



## **Bannock County**

### **Vehicle Use Policy**

**This policy applies to all people including but not limited to Employees, Elected Officials, Department Heads, Supervisors, Volunteers, Interns, etc. who drive Bannock County vehicles or equipment, who drive any vehicle for Bannock County business, who request mileage reimbursement from Bannock County, who are listed on the Bannock County fuel list and who drive when approved by the Bannock County Board of Commissioners to operate County vehicles and equipment.**

**Violations of any of the rules set forth below shall be grounds for disciplinary action including possible dismissal from employment. However, this list is illustrative and not all inclusive; and other behaviors and acts of misconduct not specifically set out below may be grounds for disciplinary action as well. Nothing contained herein is intended to limit the reasons for which the employee may be disciplined, including termination of employment.**

**County drivers shall always drive safely, legally and courteously to reduce the risk of personal injury and/or property loss while representing the County. Drivers are directly responsible for maintaining both the County assets and the trust of the public. 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.**

1. **Personal use of County vehicles is prohibited** except for de minimis use which is so small that accounting for it is impractical or unreasonable. For example during scheduled work hours and in the scope of your work, employees may stop for food, a rest break, etc. No personal use of take home vehicles outside of work schedule unless in the scope of your job responsibilities if you are called into work.
2. **Elected Officials/Department Heads/Supervisors are responsible** for the management and safety of our County drivers by:
  - a. Requiring a **valid driver's license**. Supervisor must be immediately notified if their driving license privileges are expired, revoked or suspended.
  - b. Reviewing current and potential drivers - Driver's License Record (DLR).
  - c. Verifying qualifications to drive specialized vehicles. Vehicles over 26,000 gross vehicle weight, buses, and vans with 16 passengers and cargo that require hazardous placards require an appropriately classed and endorsed commercial driver's license (CDL). These drivers are required to be added to the **CDL drug testing program which requires pre-employment drug testing for all Bannock County employees who are functioning with CDL**.
  - d. Providing vehicle safety and defensive drivers training.
  - e. Encouraging **carpooling** if multiple employees are traveling to the same business event.
  - f. Requiring that all County vehicles and equipment be identified with a **Bannock County permanent logo that is visible on each side of the vehicle**. All exceptions have to be approved by the Elected Official and the Bannock County Commissioners. (Law enforcement vehicles related to the Sheriff/Jail and Probation are exempted by the approval of this policy as deemed necessary).
  - g. Verifying that the current Bannock County **insurance card** is 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 by Bannock County's ICRMP insurance policy. It is not necessary to purchase the optional coverage offered by the rental agency. However, if the rented vehicle is also used on separate days for personal business the employee would be liable for furnishing vehicle insurance). Vehicle Insurance Identification Cards are available in the Human Resources/Risk Management Department.

- h. Ensuring required maintenance, current registration, license plates, inspections and proof of insurance.
3. **Every County driver is responsible for:**
- a. Reporting to their Elected Official/Department Head/Supervisor any reason that may affect their ability to drive safely. For example, a **County driver must never operate** a County vehicle when their 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. For example if you are traveling on a business trip, you may need to take a rest break or have a passenger who is a licensed driver take over the driving responsibilities. **A passenger may only drive a County vehicle when the County driver is present in the vehicle.** Any other drivers must be pre-authorized by the appropriate Elected Official/Department Head/Supervisor.
  - b. Using a County vehicle for County business if available to **avoid mileage reimbursement.** However, if there is no other alternative, the Expenditure Reimbursement Voucher or the Mileage Report for Business Use of a Personal Vehicle form shall be completed with an attached proof of personal insurance in order to be reimbursed at the County approved mileage reimbursement rate. Do not include commuting mileage which is not an allowable expenditure and will not be reimbursed.
  - c. Checking on the safety and welfare of all persons involved in an **Accident** and seeking immediate medical attention if required for themselves or others. Then move the vehicle to a safe location out of the way of traffic if possible. Then 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. Then notify your supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved. Department of Transportation and/or Reasonable Suspicion drug testing may be required. Then cooperate fully with the Bannock County Human Resources/Risk Management Department and ICRMP's Claims Department in the handling of the claim.
  - d. Taking personal responsibility for all **Traffic Violations**, fines and other criminal penalties due to violations of the law for any driver of any Bannock County

vehicles or equipment. 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). Elected Official/Department Head/Supervisor's shall be notified of all violations.

- e. Not using **PROHIBITED mobile communication devices which are** defined as “a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication” **for texting, cell phones for texting or computers 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. 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.**
  - f. Wearing required **seatbelts** for not only the driver but also the passengers 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.**
  - g. Not using **Smoking/Vaping/E-Cigarettes** which are **prohibited** in all Bannock County vehicles.
4. The **Public Works Shop Supervisor** is responsible for the maintenance of County vehicles. Each Elected Official/Department Head/Supervisor and driver are responsible to coordinate the service and maintenance of vehicles assigned to their department with the Public Works Shop Supervisor. Bannock County has the right to take any unsafe vehicle out-of-service. If one of your vehicles is involved in an accident, the vehicle should be delivered to the Public Works Shop Supervisor. Forward all related accident reports, pictures, Member Claim Submission form, etc. to the Public Works Shop Supervisor and to Human Resources/Risk Management.
- a. Public Works is responsible for the **Bannock County Fuel System**. Fuel Keys are assigned to each County vehicle until it is taken out of County Service. Public Works is responsible for the fuel system **PIN numbers** which are assigned to each employee who has been authorized by their Elected Official/Department Head/Supervisor to fuel county vehicles.

- b. If a County vehicle is taken out of County Service the Elected Official/Department Head/Supervisor is responsible for having the Bannock County Board of Commissioners approve the sale, transfer, donation, or disposal of all County vehicles. The fuel key card needs to be returned to Public Works and Auditing needs to record the sale, transfer, donation or disposal of the County asset.
5. At the direction of your Elected Officials/Department Head a County Vehicle Usage Report may be required to be maintained in designated County vehicles and to be completed when the vehicle is used. Then reviewed and approved by the Elected Official/Department Head/Supervisor before it is submitted to auditing on a monthly basis.

# Bannock County

## VEHICLE ASSIGNMENT AGREEMENT

The undersigned hereby acknowledges receipt of a Bannock County-owned or 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 Bannock County-owned or 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 THE  
Bannock County Vehicle Use Policy**

I, \_\_\_\_\_ acknowledge receipt of the Bannock County Vehicle Use Policy, adopted by the Bannock County Commissioners in R.S. No. 2018-106.

**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 of the Bannock County Vehicle Use Policy to \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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