

TELLER COUNTY ADMINISTRATION

VEHICLE USAGE POLICY EFFECTIVE 11-01-05

This document delineates the policies and procedures of the Teller County Board of County Commissioners concerning it's fleet of vehicles. Throughout this document the word "vehicles" is used to mean vehicles and equipment owned or operated by the County.

*If you drive a vehicle to complete or perform your job, you must comply with the terms herein. When you are driving a County Vehicle you represent the County. Safe and courteous driving behavior is required. **Your failure to adhere to the policies and standards contained herein may result in disciplinary action against you, up to and including the termination of your employment.**(Elected Officials should use this document to establish minimum standards for their departmental policies and procedures. Elected Officials may assess disciplinary responses as they see fit.)*

INTRODUCTION

Vehicles and Equipment are only to be used for official purposes and in accordance with the provisions of this document and with all other applicable laws, rules and procedures. County Vehicles shall not be used for personal purposes unless express permission is granted to the employee by the Board of County Commissioners or Elected Official and reported to the Finance Department for IRS purposes.

1. Drivers are required to obey all speed limits, traffic laws, and drive at speeds appropriate for weather and road conditions.
2. Drivers are to remove the keys and lock the doors whenever a vehicle is left unattended. Employees may face disciplinary action for vehicles and equipment that are stolen when the employee has failed to properly secure a vehicle.
3. Fines, tickets, or any other violations are the responsibility of the driver who receives them.
4. Teller County is not responsible for your personal items in vehicles.
5. Vehicles and equipment are only to be driven or operated by County employees. Only County employees and individuals engaged in official County business, under arrest by law enforcement personnel, or possessing a signed waiver may ride as a passenger in County owned vehicles.
6. County vehicles and equipment are for authorized County business only.

PERSONAL USE

Personal use of County vehicles is not permitted and will not be tolerated. Stopping for lunch, reasonable deviation from the direct work route, and stops for refreshments or restroom breaks are an extension of business and are not considered personal use.

Examples (but not an all inclusive listing) of inappropriate use would be using a vehicle for shopping, entertainment, recreation or vacation purposes unrelated to work. Commuting to and from home is not permitted unless approved by the Board of County Commissioners or Elected Official. Consideration for approval will be given for public safety, on-call essential personnel, and situations of County emergency.

Employees may, upon receiving an emergency call about a family member, loved one or significant other may drive to the emergency.

Employees may also take a motor pool vehicle to their residence the night before a scheduled rental period.

ASSIGNMENT POLICY

All vehicles will be assigned to departments. The Elected Official or Department Head will assign vehicles to employees as they see fit. The Elected Official or Department Head is responsible for the vehicles assigned to their department and compliance with the policy and procedures contained in this document.

DOCUMENTATION

All vehicles shall carry or have the documents noted below. Employees may not remove these documents from the vehicle. The employee assigned or operating the vehicle shall be responsible for ensuring that the documentation in their vehicle is valid.

1. Copy of current insurance card.
2. Copy of current registration.
3. Official state license plate
4. Teller County ID number

DRIVER REQUIREMENTS

All individuals must meet the following requirements to be allowed to operate a County vehicle.

1. Be insurable
2. Must have 2 years previous driving experience.
3. Possession of a valid driver's license issued in Colorado
4. The type of license required by the vehicle being driven.

MAINTENANCE

All vehicles are maintained by Teller County Fleet Services. Fleet Services provides:

1. Preventive Maintenance: Fleet services will notify The Elected Official, Department Head, or designee when a vehicle is due for preventive maintenance. Employees are required to take the vehicle to the garage on the scheduled day. Failure to bring a vehicle in for service upon notification from Fleet Services may result in your department being assessed a 2hr rescheduling fee.
2. Repair services: If a vehicle requires an immediate repair Fleet Service may be able to issue a loaner vehicle to you.
3. Towing Services. Private companies will tow the vehicle but Fleet Services will arrange all towing. If a vehicle becomes stuck or breaks down don't damage the vehicle trying to free it. Call Fleet Services at 687-6247.

MODIFICATION

Elected Officials, Department Heads and individual employees are not allowed to modify County vehicles and equipment without first consulting with Fleet Services. If a modification is desired it must be requested. This process is in place to ensure that modifications are safe, justified, and in compliance with State law and County policy,

1. Structural/suspension modifications.
2. Paint
3. Changes to performance functions.
4. Attachment of personal bumper stickers
5. Changing the tire size
6. Frame/body modification

FUELING

Fuel is provided for County vehicles at the Weaverville Facility in Divide and at the South Hwy 67 Facility in Cripple Creek. At Divide you must use a fuel card to get fuel. In Cripple Creek you must contact the Shop Supervisor to get unleaded fuel.

You must enter the correct meter reading for your vehicle when fueling. Do not allow another vehicle to fuel using your card. Always turn off the pump and have the subsequent employee use the card that is assigned to the vehicle they are fueling. All maintenance and replacement is based on your correct meter reading. Repeated inaccuracies in entering meter reading may result in your department receiving an estimated rental billing for the vehicle.

LOSS OF DRIVING PRIVILEGES

The following offenses may result in the termination of driving privileges for those employees operating a motor vehicle, along with the appropriate disciplinary action, please note that if your position requires driving a County vehicle this could effect your employment.

1. Failure to follow safety rules
2. Failure to follow preventive maintenance standards
3. Failure to obey usage policy or failure to obey traffic laws
4. Failure to report revocation of your driver's license
5. Intentional misuse of a vehicle
6. Vehicle damage and or accidents
7. Operating a County vehicle without a valid license
8. Operating County Vehicles or equipment for personal use or gain
9. Reckless aggressive driving or repeated reports of discourteous driving
10. The operation of County vehicles while under the influence of drugs/alcohol
11. The purchase or dispensing of County fuel for non-County purposes.

ACCIDENTS

Follow the County's accident reporting procedures. It is your responsibility to know this policy and use it's procedures in the event of an accident. Keep the following points in mind:

1. Never admit fault
2. Complete the proper reporting forms. Submit your form to your supervisor as soon as possible following the accident.
3. Contact your supervisor immediately.
4. You must submit to the required drug and or alcohol tests immediately following an accident if applicable per your departmental policies.

SAFETY

All drivers will adhere to safety requirements and suggestions. In particular drivers will:

1. Use seat belts and require occupants to do the same. Failure to utilize seat belts constitutes misuse of a vehicle and is in violation of state law.
2. If an accident occurs and the employee is injured and it is found that occupant restraints were not utilized by the occupants worker's compensation benefits may be reduced.
3. All vehicles and equipment will be operated in a safe and courteous manner. Failure to operate vehicles in a safe and courteous manner shall be considered misuse of a County vehicle or equipment.
4. All vehicles and equipment shall be operated in compliance with all applicable federal, state or local laws and ordinances. All fines and penalties resulting from failure to comply with the above are the responsibility of the operator. Failure to comply with the above also constitutes misuse of a vehicle.
5. Driving under the influence of alcohol or drugs is strictly forbidden. Please note that even some over-the-counter medications can disqualify you from driving.
6. Employees are required, prior to driving their vehicles, to perform a basic walk around safety check. Never attempt to drive an unsafe vehicle.

Smoking is prohibited in County Vehicles

INSPECTIONS

1. The Elected Official or Department Head is encouraged appoint one employee to perform monthly inspections of their assigned vehicles using the appropriate inspection criteria. If deficiencies are found contact Fleet Services.
2. Once per year there will be a "departmental round-up" This will include an inspection and inventory verification by the Elected Official/Department Head and the Fleet Director.
3. Drivers will perform a visual inspection of their vehicles prior to each use. Drivers are required to check fluid levels once per fueling or Contact Fleet Services for training and or assistance.

**TELLER COUNTY VEHICLE USAGE POLICY AND PROCEDURES
ACKNOWLEDGEMENT FORM**

I have received a copy of the Teller County Vehicle Usage Policy and Procedures Document. I agree to adhere to the standards set forth in this document. I acknowledge that if I fail to do so, I could face disciplinary action up to and including termination of employment.

Signed: _____

Printed Name: _____

Department: _____

Date: _____