

WARREN COUNTY FLEET POLICY

This policy is established to regulate the use of County vehicles assigned to employees in the performance of their duties.

USE OF COUNTY-OWNED VEHICLES

1. Permitted Uses.

- a. Only County employees or drivers authorized by departments may drive or operate County vehicles or equipment.
- b. County-owned vehicles will be used for official County business only.
- c. No passengers will be permitted unless they are on official County business.

2. Driver Requirements

a. The driver of any County-owned vehicle must have a valid North Carolina operator's license. County employees who drive vehicles weighing more than 26,000 pounds or carrying 16 or more passengers must have a valid Commercial Class B license with a passenger endorsement.

- b. Employees will be responsible for any vehicle or equipment assigned to them.
- c. Employees driving County vehicles are required to obey all traffic laws.
- d. Vehicles are to be driven in a manner that creates a favorable impression with the public.

Drivers will exercise special precaution when:

- children are playing on the roadway, alley, or near the curb;
- passing schools, playgrounds or school buses;
- approaching pedestrians or persons on bicycles;
- adverse weather or road conditions are encountered.

e. No vehicle will be operated if any controlling mechanism (such as steering, brakes, headlights, horn or windshield wipers) is not in proper working condition. Do not operate a vehicle that is not in proper mechanical condition; report such conditions to your supervisor/fleet coordinator/garage manager.

- f. Drivers and all passengers must wear seat belts at all times.
- g. The County will not pay traffic tickets or parking fines, including those received while using personal vehicles for County business. Employee found guilty of a moving violation may be subject to disciplinary action.

h. Smoking is not permitted in Warren County vehicles.

3. Vehicle Assignment

a. County vehicles are normally assigned to an individual at the start of their assigned work period, and are the employee's responsibility until the completion of the period.

b. A County vehicle may be assigned to an individual employee who regularly requires the use of the vehicle both on and off duty. Such an assignment may be of a permanent nature or for a specified time period, such as a week of on-call duty. To the extent possible, specific employee/vehicle assignments

should be made rather than the use of "pool" vehicles. Doing so should promote better accountability for vehicle condition and operation.

c. During vacation periods or leaves of absence, an employee who is assigned a vehicle on a non-permanent basis will turn vehicle in to their department.

4. Personal Use of County Vehicles

a. No employee may use the vehicle assigned to them for personal business, except for incidental purposes such as meals.

b. When a vehicle is not being used for County business purposes, it is to be kept on County premises/property.

c. No County vehicle will be allowed to be driven to an employee's home unless the employee is subject to frequent/emergency duty after normal working hours or as allowed under the travel policy. Exceptions to this policy will be made with the approval of the County Manager. Only the following employees will be authorized to drive County vehicles to their homes:

- Emergency Services Director
- Fire Marshal
- Sheriff & Deputies
- Public Works Director and On-Call Personnel

d. An employee's title or position will not be regarded as justification for taking a County vehicle home. Justification is based on the above types of need and without regard to official capacity.

ACCIDENTS

If the vehicle is involved in an accident, the driver's first duty is to stop the vehicle. Regardless of the situation, the following procedures must be followed in the event of an accident:

1. Immediately notify the local law enforcement agency to obtain their accident investigation and report, as well as report any emergency needs.
2. Notify supervisor, department head, and/or Fleet Manager, within 24 hours.
3. Complete a County accident report form within 48 hours. This report, along with the law enforcement agency's report should be turned in to the County Manager's Office.
4. Complete the Driver Report of Accident form in the glove box of your county vehicle at the scene of the accident.
5. Notify your supervisor of any possible injuries to yourself, including possible workers' compensation claims.
6. The Department involved in an accident is responsible for obtaining two damage estimates on the County vehicle within 72 hours.
7. Failure to promptly report accidents and provide the necessary information may result in a loss of County driving privileges, suspension, demotion, or dismissal.

MAINTENANCE AND CARE OF COUNTY VEHICLES

Vehicles must be kept clean at all times. It is the assigned driver's responsibility to maintain the vehicle in a clean condition.

1. Preventive Maintenance. The purpose of the maintenance program is to promote consistency of repair and cost efficiency in maintaining County-owned vehicles in a safe operating condition. Without the cooperation of all Department Heads and staff members, this maintenance program will fail. Success will be determined by each and every one involved. The key operation factors upon which this maintenance program is based is mileage, fuel consumption, and/or time. Therefore, ACCURATE, SPEEDOMETER OPERATION AND MILEAGE RECORDINGS ARE ESSENTIAL AS WELL AS ACCURATE RECORD KEEPING OF ALL ROUTINE DAILY RECORDS. The fuel card must correspond with the garage number and the mileage entered at the pump must be accurate.

2. Maintenance

a. **A vehicle number will be assigned by the school bus garage and affixed to the left front door frame.**

b. Each department assigned a County-owned vehicle will be notified by the School Bus garage or Fleet Manager within 500 miles of the next service due period.

c. Repairs other than scheduled maintenance which are non-safety or non-essential must be scheduled with the School Bus garage to report the need for service. If a wrecker is required to bring the vehicle in for repairs, the Department Head will be required to make the arrangement for the same.

d. In the event of a mechanical failure, the Department Head or his/her designee will call the School Bus garage to report the need for service. If a wrecker is required to bring the vehicle in for repairs, the Department Head will be required to make the arrangements for the same.

e. Special equipment (fire extinguisher, flashlight, first aid kits, gasoline cards, etc.) must stay with the vehicle at all times. Important information (tag registration cards, state inspection certificate report and driver accident information) will also remain with the vehicle at all times. The drivers will be responsible for the security of these items in their assigned vehicle. The warranty booklet and owner's manuals may be kept at the Department of the assignment, but should be readily accessible if required by the School Bus garage.

f. The driver is responsible for ensuring that the fluid levels are maintained as specified by the owner's manual including gasoline, engine oil, transmission fluid, radiator fluid, washer fluid, etc. Therefore, vehicle(s) must be checked daily relative to same.

g. Emergency repairs during normal working hours will be completed by the School Bus garage with EMS and Sheriffs Department receiving top repair priority.

h. Emergency repairs required during other than normal working hours for EMS and Sheriffs Department vehicles will require the approval of the EMS Coordinator and the Sheriff for the respective departments, as well as the County Manager authorizing the emergency repair at an outside garage. A written report will be forwarded to the County Manager within 48 hours. This report must document the type of emergency repair required, the date and time of the emergency repair and the garage that did the repair. Emergency repairs will be monitored by the County Manager for any abuse and any adjustments to be made in the preventive maintenance program.

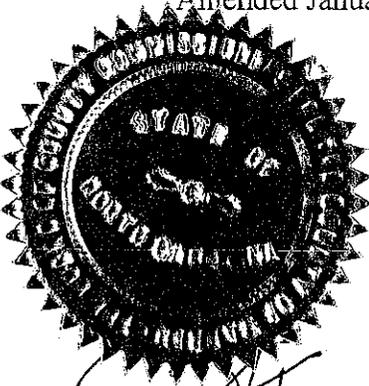
- i. The Department Head is responsible for having the following maintenance performed by other than the School Bus garage, unless specified otherwise by the School Bus garage mechanic:
 - installation or repair of communication equipment
 - washing or cleanliness needs of the vehicle
 - lettering of the vehicle
- j. The School Bus garage and the Department Head will work together in scheduling outside repairs if some is required (i.e., suspension repair, upholstery repair, warranty work, etc.) It will be the responsibility of the Department Head to have the vehicle at the service location at the designated time and to pick up the vehicle when the repairs are completed.
- k. Neither the School Bus garage nor the County is responsible for personal items which are lost or stolen from vehicles.

VEHICLE REPLACEMENT

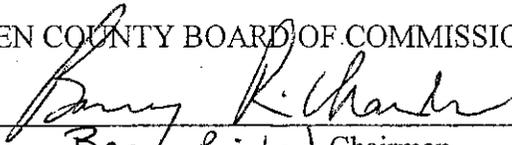
1. Sheriffs Department patrol cars, EMS ambulances and other emergency vehicles are replaced at 150,000 miles, Five (5) years of service or at the garage mechanic recommendation.
2. All non-emergency vehicles are replaced at 200,000 miles, Ten (10) years of service or at the garage mechanic recommendation.
3. Heavy vehicles are replaced as mechanical condition dictates or at the garage mechanic recommendation.
4. If a department has a vehicle that is used less than 10,000 miles per year, the Fleet Manager should be notified.

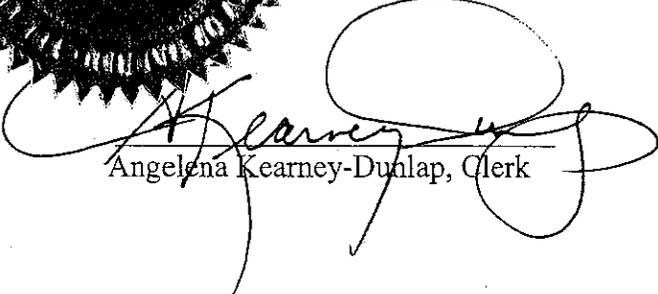
Adopted the 5th day of October, 1998.

Amended January 5, 2009.



WARREN COUNTY BOARD OF COMMISSIONERS


Barry Richards, Chairman


Angelena Kearney-Dunlap, Clerk