inflated to proper levels at all times.

**Fluid Levels** – Oil and other fluid levels shall be checked each time fuel is purchased for County vehicles.

## REPAIRS TO COUNTY VEHICLES

**Routine Repair** – All repair work required on any County Motor Pool vehicle will be authorized by the Motor Pool Office. Motor Pool will provide a temporary replacement vehicle, if needed.

**Emergency Repair** – Mechanical failures shall be reported directly to Motor Pool 760-873-5577. It is also recommended that the driver report the emergency to their supervisor.

Repairs, which may become necessary for continued safe operations, but due to geographical or other reasons, make it impractical to immediately return the vehicle to the Motor Pool yard, will be accomplished in a manner determined by the Motor Pool Office.

Notify Motor Pool and your Department Head or supervisor of emergency repair situations.

In order to authorize emergency repairs, it may be necessary to present a County credit card. Some repair facilities may also accept a County purchase order upon request.

**NO REPAIRS** will be made to County vehicles without prior Motor Pool approval. (Exceptions are made for Out of County emergencies.)

**ALWAYS** designate the vehicle asset number on the repair or purchase invoices for a County vehicle.

## ACCIDENT REPORTS

In the event of a vehicle accident:

- a) The driver of the vehicle shall complete the Vehicle Accident Report (sample attached hereto as Exhibit A). Copies of this form shall be kept in all County vehicles. Exhibit A shall be forwarded to Risk Management within 48 hours of the accident.
- b) All vehicular collisions involving County vehicles or personal vehicles used on County business, no matter how minor, shall be reported promptly to Risk Management, Motor Pool and to the Department Head as soon as physically able and no later than the end of the immediate shift. If the driver is unable to reach Risk Management, he/she shall report the incident to the Personnel Department.

Risk Manager	-	760-872-2908
Personnel	-	760-878-0335
Motor Pool	-	760-873-5577

All collisions involving County vehicles, or personal vehicles on official business, will be reported to and investigated by the appropriate police agency.

The involved employee, if physically able, shall call for a police officer. The employee shall also request that all parties and properties concerned remain at the scene of the accident, if possible, until a law enforcement representative has released them.

## USE OF CREDIT CARDS

Departments will request gas company credit cards through Motor Pool.

Gas company credit cards will not normally be used within the County where CFN facilities are available. The use of CFN fueling facilities results in considerable savings for the County. Employees are requested to cooperate in holding gas company credit card use to a minimum within the County.

CFN locations in County:

- Big Pine – Chevron, 356 N Main St
- Bishop – Shell Station, 466 South Main St
- Bishop – Haycock Petroleum, 481 East Line St
- Lone Pine – Lee’s Frontier Chevron, 1900 South Main St

CFN location outside of County:

- Call Motor Pool for a directory, or
- Check on-line at <http://www.cfnet.com> and click Locations at top of page

## **ALTERATIONS OR UNAUTHORIZED INSTALLATIONS**

Without specific approval from Motor Pool, no drilling of holes, painting, mounting of brackets, or installing equipment of a personal nature will be permitted. All needed and justified equipment will be furnished and installed by the appropriate vendor.

## **PERSONAL PROPERTY**

Personal property will not be permitted to be stored in unassigned Motor Pool vehicles.