

## **TRANSPORTATION**

### **#210**

**1.0 GENERAL PROVISIONS.** Mileage and vehicle allowances may be provided to employees. This helps the County by eliminating the need for a large fleet of vehicles. County employees who drive a private vehicle in the normal course of their duties may receive payment for mileage driven. Payment for mileage shall only be made for authorized County business and shall not be paid to cover commuting mileage between an employees' residence and their customary work site. Payment for commuting mileage may be paid for subsequent trips to the employee's work area at times when an employee has already completed their regularly scheduled work day and is required to return to work in a private vehicle. Payment for commuting mileage may be paid if an employee has to report to work in a private vehicle on a scheduled day off if they have completed their regularly scheduled work shift on the day prior to the day off. Mileage reimbursement shall be at the approved IRS rate.

**1.1** County vehicles shall only be used for official county business, or when authorized through an Inter-local Agreement for business purposes deemed relevant to the county's interests. Operators of county vehicles will assume full responsibility for safe operation, as well as the safety and welfare of any passengers. Only county employees, volunteers and others authorized by Inter-local Agreement may operate county vehicles, unless specific authorization otherwise is made by the County Commission. All operators of county vehicles shall review and agree to abide by all county rules and regulations relating to vehicle use. All employees driving on County business shall comply with federal, state and local laws regulating vehicle operation.

**2.0 CATEGORIES:** Employees, with Commission approval, may be classified into one of the following categories:

A. **CATEGORY 1: MILEAGE REIMBURSEMENT.** Employees may be reimbursed mileage at a rate not to exceed the IRS standard mileage rate when mileage is incurred in conduct of authorized County business and use of a county owned vehicle is not a viable option.

B. **CATEGORY 2: VEHICLE ALLOWANCE.** Employees who, by virtue of their position, are required to utilize a private vehicle on a regular and routine basis in order to perform their responsibilities may receive an allowance in addition to the mileage reimbursement. Approval for this category shall be expressly given by the County Commission before payment of allowance. Requests for employees to be assigned to this category shall be forwarded to the Personnel Director. The Personnel Director shall publish a schedule of approved vehicle allowances.

C. **CATEGORY 3: COUNTY VEHICLE:** County vehicles may be provided to employees requiring vehicles of specialized function, for example, dump trucks and emergency vehicles and employees required to be on call. Employees with work mileage averaging 1,500 miles per month may also be provided a County vehicle. The County

Commission shall approve assignment of vehicles.

D. CATEGORY 4: COUNTY COMMISSIONERS: County Commissioners receive a vehicle allowance which is calculated to be a reimbursement for local travel.

E. CATEGORY 5: ELECTED OFFICIALS AND DEPARTMENT DIRECTORS: Unless a vehicle is assigned, these positions receive a vehicle allowance and are reimbursed for mileage driven outside of Davis County. Mileage will be reimbursed from the Courthouse or place of origin, whichever is less, for all trips traveled outside of Davis County.

**3.0 CERTIFICATE OF LICENSE AND INSURANCE COVERAGE.** Employees driving either a private vehicle or a County vehicle must complete a "Certificate of License and Insurance Coverage." Such certificate shall be signed by the employee certifying they have a valid Utah Driver License and that it will be kept current while driving a vehicle while on County business. Those employees driving a private vehicle shall also certify to maintain the minimum insurance required by Utah State laws on each vehicle driven while on County business. Employees shall also certify they understand they may be subject to disciplinary action if either license or insurance is not kept current. Certificates shall be kept in the employee's file in the Personnel Office.

**4.0 COMMERCIAL DRIVER LICENSE (CDL).** Employees operating a commercial vehicle must comply with all of the requirements of the Commercial Motor Vehicle Safety Act of 1986. This federal law governs the operation of the following vehicles:

- A. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds.
- B. A trailer with a GVWR of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds.
- C. A vehicle designed to transport more than 15 persons (including the driver).
- D. Any size vehicle which requires hazardous materials placards.
- E. Any size vehicle used as a school bus.

**4.1** Employees operating a commercial vehicle shall:

- A. Notify their immediate supervisor within 30 days of a conviction for any traffic violation except parking citations.
- B. Notify the Drivers License Division within 30 days if they are convicted in any other state of any traffic violation except parking citations.
- C. Notify their immediate supervisor if their license is suspended, revoked, or canceled, or if they are disqualified from driving.
- D. Not drive without a valid Commercial Driver's License.
- E. Not be allowed to drive if they possess more than one license or if their CDL is suspended or revoked.

F. Not be allowed to drive if they are subject to an out-of-service order.

**4.2 COSTS OF CDL.** When it is necessary for employees to renew their CDL, the County shall pay the total amount of the costs for the written test, skills test and for all endorsements required by the County. The County shall also pay the entire cost for required physical examinations. The employee shall undergo the exam at a medical facility determined by the County. In specifying a medical facility, insurance coverage may be taken into consideration by the Administrative Officer. Expenses incurred by the County shall be paid out of department budgets.

**4.3** New employees may be expected to have a valid CDL upon hire and bear the entire cost of obtaining a CDL including medical examination costs. At the discretion of the Administrative Officer, the County may bear the cost of licensing for new employees and employees promoted or placed in positions requiring a CDL. The County may require employees to take the tests for skills and endorsements from a designated County employee trained in giving such tests. The Public Works Director shall implement and enforce procedures necessary to administer tests.

**5.0 RECORD KEEPING REQUIREMENTS.** Employees receiving mileage reimbursement using the County's pumps or using a credit or gas card must keep proper and accurate records of miles driven and gas purchased. Mileage reporting forms are available from the Davis County Clerk/Auditor. Other forms of the employee's preference may also be used as long as they provide sufficient information. Requests for reimbursement lacking all of the information required on the sample form will be returned to the Administrative Officer.

**6.0 METHOD OF PAYMENT.** A Reimbursement Voucher, available from the Clerk/Auditor, shall be submitted when reimbursement for travel expenses is requested. All documentation for the period applied for must be attached to the voucher when submitted. Vouchers shall be submitted to the Clerk/Auditor in accordance with current financial policy procedures. Allowances are considered income and will be paid through the payroll system.

**7.0 VERIFICATION OF LICENSE AND INSURANCE.** The County may require employees to periodically provide proof of insurance and proof of current license. The County may also verify license status by checking Motor Vehicle Records (MVR). Employees are responsible for any traffic citations they receive while operating Davis County or personal vehicles on County business.

**8.0 SAFE DRIVING PRACTICES.** Employees are required to operate vehicles in a safe manner at all times when on County business. Employees are encouraged to drive in a safe, reasonable, and defensive manner. When operating a vehicle while on County business, employees will maintain their full attention to driving activities. No phase of the job requires more urgent attention than driving in a safe manner when operating a vehicle. Employees shall comply with all traffic regulations, except as authorized for emergency vehicles. Before daily use of a vehicle, drivers shall inspect the vehicle for visible damage, inoperable lights, under-inflated tires, or any other noticeable condition, which may create an unsafe situation. Employees and volunteers who are

expected to drive on County business must complete the County's Driver Training Course within six (6) months of their hire/appointment date and must repeat the course every five years.

**8.1 REPORTING ACCIDENTS.** All accidents must be reported immediately to the supervisor and to the Risk Management Specialist. All CDL holders shall comply with federal and state laws regarding the reporting of accidents, citations, or driving convictions and shall immediately report such occurrences to their supervisor.

**8.2 SEAT BELTS.** Employees operating a County vehicle or private vehicle on County business shall wear seat belts. All occupants shall wear seat belts when vehicle is being operated. Child restraint devices shall be used in accordance with state law.

**8.3 DISTRACTED DRIVING.** All employees must avoid driving while distracted. Except for situations involving public safety emergencies, the use of cell phones, computers, PDA's and other similar devices is prohibited while the vehicle is in motion. Employees are encouraged to stop driving and pull off to a safe area to use a cell phone in the vehicle. Employees using a cell phone or other electronic device while driving must continue to operate the vehicle in a safe manner while using the device. Employees found responsible for at-fault driving accidents while using electronic devices shall be presumed to be in violation of this policy.

**8.4 FATIGUED DRIVING.** Drivers shall not operate a county-owned vehicle or personal vehicle on county business when fatigued. Employees who are too fatigued to drive safely are required to immediately cease vehicle operation and report the situation to department management. Department management will make a determination regarding the action to be taken. It is the responsibility of employees to report any inability to perform their essential job functions.

**8.5 SAFE TRAILER USAGE.** Trailers shall be fastened to hitches, and safety chains shall be secured, as required by state law, before moving vehicles. All items to be transported shall be secured.

**8.6 UNATTENDED VEHICLES.** Unattended vehicles shall not be left with the engine running. Vehicles shall be turned off and the keys removed from the vehicle. This does not include law enforcement vehicles. No Davis County vehicle shall be left unattended with the key in the ignition. All Davis County vehicles parked on the street, except for emergency vehicles, shall be locked when not in use. Before leaving the operator's seat, employees shall ensure that the vehicle shift selector is placed in park, and if needed, the parking brake applied. If the vehicle does not have a park position, the shift selector shall be placed in neutral and the parking brake applied.

**8.7 SAFE BACKING.** When backing vehicles, employees must make certain there is a clear view of the area immediately to the rear. In vehicles without rear window visibility, the driver shall get out of the vehicle and inspect the area to the rear before backing. If a second employee is available, this person shall serve as a guide to back up the driver. Department supervisors may require a second operator for this purpose.

**9.0 TRANSPORTING PASSENGERS.** No one other than county employees or volunteers will be transported as passengers except for the necessary transportation of inmates, tourism patrons or

other individuals authorized by the Sheriff, and senior citizens participating in authorized Senior Services Program activities requiring transportation. Safety belts shall be worn at all times by all passengers where seat belts are provided. No more than three persons shall ride in the front seat of any vehicle. Where there are only single seats, there shall be only one person per seat. In pickup trucks, riders shall always sit in the front cab. All employees or passengers in golf carts and small utility vehicles such as rhinos, rangers and mules shall sit in the seating area and are restricted from riding on the back or hauling area. Employees or passengers shall not board or alight from any moving vehicle. Employees or passengers shall not ride on the running board of any vehicle. Riding on the side, tool box, tailgate or roof of any vehicle or in the back of a truck bed when the vehicle is in motion is not allowed.

**9.1 APPROVALS TO TRANSPORT PASSENGERS.** The following positions may transport family members in County vehicles: Sheriff, Chief Deputy Sheriff, Administrative Assistant Sheriff, Captain, and Lieutenant. Employee family members will be removed from car in a safe manner and at a safe location before employees in these positions respond to a law enforcement call.

**10.0 ACCIDENT REVIEW BOARD.** The Risk Management Committee shall serve as an Accident Review Board and will meet with employees, supervisors, and Administrative Officers following an accident occurring on County time or in a County vehicle.

The Accident Review Board will interview the employee, the supervisor, Administrative Officer and other witnesses or individuals with knowledge of the situation as appropriate. The Administrative Officer or supervisor shall report on the actions taken to review and investigate the accident. Appropriate items for discussion might include: What happened? What seems to be the cause(s) of the accident? Were appropriate safeguards in place? Were policies and procedures followed? Are the policies and procedures adequate? Could this have been avoided? and What actions will be taken to avoid a repeat or other accidents? The Administrative Officer or supervisor shall determine if the employee caused or contributed to the accident and communicate this decision to the Accident Review Board. If the employee caused or contributed, the employee will be considered to be at-fault.

Employees involved in an accident and determined to be at-fault for causing or contributing to the accident will be required to repeat the Driver Training Course and shall receive a reduced rating on their next performance appraisal. Employees determined by the Accident Review Board to be at-fault for causing or contributing to two (2) accidents causing property damage or personal injury within a consecutive five (5) year period shall be required to pay \$500, or the actual cost of repairing the property damage and treating personal injuries caused by the accident -- whichever amount is less. Employees determined to be at-fault for more than two (2) accidents within a consecutive five (5) year period shall be required to pay \$1,000, or the actual cost of the damage and injuries if less than that amount. The payment shall be deducted from the employees' compensation. In addition, employees determined by the Accident Review Board to be at-fault for causing or contributing to a single accident where the Board determines that aggravating circumstances are involved may be required to pay up to \$1,000, as noted above. Such circumstances may include, but shall not be limited to, factors such as negligence; recklessness; failure to use seatbelts; and/or distracted driving involving the non-essential use of cell phones, computers, or other electronic equipment. The required payments shall be

implemented through personnel actions. An employee may submit a written request to the Personnel Director to have the payment deducted over a maximum of four consecutive pay periods. The Personnel Director may approve or deny the request.

Employees who have, during the course of employment, caused or contributed to two or more vehicle accidents as determined by the Accident Review Board within a three-year period of time may lose driving privileges and may be re-assigned to a non-driving position (depending upon qualifications and availability), lose their vehicle allowance, or be dismissed from employment. Employees losing their driving privileges who are not dismissed will be eligible to drive after one year if they complete the required training and have an acceptable MVR. This statement does not imply any rights of reinstatement or reassignment instead, employees will be eligible in accordance with Personnel Policies and Procedures and the Merit System Ordinance.

The Accident Review Board will review the recommendation and make a determination to accept or reject the Administrative Officer's or supervisor's conclusion. The Accident Review Board may issue guidance to the Administrative Officer and supervisor regarding its review and also may suggest ways to avoid or reduce the possibility of this type of accident occurring again. The Accident Review Board shall determine what deductible and other costs will be charged to the Department/Office budget.

**10.1 INCENTIVES.** The County may provide incentives for employees who drive during the course of employment that recognizes and rewards those who have not caused any accidents during the previous year nor received any citations. Incentive Plans may be developed by Departments and shall be approved by the Commission.