

USE OF VEHICLES & EQUIPMENT 509*Effective Date: 02/01/2016*

Employees may be required to use equipment or drive as part of performing their job duties. Any equipment or vehicles we provide tends to be expensive and may be difficult to replace, and any driving employees perform can expose Cass County to liability in the event of accident or injury. Thus, when using property or equipment, or while driving for work purposes, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must adequately maintain the cleanliness of any vehicles they may drive for work purposes. Please notify a supervisor if any equipment, machines, tools, or vehicles appear to be unclean, damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Employees should use credit cards issued for purchases of fuel from the appropriate County vendor. Purchase orders will be utilized for parts, and emergencies such as batteries, or tire repair necessary for operation of the vehicle.

Employees are expected to obey all traffic laws and all safety rules concerning the safe operation of motor vehicles while driving County vehicles or driving their own vehicles for work purposes. Employees who use County vehicles, or drive their own vehicles for work purposes, must participate in a defensive driving course prior to the operation of a County vehicle, and repeated every three years or after any subsequent accident.

Drivers shall possess a valid driver's license, which must be kept with the driver at all times during operation of the vehicle and be of the appropriate class for the vehicle being operated. Employees may not place unauthorized bumper stickers or equipment in or on a county-owned vehicle.

Employees are expected to follow the restrictions on the use of cell phones described in our phone use policy, including the prohibitions on reading or sending e-mails, text messages, instant messages, or accessing the Internet from their cell phones or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part of traffic (e.g., while sitting at a stop sign or stop light), or is anything other than parked.

Employees driving vehicles for work purposes may be required to notify Cass County of any moving violations they receive (whether received during working or nonworking hours). Cass County will not pay the costs of any parking tickets or traffic violations that employees may incur, regardless of whether they occur while work is being performed. In the event of overweight fines, employees are responsible for the first \$50.

Employees driving their own vehicles for work purposes must adequately insure the vehicle, and provide Cass County with proof of insurance upon request.

Employees are expected to use County property, including County vehicles, for business use only and not for personal use. Occasional personal use while traveling for work purposes may be permitted. Drivers should not transport hitchhikers, but non-employees (such as guests and family members) may be passengers if reasonable to transport the non-employee. However, County insurance may not cover the transportation of non-employees.

In the event of an accident that results in damage of any kind, the employee involved in the accident may be required to obtain a police report before leaving the scene of the accident, and must immediately report the accident to his or her Department Head. An accident form must be completed and filed with the Auditor for insurance purposes.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, or the failure to report damage, defects, or the need for repairs, can result in disciplinary action, up to and including termination of employment.