



Vehicle Usage

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1.0 POLICY

This policy establishes procedures regarding the on and off-duty use of County vehicles and employee reimbursements for business use of their private vehicles and parking. This applies to all County employees unless otherwise noted within the policy.

2.0 DEFINITIONS

- 2.1 Assigned Vehicle:** A County automobile or truck designated for the use of an individual employee in the normal performance of his/his duties but not authorized for take-home use.
- 2.2 Duty Station:** The job location at which the employee spends the majority of his or her working hours, or the point at which the majority of travel begins.
- 2.3 Mileage Reimbursement:** A per mile rate to compensate employees for incidental, non-routine, or extraordinary use of a privately owned vehicle on official business, based on actual logged miles.
- 2.4 Take-Home Vehicle:** A County automobile or truck designated for the use of an individual employee in the normal performance of his/her duties including the commute from home to work.

3.0 PROCEDURE / RULE

3.1 Take-Home Vehicles:

- A.** For an employee to be authorized to exercise the take-home use of a County vehicle, one of the following tests must be met:
- 1. Test 1:** The employee:
 - a.** Is subject to frequent after-hours emergency callback or other unscheduled work, and

- b. Has unscheduled work that involves the first response to a real or present threat to life or property, requiring an immediate response, and
 - c. Requires a specialized vehicle, tools or equipment for the performance of emergency duties, and
 - d. Must be a resident of Lee County.
 - e. Must have a valid North Carolina Drivers License.
2. **Test 2:** The employee:
- a. Is subject to frequent after-hours emergency callback or other unscheduled work, and
 - b. Has such call back arrangements that are to locations other than the employee's normal duty station, and
 - c. Requires a specialized vehicle, tools or equipment for the performance of after-hours assignments, and
 - d. Would experience an unacceptable delay in response time, due to their return to the normal duty station to retrieve the proper equipment needed, and
 - e. Must be a resident of Lee County.
 - f. Must have a valid North Carolina Drivers License.

This category is normally reserved for emergency maintenance response situations where a group of employees share formal on-call responsibilities on a rotational basis, typically for a week at a time. In such cases, the use of the take-home vehicle is for the period of on-call assignment only.

3. **Test 3:** Sworn Law Enforcement personnel required to use an individually assigned vehicle during their normal tour of duty may use the vehicle for commuting purposes. While not on duty during such commutes, officers are expected to take action on incidences they may encounter. Any time spent responding to such incidents or callback return to work is work time and shall be reported as soon as practical.

- B. Department Directors shall determine reasonable schedules and vehicle assignments for rotational, on-call coverage. For other purposes, the County Manager's Office, at the written request of the department director, will authorize full-time take-home vehicles based on the criteria described above.
- C. No personal use of take-home vehicles is permitted. For the purposes of this policy, the daily commute to and from the employee's duty station and normal meal periods within duty hours are considered official use.
- D. No passengers may be transported in take-home vehicles except as required for official duties or as approved by the department director.

3.2 Personal Vehicles: When the use of an employee's personal vehicle is required to conduct official County business, the following rules apply.

- A. All expenses associated with the ownership, operation and maintenance of the vehicle will be borne by the employee.
- B. Insurance coverage of a type and level may be specified by the Safety Officer and will be maintained by the employee at his/her expense. A record of this insurance coverage shall be on file with the Safety Officer.
- C. Proof of a valid Drivers License must be provided yearly to the Safety Officer.
- D. The use of a personal vehicle for County business must be authorized by the employee's department director.
- E. For travel outside of Lee and contiguous counties, employees may either:
 - 1. Request per mile reimbursement for the entire trip at the County's established mileage reimbursement rate, or
 - 2. Request the use of a County owned vehicle when available. Decisions regarding the use of personal vehicles instead of County vehicles will be left to the discretion of the department director.

3.3 County Vehicles: As a driver of a county vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following:

- A. County vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for

employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

- B.** County vehicles are for business purposes only.

3.4 Traffic Violations

- A.** Fines for parking or moving violations are the personal responsibility of the assigned operator. The County will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.
- B.** Each driver is required to report all moving violations to their department director within 24 hours. This requirement applied to violations involving the use of any vehicle (county, personal or other) while on county business. Failure to report violations will result in appropriate disciplinary action.
- C.** Traffic violations incurred during non-business (personal use) hours will affect your driving status as well and are subject to review.

4.0 APPENDIX / APPENDICES

None.