

MONO COUNTY ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

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POLICY

The Purpose of the County Vehicle Policy is to formalize rules and procedures relating to vehicles utilized in the conduct of County business, in accordance with the intent of Mono County Code sections 2.83.060 and 2.83.070. This Policy:

- Provides uniform rules and regulations that govern the use and operation of County vehicles and equipment in the conduct of county business.
- Establishes a uniform policy for transportation for officials and employees in the conduct of County business.
- Establishes a uniform policy for use of private vehicles in the conduct of County business.
- Establishes protocols and standards for the maintenance, care, and replacement of County vehicles.
- Establishes Safety Standards for County Vehicles.
- Describes and formalizes the methodology utilized in establishing Motor Pool Rates.

This Policy shall apply to:

- The use of County-owned and county leased passenger vehicles, trucks and heavy equipment including, but not limited to graders, loaders, paint strippers, and tractors (hereinafter referred as ‘heavy equipment’), by all County officers, employees, and volunteers including elected and appointed Department Heads.
- The Policy shall apply to all privately-owned vehicles when those vehicles are being used in the performance of County business and mileage reimbursement is provided.
- Sworn officers employed by the Mono County Sheriff are exempt from this Policy when performing the official duties of the Sheriff’s office.

Under this Policy, elected and appointed Department Heads are responsible for their own use of County Vehicles, as well as use by their department’s staff and volunteers.

In adopting this Policy, the Board of Supervisors charges the County Administrative Officer and each Department Head with the responsibility of ensuring that all officials, officers, and employees under their supervision are thoroughly aware of its contents and comply with the policy at all times.

DEFINITIONS

County Vehicle - All County-owned or leased vehicles and heavy equipment, as well as ***privately-owned or leased vehicles*** when used in the performance of County business and eligible for mileage reimbursement.

Personal Vehicle - A ***privately-owned vehicle*** when used in the performance of County business and eligible for mileage reimbursement.

Assigned Vehicle - A County Vehicle assigned to a specific Department and/or specific staff member within a Department that meets the established criteria for vehicle assignment.

Shared Pool Vehicle - A County Vehicle that is maintained and checked out by the Department of Public Works (DOPW) and is intended for shared use between County Departments.

OPERATIONAL RULES AND REGULATIONS

The following rules and regulations apply to all County Vehicles.

- A. The operation of a County Vehicle (or a personal vehicle when used for County business) is a privilege that may be withdrawn at any time.
- B. No employee shall operate a vehicle (or equipment) for which they do not have the appropriate classification of driver's license (or certifications). Some vehicles require a commercial license and/or additional certifications. In addition, no employee shall drive or be instructed to drive any vehicle which they have not been adequately trained to operate or operate a vehicle that has been determined to be unsafe (or that is pending a safety inspection based on a hazard report).
- C. Use of a County Vehicle for any purpose other than County business is prohibited.
- D. Only County employees, appointed, officials and volunteers shall operate a County Vehicle.
- E. Employees are prohibited from carrying passengers in County Vehicles who are not a party to County business.
- F. Use of a County Vehicle other than during an employee's regular working day or officially assigned duty (i.e., when employee is 'off-the-clock') is prohibited. This does not apply to regular breaks within a work shift.
- G. Use of a County Vehicle to travel to and from an employee's home is prohibited, except as permitted in these rules and regulations, a memorandum of understanding (MOU) approved by the County and the employee bargaining unit, or a written, County-approved employment agreement.
- H. County-owned vehicles shall at all times, when not in use on County business, be kept on County property, or County leased or rented property. Specific exceptions to this rule are listed below, under 'Overnight Storage.'
- I. A County Vehicle shall not be used to 'jump start' another vehicle (excepting Public Works Maintenance Workers who have undergone necessary training)
- J. Keys shall never be left in unattended County Vehicles, even when parking in a secured location. County Vehicles must be locked when not in use, including when parked in County parking areas.

- K. Use of a County-owned vehicle for transportation to home or restaurant for meals, or for general errands, is prohibited unless the destination is along the route required for official County business and does not create significant additional travel off the official route (i.e., less than 5% of the trip total).
- L. County employees shall not have in their possession (or within the County Vehicle) any alcohol, cannabis, or other illegal drugs when utilizing a County Vehicle. If an employee is taking prescription or over the counter medication, they will ensure that it does not impact their ability to drive a vehicle in a safe manner.
- M. County has a zero tolerance for driving under the influence of illegal drugs, cannabis, alcohol, and prescription and over the counter drugs that impact the ability to drive a vehicle in a safe manner.
- N. County officers, including elected officials and Department Heads, shall be responsible for the proper use of County Vehicles by department personnel, in accordance with these rules.
- O. Employees are required to observe all traffic laws at all times while operating a County Vehicle. Violation of this policy, or of applicable traffic laws, may subject the employee to disciplinary action, up to and including termination. Disciplinary action based solely on vehicle speed may be imposed for speeds that are 15 or more miles per hour above the applicable speed limit.
- P. County Vehicles that are emergency vehicles, when responding to emergency calls and/or incidents, are governed by applicable emergency response rules and regulations.
- Q. Idling of occupied County Vehicles for more than 2 minutes is discouraged. Idling of occupied County Vehicles for more than 5 minutes is prohibited. County Vehicles shall never be left idling when unoccupied or unattended.
- R. All County-Vehicles are to be maintained under a preventive maintenance program, to ensure safe operation and to reduce unscheduled down times.
- S. The proper use of seat belts and shoulder restraints while operating County Vehicles is mandatory.
- T. It is the driver's responsibility to report all mechanical defects in a County Vehicle to the County Fleet Superintendent and his/her (driver's) Department Head.
- U. No County employee shall install or cause to be installed in or on a County Vehicle any article of personal property without prior approval of the Fleet Superintendent, including but not limited to equipment racks, electronic device holders, and bumper stickers.
- V. The use of handheld cellular devices by the driver is prohibited whenever the County Vehicle is in operation.
- W. All windows and mirrors must be clear of snow, prior to vehicle operation.
- X. Any County-owned vehicle may have a GPS tracker installed to monitor the vehicle's location, speed, mechanical issues, and trip data. Information obtained through these devices will be used improve fleet efficiency and or may serve as evidence of violation of this policy.
- Y. If a County Vehicle does not have All-Wheel Drive or 4-Wheel Drive (as with electric vehicles) the vehicle must not be operated on any roads where chain restrictions (R-2 or greater) are in place.
- Z. If a County Vehicle does not have a tailgate but is loaded, the driver of the vehicle will ensure that the load is secure and that overhangs are properly flagged in accordance with state law.
- AA. Backing of a County Vehicle when the driver does not have a clear view of the entire area behind the vehicle will be done with the assistance of a spotter. If a second

person is in the vehicle, they will get out and guide the vehicle using appropriate hand and voice signals. If the driver is alone, the driver will inspect the area behind before backing with extreme caution.

- BB. Before the initial use of any County Vehicle each day the driver must walk around and inspect the vehicle for damage, inoperable lights, tire condition, or any other condition which may create an unsafe condition. If a malfunction is identified, the driver must report it to his or her supervisor and the Fleet Superintendent to determine if the vehicle is safe to drive, or if the vehicle must be taken out of service. If the vehicle is taken out of service, both the keys and the vehicle must be marked as out of service by Public Works, and the keys securely kept by an authorized supervisor until Public Works arranges for the repair.
- CC. Each employee who operates a County Vehicle, regularly or occasionally on County business is required to immediately report suspension or revocation of their license to their supervisor, who must then report this information to HR and Risk Management.
- DD. Individuals with either: 1. Three at-fault accident or moving violations within the last two years; 2. A DUI offense within the last five years; 3. A driving on a suspended/revoked license offense in the last five years; or 4. A reckless driving offense within the last 5 years; may be prohibited from driving in the course of their employment.

ASSIGNED VEHICLES

The assignment of a County Vehicle to a specific Department or staff must be justified by the following criteria:

- A. Vehicle is directly utilized in the performance of emergency response, and assignee is required to respond to emergency situations (i.e., EMS, CPS, Probation, District Attorney, Roads);
- B. Vehicle contains work-related tools and equipment that are not portable and cannot reasonably be removed from the vehicle (i.e., Facilities, IT Radio Truck, Animal Control). 'Portable' is defined as being able to remove the necessary items in one trip;
- C. Vehicle is necessary on a daily basis to perform the associated function (e.g., Building Inspector, Environmental Health Inspector); or
- D. Vehicle is assigned directly to a Department Head, and can be used either by the Department Head or by staff within the department with the Department Head's approval.

MAINTENANCE AND CARE

It is the responsibility of the assignee to monitor their County Vehicle use, related maintenance needs, and to clean (interior and exterior), sterilize and wash the vehicle as needed.

SNOW REMOVAL

Snow removal from Assigned Vehicles is the responsibility of the assignee. If the assignee is physically unable to perform this task, snow removal services shall be contracted and funded through the assigned Department.

During snow events, all Assigned Vehicles must be relocated in accordance with established directions in order to facilitate snow removal from the lot where the vehicle is parked.

OVERNIGHT STORAGE

Overnight retention of Assigned Vehicles is permitted in the following situations or as otherwise authorized by MOU or employment contract:

PERMANENT

The County official or Department Head is required to participate regularly in official County business after normal business hours.

The employee must respond to emergencies which require immediate response and attention during off duty hours for the protection of persons or property, specifically requiring their presence in a supervisory or technical capacity to reduce the emergency. Such emergencies must require immediate travel to the emergency scene.

Other requests for permanent home storage of County Vehicles shall be submitted to the Department Head, who will then transmit the request and recommendation to the Risk Manager and County Administrative Officer for approval.

TEMPORARY

An employee is returning from an officially authorized trip after working hours or leaving before work hours.

An employee is working on a special assignment such as a criminal or civil investigation requiring continuous availability of a County Vehicle during the assignment.

An employee requires the use of a County Vehicle to attend a meeting or training session in or out of the County, and such assignment has been approved by the Department Head.

RULES

On-street parking will not be permitted. The user must provide off-street parking away from snow removal and snow roof shedding hazards.

SHARED POOL VEHICLES

The County maintains a fleet of Shared Pool Vehicles to serve the regular needs of County officials, officers, staff, and volunteers. Operation and use of the Shared Pool Vehicles shall be in accordance with the policy rules and regulations of County Vehicles above, and those specific to the Shared Pool Vehicles below:

Check Out and Check In - Shared Pool Vehicles are parked in the Memorial Hall parking lot in Bridgeport, the Civic Center parking lot in Mammoth, with additional vehicles available from time to time at the Bridgeport Road Shop. The management and maintenance of these vehicles is administered by the DOPW.

Each vehicle has a 'trip ticket book' located in designated locations in Bridgeport Annex 1, the Civic Center in Mammoth, and the Bridgeport Road Shop, depending on where the vehicle is parked at that time.

Upon checkout, the user of a Shared Pool Vehicle will fill in all appropriate information on the trip ticket and complete the trip ticket upon their return and check-in, with details on fuel, destination, and ending mileage, write new mileage in next sheet, and deposit completed form in collection box.

User will note any operational deficiencies of the Shared Pool Vehicle under comments. The user will notify the Fleet Superintendent immediately if the deficiencies are deemed serious or hazardous to the use of the vehicle.

MAINTENANCE AND CARE

When checking in, Shared Pool Vehicle users are required to clean up after their use – do not leave any trash, (papers, pens, food wrappers, drink containers) in the vehicle, and if the vehicle is in need of cleaning and/or wash, note that on the ticket.

Food consumption and smoking are prohibited in all County Vehicles.

Maintenance of Shared Pool Vehicles is tracked and scheduled as needed by the DOPW.

Necessary cleaning and washing of Shared Pool Vehicles is scheduled and performed by DOPW.

SNOW REMOVAL

Snow removal from Shared Pool Vehicles is performed by Public Works staff.

OVERNIGHT STORAGE

Overnight storage of Shared Pool Vehicles is permitted in the following situations:

An employee is returning from an officially authorized trip, meeting or event after working hours, or is leaving for an authorized trip, meeting or event before work hours.

An employee requires the use of a Shared Pool Vehicle to attend a meeting or training session in or out of the County, and such assignment has been approved by the Department Head.

RULES

On-street parking will not be permitted. The user must provide off-street parking away from snow removal and snow roof shedding hazards.

SAFETY STANDARDS

Each County Vehicle shall be equipped with a set of tire chains, a first aid kit, a fire extinguisher, and an ice scraper, provided by the Motor Pool Fleet Shop.

County Vehicles shall be equipped with mud and snow tires, with a tread depth of no less than 6/32", with adequate siping, and have positive snow safety reviews and mountain condition reviews.

SERVICING

The service, maintenance and repair needs of all County Vehicles are administered by the Fleet Division of Public Works.

It will be the Department Head's responsibility to schedule the vehicles assigned to their department for service and maintenance, with timely notice to the Fleet Superintendent. The next service mileage will be placed on the dash of each vehicle by the Fleet Mechanic.

FUELING

County vehicles shall be fueled at County fuel stations, using the vehicle's FOB, whenever possible.

Credit cards shall only be used when traveling outside of the County, or when it is impractical to use County fuel stations. When such situations arise, County employee shall utilize their CalCard

for the fuel purchase, and provide the receipts to the appropriate County fiscal officer or Department Head for processing.

ACCIDENT/INCIDENT REPORTING

If an employee is involved in a vehicle accident while on County business, the employee must contact California Highway Patrol, which is the usual authority, or local police by dialing 9-1-1 to determine if it is necessary for that agency to be called to the scene to make a report of the accident.

All accidents and damage to County property shall be reported verbally, as soon as possible, to the employee's department head and followed by a detailed written report within 24 hours of the accident/damage using the Vehicle Accident Report Form and the Incident Hazard Report form, located online at:

<https://countyofmono1.sharepoint.com/SitePages/Risk-Management.aspx>

The completed forms are then submitted to the Department Head and Risk Management for further processing. If the driver is injured and unable to complete the report, the Department Head or their designee will complete the forms. Any accident involving injury to any person or damage to property shall be reported immediately to the California Highway Patrol and an investigation requested.

The driver must NOT admit fault nor discuss the accident with anyone except law enforcement officers, the driver's Department Head or Supervisor, the Risk Manager or County Counsel.

Employees involved in accidents or incidents involving County Vehicles or privately owned vehicles on County business shall complete the standard [accident report](#) and [incident reports](#) as soon as possible, after the accident, and turn in to their supervisor and the Risk Manager.

USE OF PERSONAL VEHICLES ON COUNTY BUSINESS

Justification

The use of Personal Vehicles shall be allowed when County Vehicles are unavailable or unsuitable for the necessary travel, or in response to an emergency situation or call out, as approved by the Department Head. The Department Head must approve Personal Vehicle use in advance, after due consideration of the availability and suitability of County Vehicles.

General Conditions

- A valid California Driver's License shall be in the driver's possession at all times.
- Personal Vehicles shall be insured to the minimum requirements as established by law and verification of insurance maintained within the vehicle at all times.
- Proof of current insurance for the vehicle must be provided (or on file) with any request for mileage reimbursement.
- The vehicle provided shall be a conventional 4 wheeled enclosed vehicle. Under no circumstances is a 2-wheeled or 3-wheeled Personal Vehicle to be used on County business.
- As the IRS mileage reimbursement rate is based on the fixed and variable costs of operating a Personal Vehicle, Personal Vehicle use shall be at the sole risk and use of the owner, and such liability and property damage occurring as a result of the use of the

Personal Vehicle for County business shall be the responsibility of the owner, unless otherwise required by law.

- The Personal Vehicle shall be in sound mechanical condition, adequate for providing the required transportation in a dependable manner.

REIMBURSEMENT

When authorized by the Department Head to use a Personal Vehicle, the employee shall be eligible for reimbursement based on miles driven, in accordance with the current IRS mileage reimbursement rate. Such reimbursement will be processed through submittal of a complete and correct claim form submitted to the Finance Department.

Requests for mileage reimbursement must be consistent with the following:

- Miles driven to and from an employee's home and the assigned regular work location are not eligible for reimbursement.
- Miles driven during the workday in excess of the miles along the direct route from an authorized job-related location to another authorized job-related location are ineligible and are considered personal miles.
- Employees who do not regularly report to a specific facility and those who occasionally report to different work locations shall claim only the mileage that is greater than the normal commute to their assigned work locations.
- Employees who are called out in an emergency, excepting on-call employees whose mileage to respond does not exceed the miles of their regular commute, during off-duty hours may claim mileage between their homes and the location of the emergency.
- Employees who are required to attend night meetings or meetings away from the normal work location may claim mileage between their home and the meeting location.
- Only pre-approved Private Vehicle use is eligible for mileage reimbursement. Employees must submit a claim for reimbursement.

The claim form shall include:

- Department Head signature/approval
- Purpose of the travel
- Mileage traveled, with supporting map and/or mileage total between destinations, generated by Google Maps
- The reason a County Vehicle was not utilized

COUNTY VEHICLE INTERNAL SERVICE FUND

County Vehicle rates are developed by a formula that groups vehicles into specific 'class' of vehicle, then determines the total cost of all vehicles of that class and divides the costs by the total vehicle miles of that class. In this way, if one vehicle suffers a major breakdown, the cost of the repair is leveled out among other vehicles of that class.

The rates are developed in conjunction with the annual budget and are based on the most recent year's costs – so, rates that are being paid in the current budget year are based on the actual costs of the last budget year. Each department's County Vehicle charges are developed by multiplying

the established rates by a projected mileage of the Department's vehicle types. The projected mileage is determined by the most recent year's mileage.

ASSIGNED VEHICLES

The formula for Assigned Vehicles includes certain fixed costs (insurance, admin, etc.) with an additional cost per mile to cover routine maintenance and replacement costs. Fixed costs will be assessed at the beginning of each fiscal year, with cost per mile billed monthly thereafter.

Assigned Vehicles that are under-utilized (less than 8,000 miles per year) will be more expensive to operate than those that have higher usage. In the event an Assigned Vehicle does not generate enough miles (and associated replacement revenue) to cover the year's portion of the vehicle's replacement cost, that discrepancy will be charged to the assignee's department budget at the end of the year reconciliation.

Fuel for an assigned vehicle is charged separately, and not included in the rate per mile.

When equipment installations are necessary for the performance of official duties (radios, video monitoring, GPS tracking, etc.) such installations become part of the overall cost of the vehicle, which is used to determine the vehicle rates per mile. This includes only items which are mechanically attached to the vehicle and are not intended to be removed from the vehicle for any reason.

When special requests are made for specific equipment on a vehicle (tires, camper shells, etc.) those costs will be assessed directly to the requesting department on an annual basis and will not be included in the calculation of the vehicle's rate per mile.

SHARED POOL VEHICLES

Shared pool vehicles have only a per-mile rate. They are generally less expensive to utilize because they see higher annual mileage and the associated fixed costs are spread out across more miles. The cost of the associated maintenance, as well as the management of the vehicles, is included in the rate per mile. The only 'class' of Shared Pool Vehicles is small SUV's, which are currently Subaru Foresters. The County is currently procuring a small number of Electric Vehicles that will become part of the shared fleet as well.

BILLING

Costs for a Department's Assigned Vehicles, and its use of Shared Pool Vehicles, will be calculated and submitted on a quarterly basis.

During the Fiscal Year, Assigned Vehicle charges will be based on mileage that is reported to County fueling stations – at year's end, Departments will be required to confirm odometer readings for a year's end reconciliation.

Shared Pool Vehicle use will be charged to Departments based on submitted trip tickets

VEHICLE REPLACEMENT CONSIDERATIONS

When selecting vehicle types for the fleet, the following considerations are made:

- One make / model per class (fleet uniformity)
- Good fuel economy, safety, and reliability
- Seats four adults comfortably
- All-wheel drive or 4x4 (may not apply to all vehicles such as electric vehicles)
- Automatic Transmission

- Power windows, locks, mirrors, AC, AM/FM
- Bluetooth/hands-free cell phone capability
- County seal, except in sensitive applications
- White color

For Pickup Trucks:

- One make / model per class (fleet uniformity)
- ¾-ton 4x4 truck with tow package
- Automatic transmission, gas engine
- Standard cab, cloth seats
- Eight-foot bed with spray-in bed liner
- Power-assisted steering and brakes
- Power windows, locks, mirrors, AC, AM/FM
- Bluetooth/hands-free cell phone capability
- County seal on all vehicles
- White color

USEFUL MILEAGE

The ‘useful mileage’ of a particular vehicle classes is a consideration when recommending vehicles for replacement. Currently established useful miles are shown below:

<u>Vehicle Type</u>	<u>Useful Mileage</u>
Pickup Trucks (all Departments)	160,000 miles
Small, Medium and Large SUV’s (All Departments)	160,000 miles
Ambulances	130,000 miles
Sheriff PPVs	130,000 miles
Probation Vehicles	130,000 miles

Vehicle replacement is not always necessary upon reaching useful mileage if the vehicle remains reliable and maintenance costs are acceptable. Many vehicles are re-assigned to other departments and continue to provide reliable transportation for extended periods beyond the useful mileage indicated above. In some cases, a vehicle with a history of significant mechanical problems will be replaced prior to reaching its useful mileage.

Each budget cycle, the Director of Public Works and Fleet Superintendent review the mileage of all County Vehicles, identify which of those vehicles have exceeded their useful mileage, mechanical history, use patterns and general condition, and make a recommendation to the Board for annual replacements.

When Department Heads and the DOPW have a disagreement as to vehicle type, the Board of Supervisors shall determine the type of vehicle for acquisition, based on an analysis of the above factors.

VEHICLE POLICY CERTIFICATE

All county employees and officers who drive in the course and scope of employment must sign the certificate below prior to operating a county or personal vehicle for work purposes, unless specifically exempted by this policy.

County of Mono
Vehicle Policy Certificate

I Hereby Certify that:

- I have read and understand the Mono County Vehicle Policy.
- I possess a current and valid driver's license.
- I maintain insurance for the use of my personal vehicle, the coverage of which meets the minimum standards as required by CA law.

I understand that any restriction or change in the status of my driver's license or any change or loss of insurance coverage must be reported immediately to my supervisor. I have attached a copy of my valid driver's license

Employee name (print) _____

Employee signature _____

Department _____

Date _____

Driver's License State and Number _____