

# ***KINGMAN COUNTY SHERIFF'S OFFICE***

POLICY AND PROCEDURE MANUAL

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## **SECTION 6.1 USE OF COUNTY-OWNED VEHICLES**

### **PURPOSE**

The purpose of this policy is to provide an operational guidelines and procedures to the care and operation of vehicles owned or used by Kingman County personnel.

### **RULES AND REGULATIONS**

1. All vehicles driven on public roadway shall meet or exceed State and Federal laws. All vehicles shall be kept clean and in good operational condition. The County will keep adequate insurance on all motor vehicles used on roadways. The driver shall make sure that the vehicle has the proper insurance and state registration in the vehicle and that it is valid for that vehicle. Any problems with insurance, registration, and/or safety issues shall be reported to their supervisor before operation of the vehicle.
2. All motor vehicles will be appropriated for the intended uses. All motor vehicles will be driven in the appropriate way of its design. Any abusive use, outside of the drivers' job description and duties of any vehicle, will lead to disciplinary action.
3. No County vehicle shall be loaned or driven by any person not employed by Kingman County without the permission of the Sheriff.
4. Vehicle Use and Driver's License Requirements:
  - a. Employees who operated County-owned vehicles shall have and maintain the appropriate licenses and permits.
  - b. Employees shall self-report any traffic citations they receive to the Sheriff within 24 (twenty-four) hours after a citation. Traffic and parking violations are the responsibility of the driver and may result in disciplinary action when warranted.
  - c. Any employee driving a county-owned vehicle that is involved in an accident shall be reported, as by Law, and reported to the Sheriff no matter the amount of damage to the vehicle.

An employee who fails to maintain necessary licensure, fails to report any traffic citation, or fails to report an accident shall be subject to disciplinary action up to and including termination of employment as determined by the Sheriff. Traffic and parking violations are the responsibility of the driver and may result in disciplinary action when warranted.

5. All employees are to understand and comply with all Federal, State, and local regulations, and Kingman County and Department policies relating to the use of vehicles.
  - a. Drivers shall obey all traffic laws. As there are exceptions for Law Enforcement and other First Responder personnel, it is asked these exceptions be minimally used.
  - b. Use of cell phones or two-way radios while operating a vehicle is dangerous. Employees shall refrain from using cell phones or other communication devices while driving. If acceptance of a call is absolutely necessary while the employee is driving, the employee should proceed to a safe location off the road and safely stop the vehicle while conducting business. U.S. Department of Transportation bans all hand-held cellphone use by drivers of commercial vehicles.
  - c. All drivers and passengers in County-owned vehicles shall use seat belts as is required by law.
6. No County-owned vehicle shall be used by any employee to transport any non-County employee outside the scope of regular County business without the prior approval of the BOCC. (Contact Human Resource Administrator for the required forms for approval.)
7. The County vehicle may not be used for any personal use other than that which is for personal comfort. The term "personal comfort" shall mean acts, which are reasonably necessary to the health and comfort of an employee while working, such as satisfaction of thirst, hunger, or other physical demands, or protecting themselves from excessive cold, which are incidental to employment.
8. The mileage traveled by employees who drive County-owned vehicles to and from work is considered a taxable fringe benefit and said benefit shall be shown as income as required by Federal Law and IRS regulations. Employees who are issued a County vehicle are required to complete a daily log of all miles traveled verifying both personal and business use. The County has adopted the IRS "Commuting Rule" as is presently allowed under IRS regulations. Section 12 of this policy addresses information to be recorded on use forms.
9. Employees shall not operate County vehicles within 8 hours after consuming, or while under the influence of alcohol or drugs. Smoking is not permitted in any vehicle owned or leased by the County.
10. It is prohibited to drive public (County) vehicles to and from work sites/locations for the purpose of breaks or lunch. The only exceptions are unless the employee is already away from the employee's home office in a public vehicle, or unless the employee is permanently assigned to a County vehicle. Be sure to minimize miles traveled to and from work location and do not exceed time allowed for lunch
11. Mileage and Information to Be Reported: Employees shall record and report vehicle use of both personal and business use on a "Mileage Log" provided by each department and

filed with the Kingman County Payroll Clerk or Department Head as required and applicable.

12. The driver is required to maintain a clean and presentable vehicle, inside and out.
13. Each vehicle shall have a Fuel Log, Mileage Log and a Maintenance Log for that vehicle.
  - a. The Fuel Log will be turned in at the end of each month.
  - b. The Mileage Log will be turned in at the end of each month.
  - c. The Maintenance Log is to be kept in the vehicle and a copy turned in at the end of each month.