

NOTE: This policy applies to all Bannock County employees, volunteers, etc. who operate vehicles for Bannock County business (including those who submit mileage reimbursement request forms or are authorized on the Bannock County fuel list).



# Bannock County Vehicle Use Policy

Approved by the Bannock County Commissioners

R.S. No. 2010-64 Adopted September 1, 2010

R.S. No. 2011-16 Revised February 2, 2011

## 1) PURPOSE

- A. This Policy outlines the use of vehicles for work used on behalf of Bannock County.
- B. Operators of Bannock County-owned or leased motor vehicles shall always drive safely, legally and courteously, remembering that they are directly **responsible for maintaining both Bannock County-owned property and public trust. (Remember that each employee of Bannock County is expected to conduct him or herself in a manner that is helpful and productive and which does not reflect adversely upon Bannock County. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In order to accomplish the goals of Bannock County as a public institution, each employee is expected to scrupulously avoid personal behaviors, which would bring unfavorable public impressions upon Bannock County and its officials.)**
- C. Employees are expected to operate vehicles safely. It is the policy of Bannock County to provide a safe working environment that protects our employees and our citizens from injury and property loss. Bannock County considers the use of vehicles part of the working environment. Bannock County is committed to safe responsible employee driving behavior that reduces the risk of personal injury and property loss.
- D. **This policy applies to all employees and agency volunteers\* who operate vehicles on agency business.** These drivers will be referred to as "employee drivers" and will be reviewed by managers and supervisors to ensure full implementation and compliance. (\*Volunteers are those that volunteer on a regular basis, not one-time volunteers.)

## 2) USE

- A. **Vehicles owned or leased by Bannock County are to be used for the functions of Bannock County. Any personal use of any County vehicle must be authorized by the appropriate Elected Official/Department Head.**
- B. The Public Works Shop Supervisor is entrusted with the maintenance of the vehicles and may assign that responsibility to an employee. Each employee assigned or permitted to drive a Bannock County vehicle shall be responsible for coordinating the service and maintenance of the vehicle in accordance with the manufacturer's recommendations and with the Public Works Shop Supervisor.
- C. Public Works is entrusted with the Bannock County Fuel System.
  - 1. Fuel Keys will be issued to each County Vehicle fueling at the Public Works Shops in either Pocatello or McCammon. Fuel Keys issued to County Vehicles remain with that vehicle. If vehicles are transferred to another Department the Fuel Key will stay with the assigned vehicle. The Elected Official/Department Head/Supervisor is responsible for notifying Public Works to have the vehicle removed from their fleet and added to a different Department. If the vehicle is taken out of service the fuel key will be returned to Public Works and reassigned to another vehicle.

2. Bannock County Public Works will issue fuel system PIN numbers to each employee that is authorized by their Elected Official/Department Head/Supervisor to fuel county vehicles. Assigned PIN numbers should only be used by the designated employee and not shared with other employees. PIN numbers will be deleted from the system when employees are no longer employed with Bannock County.
- D. Some employees may be assigned a vehicle and may be allowed to use the County vehicle to commute to and from home by the appropriate Elected Official/Department Head; such personal use, if allowed, may be a taxable benefit. (Payroll in the Bannock County Auditors Department must be kept up-to-date regarding County vehicles which are driven home.)

### **Bannock County Owned Vehicles**

#### **Vehicles:**

Employees must be authorized by their supervisor to operate a Bannock County vehicle.

**Vehicles over 26,000 gross vehicle weight, Buses, and Vans over 15 passengers and cargo that require hazardous placards** require a commercial driver's license (CDL).

### **Personal Vehicles on Bannock County Business**

Employees who drive their personal vehicles on Bannock County business are subject to the requirements of this policy including:

- 1) Maintaining auto liability insurance with minimum state limits.
- 2) Providing current proof of liability insurance to Accounts Payable in the Auditors Department attached to all expense reimbursement requests for mileage reimbursement.
- 3) Maintain vehicle in a safe operating condition when driven on Bannock County business.

### **3) ASSIGNED OR PERMISSIVE DRIVERS**

- A. Each employee assigned to a Bannock County vehicle or employees who operate a Bannock County fleet vehicle are required to have a valid driver's license. Should an employee's Driver's License expire, be revoked or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's Bannock County vehicle-use privileges will be suspended until the employee's Driver's License has been fully restored and validated.
- B. In addition to the employee assigned or permitted to drive a Bannock County vehicle, he or she **may allow others, as necessary for safety purposes while on Bannock County business, to operate the vehicle if they have a valid driver's license and are 21 years of age or older.**
- C. Each employee assigned or permitted to operate a Bannock County vehicle shall be responsible for the following:
  1. Proper and safe operation of the vehicle;

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2. Service and maintain the vehicle in accordance with the manufacturer's recommendations;
3. Maintain vehicle registration, license plates and inspections; and
4. Participate in vehicle safety and defensive drivers training as required by Bannock County.

#### 4) DRIVER EVALUATION

Employees will be evaluated and selected based upon their driving ability. To evaluate employees as drivers, management may:

- A. Review past driving performance and work experience through reference checks with previous employers.
- B. Review the employee's Drivers License Record (DLR).
- C. Ensure the employee has a valid driver's license.
- D. Ensure the employee is qualified to operate the type of vehicle he/she will drive.

#### 5) SEATBELT USE

Except as authorized herein, all drivers and passengers are required to utilize seatbelts as mandated by law. Exception: Sworn law enforcement officers may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances wearing a seatbelt would hinder rather than increase safety (Idaho Code 49-673(2)(b)).

#### 6) MOBILE COMMUNICATION DEVICE, CELL PHONE AND COMPUTER USE

The driver of a Bannock County vehicle, or any other vehicle being used for Bannock County business, is **PROHIBITED from using a mobile communication device for texting, cell phone for texting or computer of any type while the vehicle is in motion. Drivers MAY USE a hands-free mobile communication device or hands-free cell phone for voice communication when the vehicle is in motion.** (A mobile communication device is defined as "a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication".) **This Mobile Communication Device, Cell Phone and Computer Use policy does not apply to the use of Bannock County work-related two-way radios. Exception: Sworn law enforcement officers may use mobile communication devices in specific tactical situations.**

#### 7) SMOKING PROHIBITED IN VEHICLES

Smoking is expressly prohibited in all Bannock County vehicles.

#### 8) IMPAIRED DRIVING

The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.

The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

## **9) PROOF OF INSURANCE**

Employee drivers must make sure that the current Bannock County provided insurance card is kept in the County owned or leased vehicle at all times. (A vehicle rented by a Bannock County employee for County business is automatically covered for physical damage specifically on a primary basis by Bannock County's ICRMP insurance policy for vehicles. It is not necessary to purchase the optional coverage offered by the rental agency. (If the rented vehicle is also used on separate days for personal business the employee would be liable for furnishing vehicle insurance.) The Vehicle Insurance Identification Cards are available in the Human Resources/Risk Management Department.

## **10) ACCIDENT REPORTING**

- A. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
- B. Drivers shall always have a Non-Bannock County police officer/deputy investigate any accident that involves a Bannock County vehicle. This will help ensure that Bannock County is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer/deputy, a representative from ICRMP or an authorized representative of Bannock County.
- C. Drivers shall notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.
- D. Drivers shall cooperate fully with the Bannock County Human Resources/Risk Management Department and ICRMP's Claims Department in the handling of the claim.

## **11) TRAFFIC VIOLATIONS**

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any Bannock County vehicle. These costs are not reimbursable by Bannock County and must be paid promptly by the driver. (However, non-moving violations may be reviewed on an individual basis by Bannock County for payment.)

## **12) VEHICLE MAINTENANCE AND REPAIR**

- A. If the Bannock County vehicle is in need of repairs, the vehicle should be taken to Bannock County Public Works Department for repair.
- B. Prior to scheduling major repairs or major maintenance needs, the driver must advise the Shop Supervisor or the designated employee for approval and any further instructions.
- C. Bannock County has the right to take any unsafe vehicle out-of-service.

**Bannock County**  
**VEHICLE ASSIGNMENT AGREEMENT**

The undersigned hereby acknowledges receipt of an agency-owned or agency insured vehicle. I understand that this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the owner's manual or the instructions issued by the Shop Supervisor, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I agree to abide by all safety requirements when using agency-owned or agency insured vehicles, including the wearing of any appropriate County-required safety equipment as directed (e.g. helmets, shoes, long pants, etc., when operating an ATV and motorcycles).

I understand articles of this agreement apply regardless of who is operating this vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant Bannock County the right to investigate my driver's license record any time. My current driver's license is issued from the State of \_\_\_\_\_ and is License Number: \_\_\_\_\_.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisors immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of the Bannock County Vehicle Use Policy.

\_\_\_\_\_  
**Print Full Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**ACKNOWLEDGMENT OF RECEIPT OF  
Bannock County Vehicle Use Policy**

I, \_\_\_\_\_ acknowledge receipt of the Bannock County Vehicle Use Policy, adopted on September 1, 2010 and revised on February 2, 2011.

**Please initial each statement below if it is true.**

\_\_\_\_ I understand that it is my responsibility to read and understand the contents of this Policy.

\_\_\_\_ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the Policy.

\_\_\_\_ I understand that this Policy may be modified without prior notice to me.

\_\_\_\_ I understand that should this Policy be modified that I will be provided with a copy of the modification.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Employee Signature)

I, \_\_\_\_\_, provided a copy (either electronically or by paper) of the Bannock County Vehicle Use Policy, as adopted by the governing Board on September 1, 2010 and revised on February 2, 2011 to \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Name - Title - Department)