**WEBER COUNTY**

**VEHICLE USE AND MAINTENANCE POLICY**

1. **PURPOSE AND SCOPE**

This Vehicle Use and Maintenance Policy is established to govern the acquisition, use and operation of County vehicles while serving the transportation needs of County officers and employees in performing their work. The Department of Operations, in conjunction with the Purchasing Division, is responsible for the administration and maintenance of all vehicles owned or leased by the County and other political entities which contract with the County for such services. The County shall own or lease all County vehicles with the County Commission as the ultimate administrator. Vehicles shall be assigned by Fleet Management to County departments as approved by the County Commission. Once a vehicle is assigned to a County department, that department is responsible for determining how that vehicle will be used (while conforming to County policy) to best meet the needs of the department while ensuring accountability for public funds.

This policy also governs certain aspects of the use of other types of motorized equipment.

1. **DEFINITIONS**

**“Commission or County Commission”** means the Board of County Commissioners of Weber County.

**“County”** means Weber County.

**“Departmental Vehicle”** means a vehicle assigned by the County Commission to an elected office or department of the county.

**“Fleet Management”** means The Department of Operations and the Purchasing Division.

**“Intra-departmental Policy”** means a policy enacted by an elected official or department head that applies only to employees and volunteers within that department or office.

**“Motor Pool Vehicle”** means a vehicle designated for the Motor Pool which may be accessed by county employees and departments that do not otherwise have access to a county vehicle.

**“Motorized Equipment”** means a self-propelled vehicle that is not intended primarily for use and operation on public roads as a means of transporting people and/or cargo.

**“Supervising Official”** means the elected official or department head having direct supervision of an office/department and its employees.

**“Travel Approving Official”** means the Supervising Official or his/her designee responsible for approving Motor Pool Vehicle use and reviewing trip and mileage reports.

**“Vehicle”** means a self-propelled vehicle intended primarily for use and operation on public roads as a means of transporting people and/or cargo.

**“Vehicle Use Form”** means the form used by Fleet Management for check-out and check-in of Motor Pool Vehicles noting mileage and any other information deemed relevant to operation of the Motor Pool.

1. **PURCHASE, SALE, TRANSFER AND FEES FOR USE OF COUNTY-OWNED VEHICLES**
   1. Purchase, lease and sale of County vehicles shall be approved by the County Commission. Titles to vehicles shall be managed by the county clerk.
   2. County Departments having county-owned vehicles assigned to them shall be assessed a fee for such use. In consultation with the county comptroller and the Commission, Fleet Management will establish a fee schedule for use of all vehicles which shall be part of the yearly budget process. The fee schedule shall include the following:
      1. Equipment Replacement Fee – this fee shall be set to recover the replacement cost of the vehicle, along with any associated equipment costs, over the useful life of the vehicle. Once the replacement cost of the vehicle and related equipment has been recovered, this fee will no longer be assessed to the vehicle.
      2. Equipment Admin Fee – this fee shall be set to cover the administrative costs of managing the fleet, including the time of staff spent managing the fleet, and the cost of software to maintain the fleet. This fee will be charged for every year the county owns the vehicle, regardless of whether the county charges an equipment replacement fee as defined above.
   3. If a vehicle is transferred between departments, the receiving department will be responsible to pay any remaining equipment replacement fees. The receiving department shall also pay the annual Equipment Admin Fee.
2. **ASSIGNMENT AND MAINTENANCE OF COUNTY VEHICLES**
   1. County departments shall comply with all maintenance schedules of departmental vehicles as established by Fleet Management. Failure to comply with the maintenance schedules may result in having the vehicle taken from the department and/or having maintenance and repair costs deducted from the department’s training and travel budget.
   2. In the event of a manufacturer’s recall applicable to a vehicle assigned to a department, Fleet Management will notify the department of said recall with procedures the department should follow to complete the appropriate service or modification.
   3. The determination of when vehicles are to be moved or replaced shall be made by the Commission in the consultation with Fleet Management and the department to which the vehicle has been assigned. When a vehicle is being replaced, a department shall return the specific vehicle being replaced to Fleet Management upon receipt of the new vehicle.
3. **AUTHORIZED USE OF COUNTY VEHICLES**
   1. Vehicle Use General Provisions. Sections 11 and 12 of this policy describe requirements that employees must comply with in order to qualify to drive a vehicle in the course of their employment.
      1. Any employee driving a county assigned vehicle, motor pool vehicle, rental car, or a private vehicle in the course of conducting county business shall:
         1. Possess a current valid Utah motor vehicle operator’s license for the class of vehicle operated.
         2. Drive a private vehicle only if that vehicle is properly registered and insured in the amounts required by state law and County policy.
         3. Observe and inspect the vehicle for obvious defects and safety hazards. If a hazard is apparent, the vehicle shall not be operated.
         4. Operate all vehicles with courtesy, care and caution and make the safety of the operator, authorized passengers, pedestrians, and other drivers, of paramount concern in the operation of the vehicle.
         5. Operate vehicles in accordance with all federal, state, and local traffic laws, rules and regulations and not under impairment from alcohol or other substances. Seatbelt use is mandatory for drivers and all passengers.
         6. Obey all occupational safety laws and use common sense and good judgment in operating the vehicle.
         7. The County requires the use of “hands-free” equipment in operating a cell phone while driving.
         8. Comply with all accident reporting procedures and drug testing procedures.
         9. If during the course of employment, an employee exhibits a disregard for acceptable safe driving procedures, his/her department head, supervising official or the Commission may deny that employee from further authorization to operate a vehicle while performing County business. Further, any employee who within the scope of employment has been found by the Risk Management Committee to have caused two preventable accidents within a two-year calendar period may not drive a vehicle on County business. If driving is required for his/her employment, the employee shall be reassigned to a non-driving position or have their employment terminated.
   2. Vehicle Categories: Authorized vehicles may be classified into one of the following categories:
      1. **Category 1**: Vehicle Assignment: Category 1 shall include county vehicles that will be authorized and assigned to departments requiring vehicles equipped with specialized equipment (i.e., emergency vehicles, dump trucks, etc.)
      2. **Category 2**: Departmental Vehicle Assignment: Specific car pool or shared vehicles may be assigned to departments. Generally departments seeking a shared or pool vehicle assignment will have a use need between 5,000 and 10,000 miles per year in the performance of official county business. The Commission shall authorize in writing the assignment of all such vehicles.
      3. **Category 3:** Motor Pool Vehicles. County employees may have access to Motor Pool vehicles for transportation relating to county business. Access shall be on a reserve basis. Reservations for day use may be made directly with Fleet Management. Overnight use may be reserved only by the Travel Approving Official of the respective office or department. (See the County Travel Policy) Employees shall be responsible to complete the Vehicle Use Form when using a Motor Pool Vehicle.
      4. **Category 4**: Personal Vehicles. County employees may use personal vehicles for county business only as specified in the County Travel Policy.
   3. Vehicle Utilization. The Commission shall review on an annual basis, the utilization of vehicles assigned to offices or departments.
      1. Vehicles that are underutilized (less than 5,000 miles per year) may be reassigned after consultation with Fleet Management and the supervising elected official/department head.
      2. In departments where vehicles are underutilized, motor pool vehicles or mileage reimbursement will be provided for affected employees if the vehicle is reassigned.
4. **VEHICLE ALLOWANCES**
   1. The Commission may grant vehicle allowances when the Commission deems it appropriate. Allowances may vary in accordance with need and responsibility. Allowance amounts will generally be determined in the annual budget approval process. Allowances are deemed by the county to be compensation and will be included as income on the employee’s W2 form.
   2. Allowances are meant to cover all local travel expenses. Officials and employees receiving allowances shall not receive reimbursement for local mileage. Local mileage means all travel which is less than 140 miles for a single round trip.
5. **USE OF COUNTY VEHICLES BY EMPLOYEES**
   1. County-owned vehicles and motorized equipment shall not be taken home overnight by county employees or officials, except for the situations described in paragraphs 7.2 and 7.3.
   2. Those employees or officials who have been authorized by the Commission to have overnight use of vehicles or motorized equipment, including those county employees who are on-call, to perform emergency job responsibilities at times outside assigned employee work schedules, or which require a specially equipped vehicle or motorized equipment in order to perform the duties as assigned.
   3. An employee or official authorized using a motor pool vehicle for a meeting scheduled for the next day at a time when it is more practical for the employee to take the vehicle overnight, or when an employee returns after working hours from a meeting. Vehicles taken or kept at an employee’s home overnight shall not be used for personal purposes.
   4. Those employees or officials authorized for overnight use of vehicles or motorized equipment shall, when away from work for extended periods of time for vacation, sick leave, compensatory time off, travel, etc., return the assigned county-owned vehicle or motorized equipment to the custody of their department head during the period of absence.
6. **AUTHORIZED PASSENGERS IN COUNTY VEHICLES AND MOTORIZED EQUIPMENT**
   1. Operators of county-owned vehicles and motorized equipment shall carry only authorized passengers in or on any such vehicles or motorized equipment. For the purpose of this policy the term “authorized passengers” means:
      1. Other County employees on County business;
      2. Other persons engaged in or advising on matters related to County services or improvements;
      3. Other persons who are being transported as part of a regular, approved county activity;
      4. Persons who in an emergency are required by a representative of Weber County to drive or ride in a vehicle in that emergency situation;
      5. A spouse or other immediate family members when the vehicle is used for an out of town County business conference in accordance with other provisions of this policy and the County Travel Policy;
      6. Classes of passengers specifically approved by an elected official or department head and authorized in writing by the Commission.
7. **UNAUTHORIZED USE OF COUNTY VEHICLES AND MOTORIZED EQUIPMENT**
   1. Use of County vehicles for purposes not germane to County business is prohibited except for incidental use in traveling to and from the business destination; for example, a stop at a retail outlet or restaurant would be considered incidental if such is in general proximity to the business route.
   2. Use of County vehicles to transport family members, other employees or private citizens for personal business or recreation is prohibited. (Unless such use is incidental to an extended County business conference or County business trip).
   3. Use of alcohol or any other substances that could impede judgment or the safe operation of County vehicles and/or motorized equipment is prohibited.
   4. Use of tobacco products in County owned vehicles or motorized equipment is prohibited.
8. **PERSONAL USE OF MOTOR VEHICLES ON COUNTY-AUTHORIZED BUSINESS TRIPS**
   1. The County is not and shall not be liable for injuries or damages arising from activities outside the scope of employment, including but not limited to personal use of vehicles by officials or employees during a County authorized business trip.
   2. Employees and officials conducting personal business during a County authorized business trip are encouraged to use licensed public carriers.
   3. During a County authorized business trip, employees or officials will not use a private or rented motor vehicle unless said motor vehicle has been insured in at least the minimum amounts required by state law.
9. **REQUIREMENTS TO OPERATE COUNTY VEHICLES**
   1. The following criteria shall be necessary to obtain/maintain the privilege of operating a County vehicle:
      1. A current valid Utah driver’s license with the correct class for the vehicle;
      2. Be the age of 18 or older;
      3. A license that is not under suspension or revocation;
      4. Not be mentally or physically unable to drive safely;
      5. Not have a habitual problem with alcohol or drugs;
      6. Not be a habitual violator of traffic laws;
      7. Not have been convicted of driving while under the influence of alcohol or drugs or of reckless driving within the previous 3 years;
      8. Not have been cited for 3 or more moving violations within the previous 3 years.
10. **DRIVER’S LICENSE REQUIREMENTS**
    1. As noted above, any employee whose work requires that he/she drive a vehicle in the performance of assigned duties must hold a valid State of Utah Driver’s License, including appropriate endorsements and class requirements. Any offer of employment to a prospective employee who will drive in the scope of employment shall be conditioned upon verifying that the prospective employee has a valid driver’s license.
    2. All employees who are assigned work requiring the operation of a vehicle shall be required to submit a copy of their current valid State of Utah driver’s license to their supervisor. The Risk Manager shall maintain a current copy of the employee’s driver’s license and verify its validity on a quarterly basis.
    3. Any employee who does not hold a valid driver’s license shall not be allowed to operate a vehicle in the performance of County duties. Employees without a valid license may with the approval of the Department of Human Resources be:
       1. Assigned duties within the same job classification that do not require the driving or operating of vehicles;
       2. Temporarily reassigned, or demoted to a job classification for which the employee qualifies (An employee temporarily demoted shall not be compensated at a level exceeding the new classification’s salary range); or
       3. Authorized leave without pay.
       4. No accommodation for a suspended or revoked driver’s license shall exceed six (6) months. If the suspension or revocation of any employee’s driver’s license exceeds six (6) months, the employee may be permanently reassigned to a vacant position not requiring a valid driver’s license, demoted into a vacant position for which he/she qualifies, or terminated from County employment.
    4. An employee performing work which requires the operation of a vehicle shall notify his/her immediate supervisor immediately when his/her license is expired, suspended or revoked. If any employee fails to report such an instance, and/or continues to operate a vehicle in the performance of duties, he/she is subject to disciplinary action up to and including termination from County employment.
    5. Commercial Driver’s License (CDL) – Employees operating commercial vehicles must comply with all of the requirements of the Commercial Motor Vehicle Safety Act, associated regulations, and successor provisions.
    6. Employees operating a commercial vehicle shall:
       1. Notify their immediate supervisor within 10 days of a conviction for any traffic violation except parking citations.
       2. Notify the State Driver’s License Division within 10 days if they are convicted in any other state of any traffic violation except parking citations.
       3. Notify their immediate supervisor immediately if their license is suspended, revoked, or canceled, or if they are disqualified from driving.
       4. Not drive without a valid Commercial Driver’s License.
    7. When it is necessary for employees to renew their CDL, the County shall reimburse the cost for the written test, the cost for the skills test, and the total amount paid by the employee to obtain all endorsements required by the County. Employees shall pay the fees to obtain all endorsements not required by the County. The County shall also pay the employee’s share, after insurance payment, of the required physical examination. The County may bear the cost of initially licensing employees that are promoted or otherwise placed into positions requiring a CDL.
11. **AUTHORIZED USE OF PRIVATE VEHICLES FOR COUNTY BUSINESS**
    1. County employees, with the prior permission of their Supervising Official, may use their private vehicle to conduct official County business. Approval shall only be given when it is in the best interest of the County to do so.
    2. 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 employee’s residence and his/her customary work site. Payment for commuting mileage may be paid, however, if an employee is required to respond to a work area at a time when an employee has already completed his/her regularly scheduled work day/week and is required to return to work in a private vehicle.
    3. Employees shall be reimbursed mileage at a rate authorized by the County Commission when mileage is incurred in the conduct of authorized County business and use of a County-owned vehicle is not a viable option. Mileage reimbursement is intended to cover all the costs of private vehicle operation.
12. **PRIVATE INSURANCE COVERAGE**

Employees operating private vehicles in the performance of County duties shall have at least the minimum auto insurance for private vehicles, required by Utah State law. If the vehicle is being used for public safety purposes, higher limits of liability coverage may be required. In the event a County employee is involved in an accident while driving his/her own vehicle, the employee’s personal insurance shall provide the primary coverage.

1. **FLEET VEHICLE MAINTENANCE** 
   1. It is the County’s policy to maintain all County vehicles in accordance with the manufacturer’s maintenance program.
   2. Employees assigned a County vehicle shall be primarily responsible for the condition of their assigned vehicle, including compliance with the scheduled maintenance, reporting of needed repairs, and maintaining its cleanliness.
   3. It shall also be the responsibility of each department head to ensure that all County vehicles used by that department are properly and safely maintained through Fleet Management.
   4. It shall be the responsibility of each driver to ensure that his/her County vehicle is properly parked and locked while the vehicle is not in use.
   5. All vehicles must receive regular service in accordance with warranty requirements specified in the owner’s manual. Vehicles shall be maintained at the Weber County Garage located at 2222 South 1900 West in West Haven, or at locations approved by Fleet Management. This is essential in order to maintain accurate records on fleet vehicles and avoid unnecessary expense to individual departments and the Fleet Management program.
   6. If a vehicle is not maintained and not kept clean, the vehicle shall be cleaned and detailed and the cost shall be charged to the responsible department’s travel budget.
   7. No County department or County employee may make alterations to or physical changes to any Fleet Management vehicle without the sole written consent of Fleet Management. Any unauthorized alterations shall be repaired and charged back to the department’s travel budget.
2. **SAFETY BELT USAGE**
   1. All County owned or leased vehicles and motorized equipment designed to permit or require the installation of safety restraints shall be so equipped.
   2. Safety belts and/or safety harnesses shall be properly fastened by all occupants at all times when the vehicle or motorized equipment is in motion.
   3. Likewise, drivers and occupants of privately-owned vehicles being operated while on County business shall abide by the above stated policy.
   4. The driver shall be responsible for the safety restraint of him/herself and all passengers.
   5. If a County employee is observed by his/her supervisor and/or other County employees to not be wearing his/her seat belt while operating a County vehicle or motorized equipment or his/her private vehicle while doing County business, the employee may be subject to disciplinary action for each occurrence.
3. **SAFETY PROCEDURES FOR MOTOR VEHICLES AND MOTORIZED EQUIPMENT**
   1. Fleet Management will perform routine inspections to determine that each County-owned vehicle is in operable conditions with at least the following:
      1. Two headlights;
      2. Two taillights;
      3. Brake lights;
      4. Seatbelt/safety harness, properly installed;
      5. Seats, firmly secured, for the number of persons carried;
      6. Service or parking and emergency brake system;
      7. Warning lights and “Slow Moving Vehicle” sign as needed;
      8. Proper fluid levels and air pressure.
   2. A department or office that uses motorized equipment shall be responsible for ensuring that it is in safe condition before its operation.
   3. Parking brakes shall be required to be set whenever a vehicle is parked. County employees shall make sure that vehicles which are parked on inclines have wheels turned away from the highway or street traffic, turned to the curb, as well as having parking brakes set.
   4. County employees shall park and lock any vehicles left unattended at night.
   5. No employee shall disengage or otherwise modify or tamper with a safety device on a vehicle or motorized equipment, except when undertaking authorized repairs.
4. **GAS CARDS**
   1. Each County vehicle shall be assigned a GasCard. Because of the economic benefits of using the GasCard, employees assigned a vehicle and employees using the Motor Pool shall utilize the GasCard system unless it is not reasonably practicable to do so. Any abuse of the GasCard system may result not only in loss of vehicle privilege, but also disciplinary action up to and including termination.
   2. The card shall remain with the vehicle or equipment at all times. The card allows the GasCard system to monitor gas use and calculate miles per gallon. It is important that the proper odometer reading be input when putting gas in vehicle. Failure to enter the accurate odometer reading results in meaningless data for management review.
   3. Every elected official and department head shall be responsible to review the GasCard monthly report concerning GasCard fuel purchases. Should a question arise concerning GasCard utilization abuse, the supervising official shall provide the information to the County Comptroller for review. If the County Comptroller has reason to believe there has been inappropriate use of the GasCard system, he/she shall notify the County Attorney’s Office which shall investigate the matter.
5. **COLLISION INVESTIGATION INVOLVING EMPLOYEES AND/OR VEHICLES**
   1. If, while operating a County-owned vehicle or motorized equipment or a privately owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, he or she shall:
      1. Request that all parties and properties concerned remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has released them;
      2. Notify the employee’s immediate supervisor as soon as possible;
      3. Report to WorkMed at 1355 West 3400 South, Ogden, Utah 84401, between 9am-5:30pm or to McKay Dee Hospital, 4401 Harrison Blvd., Ogden, Utah 84403, for the purpose of having a drug test.
   2. All accidents involving County vehicles or motorized equipment or persons on duty and actively engaged in County business shall be reported to the appropriate law enforcement agency, if applicable.
   3. An employee must not make statements regarding the accident to anyone other than the investigating law enforcement representative, appropriate County officials, and, if the employee’s privately owned vehicle is involved, representatives of his or her own insurance company. Statements made to investigating authorities should be confined to factual observations.
   4. A copy of all police reports and any statements attached thereto shall be forwarded to the Civil Division of the Weber County Attorney’s Office within three days of the accident. The County Attorney’s Office will report such accidents to the County Risk Management Committee.
   5. A copy of the accident report form must be returned to the County Attorney’s Office Division of Risk Management within three working days.
6. **ACCIDENTS INVOLVING DEFECTIVE VEHICLES OR MOTORIZED EQUIPMENT**
   1. When an accident occurs where a defective vehicle or motorized equipment is a possibility, the following actions shall be taken:
      1. Attend to any injuries of employees or others;
      2. Turn the vehicle or motorized equipment in question over to the employee’s supervisor, who shall consult with the Weber County Attorney’s Office; and
      3. The employee’s supervisor, in consultation with an authorized representative of Fleet Management, shall write a detailed report, within one day, if possible, to include all circumstances surrounding the incident and all manufacturing information available concerning the vehicle or motorized equipment in question. This report shall be submitted to the Weber County Attorney’s Office. The County Attorney’s Office will report such accidents to the County Risk Management Committee.
7. **DEFENSIVE DRIVER TRAINING**
   1. Within six (6) months of beginning employment with Weber County, each employee who is required to operate a vehicle in performing assigned duties shall satisfactorily complete a defensive driving training course arranged by the Human Resource Department. Supervisors are responsible to provide Human Resources with names of employees that will be operating County vehicles for defensive driving training classes. Any exceptions or extensions of time to comply shall be granted only with the written approval of employee’s department head and the Human Resource Department.
   2. All drivers operating a vehicle on County business on a regular basis shall be required to complete the above-mentioned defensive driving training course, or a review course, every four years.
   3. Any employee found by the Risk Management Committee to have been involved in a “preventable accident” shall satisfactorily complete a defensive driver training course arranged by or administered by the Human Resource Department.
8. **OFF-HIGHWAY VEHICLE/ALL-TERRAIN VEHICLE/UTILITY-TERRAIN VEHICLE CERTIFICATION**
   1. Each employee who is required to operate an off-highway vehicle (OHV), all-terrain

vehicle (ATV), or utility-terrain vehicle (UTV) in performing assigned duties shall comply with Utah laws governing their operation, including by satisfactorily completing a certification course prior to operating the OHV, ATV, or UTV. Applicable certification courses for OHV’s, ATV’s, and UTV’s are available through the Utah Division of Outdoor Recreation or as otherwise approved by the State.

1. **INCORPORATION OF APPLICABLE LAWS AND REGULATIONS**

All vehicles and motorized equipment shall be used in compliance with all applicable local, state, and federal laws and regulations. The County hereby incorporates by reference all applicable laws and regulations governing the use of vehicles and motorized equipment, and violation of such laws or regulations shall constitute a violation of this policy.

Approved and passed this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 2023

Board of County Commissioners of Weber County

By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission Chair

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk/Auditor