
SUBJECT: FLEET VEHICLE POLICY

EFFECTIVE DATE: DECEMBER 20, 1993

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CASS COUNTY FLEET VEHICLE POLICY

A. GENERAL FLEET PROGRAM, POLICY AND PROCEDURES

PURPOSE

The purpose of this policy is to provide a program to ensure the security, protection and well-being of personnel and property of Cass County Government and the general public.

B. GENERAL REGULATIONS FOR OPERATORS

DEFINITION:

Only county employees or authorized representatives are defined as "drivers" in the following sections:

- 1) Drivers shall possess a valid driver's license which authorizes the driver to operate a vehicle. This license shall be in the possession of the driver at all times when operating a county vehicle, and be of the appropriate class governing the vehicle being operated.
- 2) Drivers shall utilize county vehicles for conducting county business only and shall not use any county-owned vehicle for personal or private use.
- 3) Drivers shall comply with all laws and regulations relating to the operation of motor vehicles, including rules relating to the consumption of alcohol and speed regulations.
- 4) Drivers must pay, without reimbursement, all illegal parking fees and traffic violations. On overweight fines, the first \$50.00 will be paid by the employee(s) responsible. They must be paid as soon as possible.

- 5) Drivers shall properly complete a Cass County vehicle use report upon completion of all trips and submit all copies of credit card charges and purchase orders. Further, drivers shall report any unsatisfactory conditions with the vehicle and repair needs of the vehicle to their department head.
- 6) Drivers shall utilize credit cards issued for purchases of fuel from the appropriate county vendor. Purchase orders will be utilized for parts, and emergencies such as batteries, tire repair necessary for operation of the assigned vehicle. The county shall designate annually the vendor for gas, oil and routine vehicle maintenance after annual budget, effective the first of the year.
- 7) Drivers shall not place unauthorized bumper stickers or unauthorized equipment in or on county-owned vehicles.
- 8) Drivers shall not transport hitchhikers in county vehicles. Drivers may permit other than county employees to be passengers in county vehicles only if it is necessary to conduct county business.
- 9) Operators of county vehicles have a responsibility to maintain their assigned vehicle. This includes check of fluid levels and maintaining the vehicles such as interior/exterior cleaning when needed.
- 10) Each department head shall supervise the actions of its authorized drivers and shall institute proper disciplinary actions for violation of county fleet regulation.

C. CASS COUNTY VEHICLE USE REPORT

Each county vehicle shall be equipped with a Cass County vehicle use report which is to be left in the vehicle from the first day of a given month to the last day of the month. At the end of the month, the vehicle log should be turned in to the department head with a copy for the portfolio commissioner. A copy of the vehicle use report is available from your department head.

D. AUTOMOTIVE INSURANCE

Cass County Government provides liability coverage for all county-owned vehicles under its jurisdiction. When personal cars are used for county business, a (a copy of which is available from your department head), which requires the employee to state the name of their insurance company and the travel voucher reimbursement form is completed, (a copy of which is available from your department head), which requires the employee to state the name of their insurance company and the

expiration date of their policy. County staff who transport clients have supplemental insurance through Cass County only while they are transporting clients.

E. SAFETY BELTS

All county employees shall wear properly fastened safety belts whenever they travel on county business. Drivers of county-owned vehicles shall require passengers to use seat belts.

F. ACCIDENTS

Drivers shall immediately report all accidents involving county vehicles to their department head. Accident reports made out in detail are a necessity. If your agency has an accident form, please use the appropriate form, otherwise an accident report may be provided in narrative form with appropriate attachments, such as a police or highway patrol report. A copy of all accident reports must be filed with the county auditor's office for insurance purposes and department heads will be responsible for proper reporting of all accidents.

Personal injuries, as a result of an accident, are also to be reported immediately to the department head. Appropriate Workforce Safety forms should be submitted for any injuries requiring medical attention or resulting in time off work.

G. FLEET SAFETY

- 1) All county employees who presently use county vehicles must participate in a defensive driving course either through the Cass County Sheriff's Department or the North Dakota Highway Department, except this course must be completed prior to the operation of any county vehicle and repeated every two years or after any subsequent accident regardless of fault. County employees who drive their own vehicles and receive mileage reimbursement, or are likely to receive mileage reimbursement, must also attend and be certified in the county's defensive driving class. Upon completion of the course, a notification will be made to the Personnel Office. New employees must participate at the first available seminar.
- 2) Any county employee who operates a county vehicle must notify their department head of any change in their physical condition, such as a heart problem, diabetes or a significant deterioration of hearing or eye sight which may be a factor in operating a vehicle safely. Further, a county employee must notify their department head any

time their license is suspended or any time 8 or more cumulative points are deducted from their driving records.

- 3) The county insurance carrier shall conduct a driving records check at least annually at a department's request for all personnel (including temporary) listed as drivers of county fleet vehicles or equipment. Driving privileges of county vehicles shall be suspended for any county employee whose driving record reflects a suspended or invalid driver's license. The vehicle record checks should be reviewed by the department head, documented and kept in the personnel files. The department head may take adverse action based on off duty driving violations. Actions include but are not limited to revocation of County driving privileges, reassignment, reprimand, suspension, and termination. Department heads should consider the nature of the violation and individual circumstances surrounding the violation when determining action.

H. DEPARTMENT SPECIFICATIONS

Several departments within Cass County Government have internal policies which are more specific than the guidelines outlined in this general county policy. Drivers of vehicles assigned to those given departments are required to comply with all regulations and guidelines established within their agency. Examples might include regulations for emergency operation of police vehicles, pursuit driving regulations or a ride-along program.