



ADMINISTRATIVE POLICIES

SECTION: 800 – Vehicles & Equipment	POLICY#: 801
TITLE: Vehicle and Equipment	R & O #: 16-167
	IMPLEMENTED BY PROCEDURE #: 801-A, 801-B
SPONSORING DEPT/DIV: Support Services/Fleet Services and Risk Management	
ADOPTED: 12/20/2016	REVIEWED:

PURPOSE: The purpose of this policy is to define the methods and criteria used by the County to meet business transportation needs of elected officials, employees and volunteers.

It is also intended to reduce liability to the County, reduce the potential of injury to employees and volunteers, and reduce damage to property during the operation of vehicles and equipment used while conducting County business.

APPLICABILITY: This policy is applicable to elected officials, employees and volunteers who operate vehicles and equipment on County business.

DEFINITIONS:

“County vehicle” means a vehicle that is owned, rented, leased by the County or used by the County through an interagency cooperative agreement.

“Elected official” means the Board of Commissioners, Sheriff, District Attorney, Justice Court Judge and County Auditor.

“Employee” means regular (full and part-time) and temporary paid County staff. “Personal vehicle” means a vehicle, other than a County vehicle, used to conduct County business that is provided by an employee, elected official or volunteer.

“Volunteer” an individual serving at the County’s behalf without compensation.

GENERAL POLICY: It is the policy of Washington County to provide for safe, reliable and economical business transportation for elected officials, employees and volunteers.

The County will ensure those who operate vehicles and equipment on County business are properly trained and monitored for safe and lawful operations.

County vehicles are the preferred choice for business transportation, however, the use of personal vehicles is allowed when use of a County vehicle is not practicable or available and the use is in compliance with County policies and procedures. Refer to the County's [Travel and Business Expense](#) Policy.

This policy applies to the operation of any vehicle, whether a County or personal vehicle, unless stated otherwise.

POLICY GUIDELINES:

1. Administration:

The Department of Support Services, Fleet Services and Risk Management Divisions, will jointly oversee and administer the Vehicle and Equipment Policy, provide advice and training to departments on the implementation of this policy, review/approve various forms, and determine what is considered adequate supporting documentation.

Questions regarding the intent or application of the policy shall be directed to the Fleet Manager or, with regard to vehicle insurance, liability and travel questions, to the Risk Manager.

Questions regarding vehicle (personal, County provided or rental) use during out-of-state travel, collision reporting and safety shall be directed to the Risk Manager.

1. Responsibilities:

The Fleet Services Division shall be responsible for developing procedures to implement this policy and for monitoring compliance, including, but not limited to:

- 1.1. Developing a Fleet Users Guide;
- 1.2. Maintaining County vehicles and equipment in a mechanically sound and legal condition;
- 1.3. Applying logos, decals and numbers to County vehicles and equipment in a standard format. The application of non-conforming stickers, decals and logos is prohibited. Any exceptions require prior written approval of the Fleet Manager or the County Administrator;
- 1.4. Developing and maintaining assignment and classification criteria for County vehicles;
- 1.5. Recording the full cost of County vehicles and equipment and allocating those costs to departments and offices;
- 1.6. Developing appropriate economic criteria to be applied to vehicle and equipment purchase and disposal decisions;
- 1.7. Pre-approving and completing any modification(s) to County vehicles or equipment.
- 1.8. Administering the Fleet Replacement Fund. This fund is an internal service fund that maintains an adequate fund balance for the replacement of participating County

vehicles and equipment on a scheduled basis. Revenues are derived from replacement charges that are assessed to participating vehicles, from budgetary transfers from departments who acquire vehicle additions or upgrades, and from total fund earned interest income; and

1.8.1. Maintaining ownership of all vehicles funded by the Fleet Replacement Reserve Fund, and developing and implementing the financial considerations used to guide the management of this fund, including, but not limited to:

1.8.1.1. Establishing and defining the practices and methods used by the Fleet Services division to develop, collect and retain replacement rates, replacement values, life cycles, classifications, and all other applicable management processes.

1.8.1.2. Establishing the practices and methods used to provide funds for the timely and efficient cyclical replacement of County vehicles and equipment.

2. The Risk Management Division shall be responsible for developing procedures to implement this policy section, and for monitoring compliance, including, but not limited to:
 - 2.1. Developing criteria for the safe operation of vehicles and equipment;
 - 2.2. Reporting vehicle collisions and damage;
 - 2.3. Reviewing collision and investigation reports; and
 - 2.4. Developing a defensive driving training program.

3. Department managers and supervisors shall be responsible for:
 - 3.1. Ensuring operators of vehicles and equipment in the department have received proper orientation and training/instructions, the extent of which may vary with the operator's experience and the complexity of the vehicle or equipment assigned to be operated;
 - 3.2. Investigating accidents to determine the cause(s) and appropriate corrective measures; and
 - 3.3. Reporting any and all vehicle and equipment mechanical problems or damage that may affect the safety, reliability, functionality, or visual appearance of the vehicle or equipment to Fleet Services staff as soon as possible. This provision includes crash or incident related damage or potential damage.

4. Vehicle and equipment operators shall be responsible for:
 - 4.1. Exercising all reasonable caution and care while operating vehicles and equipment on County business including, but not limited to, complying with all applicable state and local driving laws, parking regulations, and the provisions of this policy and its implementing procedures;
 - 4.2. Payment of all costs associated with any citation for a violation of law, including those for parking violations and for photo radar or other citations or violations issued

against the vehicle's registration during the period when the vehicle was under the operator's control;

- 4.3. Reporting mechanical problems to department supervisors;
- 4.4. Reporting any collision or damage that occurs while operating a vehicle or equipment on County business, regardless of the nature or severity; and
- 4.5. Immediately reporting to their supervisor receipt of a traffic citation issued for any violation while conducting County business.

5. Safety:

- 5.1. Operators of and passengers in any vehicle and/or equipment operated on County business shall use seat belts or other safety restraints as may be required by law.
- 5.2. No person shall operate any vehicle or equipment on County business while under the influence of, or in possession of, any illegal drug, except for the transportation of such drugs that have been confiscated as evidence as part of the employee's position at the County.
- 5.3. No person shall operate any vehicle or equipment on County business while under the influence of alcohol or marijuana. County vehicles shall not be used to transport alcoholic beverages or marijuana under any circumstances, except for the transportation of such substances that have been confiscated as evidence, or used in intoxication detection training conducted by law enforcement personnel.
- 5.4. No person shall operate any vehicle or equipment on County business if taking any medications that may impair or impact their ability to operate a vehicle or equipment safely. Employees and volunteers taking medications that may impact or impair their ability to safely operate a vehicle and/or equipment shall immediately notify their manager and/or supervisor.
 - 5.4.1. It is the employee's or volunteer's responsibility to know whether medication will impair or impact their ability to safely operate a vehicle and/or equipment.
 - 5.4.2. Supervisors may require an employee or volunteer to provide a written physician's release verifying that a vehicle and/or other equipment can be safely operated while the employee or volunteer is taking prescribed or over-the-counter medication.

6. Vehicle Operations:

- 6.1. Operators of vehicles and equipment used for County business shall be properly trained and licensed. Refer to the County's [Driver's License and Record Policy](#) for licensing and acceptable driving record criteria.
- 6.2. Only County employees or volunteers are allowed to operate County vehicles and/or equipment, except for incidental use necessary to service or repair vehicles/equipment.

- 6.3. Personal use of County vehicles is prohibited. A personal stop is permissible only when all of the following conditions are met:
 - 6.3.1. It occurs between business destinations;
 - 6.3.2. It adds limited incidental mileage to the vehicle; and
 - 6.3.3. It is de minimus, occurs on off-duty time (designated break or lunch), and the nature of the personal stop is consistent with the ethical and professional expectations of the County.
- 6.4. Employees and volunteers are encouraged to rent a vehicle when driving out-of-state, and are required to do so for overnight trips out-of-state. An employee or volunteer is allowed to drive a County vehicle or a personal vehicle for County business out-of-state if the one-way trip is approximately 50 miles or less across state lines and does not involve an overnight stay.
- 6.5. Clients of the County, or other persons who are not County employees or volunteers, are allowed to ride as passengers in County vehicles or equipment only when doing so as part of an official County function.
- 6.6. Smoking, including the use of an electronic smoking and/or vaporizer device, is prohibited in all County vehicles and equipment.
- 6.7. Transportation of animals is prohibited except for the following:
 - 6.7.1. Live animals are permitted to be transported in Sheriff's Office vehicles as necessary during the conduct of official police business.
 - 6.7.2. Animals are permitted to be transported in Animal Services vehicles in the specialized containment structures designed to transport such animals or in other containment designed for animal use.
 - 6.7.3. Deceased animals are permitted to be transported in trucks and trailers for purposes of disposal of such animal remains in a manner consistent with the County's established standards for such activity.
 - 6.7.4. Assistance animals as defined by ORS 659A.143

7. Exceptions:

The County Administrator shall have final authority for administering, interpreting, and applying the terms of this policy.

8. Implementation:

Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments. Observance of this policy is mandatory for all County employees and violation may result in disciplinary action (up to and including termination).

Making false statements on accident reports is strictly prohibited and may subject the employee to disciplinary action (up to and including termination) or if a volunteer, termination of the volunteer's assignment.

9. Periodic Review:

This policy shall be reviewed by Support Services, Fleet Services, and Risk Management Divisions at least every three years, or more often if needed, and updated as necessary.