

TITLE 10

SPECIAL ORDINANCES, REGULATIONS, RULES, POLICIES, AND BARGAINING AGREEMENTS

SUBTITLE 3 — POLICIES

POLICY 3

REGULATIONS FOR OPERATING COUNTY MOTOR VEHICLES

TABLE OF CONTENTS

Section Title

I. REGULATIONS APPLICABLE TO ALL COUNTY OWNED VEHICLES

- 3.100 Regulations; generally**
- 3.110 Use in official county business; *de minimis* use**
- 3.120 Insurance; operation requirements**
- 3.140 Transportation of passengers**
- 3.140 Operator requirements**
- 3.150 Reporting accidents; procedure**
- 3.160 Vehicle assignments**
- 3.170 Vehicle cleanliness**

II. REGULATIONS APPLICABLE TO COUNTY MOTOR POOL VEHICLES

- 3.200 Operator responsibilities**
- 3.210 Vehicle availability**
- 3.220 Reservation procedures**
- 3.230 Reservation for after-work hours**
- 3.240 Assignment period**
- 3.250 Assignment; emergency vehicle**
- 3.260 Incident reporting procedures**
- 3.270 Vehicle cleanliness**

III. OPERATION OF COUNTY MOTOR POOL

- 3.300 Regulations; enforcement, amendment**
- 3.300 Director of General Services**
- 3.320 Regulations posted**
- 3.330 Storage of vehicles**

References and Authorities

Legislative History of Policy 3

I. REGULATIONS APPLICABLE TO ALL COUNTY OWNED VEHICLES

3.100 Regulations; generally

(A) County owned vehicles will be operated only by persons having in the person's possession a valid Oregon drivers license of the class applicable to the vehicle to be operated.

(B) County owned vehicles will be operated at all times in a reasonable and prudent manner and in accordance with all State and local laws, Ordinances, and regulations.

(C) The vehicle operator and all occupants of all County vehicles are required to utilize the seat belts provided in each vehicle at all times the vehicle is in motion.

[Adopted 82-372 §1 eff 9/29/82; amd 86-31 §1 eff 6/25/86]

3.110 Use in official county business; *de minimis* use

(A) County vehicles will be used only in connection with official County business. Official County business includes the commuting between an employees residence and work place, when the employee is required as a condition of employment to have the County vehicle immediately available during off-duty hours to respond to emergencies.

(B) *De minimis* personal use incidental to use for County business is not prohibited by this policy. Examples of *de minimis* personal use are a stop for lunch between stops for County business; and a stop for an urgent personal errand on the way between a County business stop and the employee's home.

[Adopted 86-31 §1 eff 6/25/86]

3.120 Insurance; operation requirements

(A) The statutory level of liability insurance coverage is provided by Linn County to protect the vehicle driver and the County.

(B) It is not cost effective for the County to carry collision or comprehensive insurance coverages.

(C) Vehicle operators are expected to operate vehicles in a safe manner at all times.

(D) Employees who negligently operate a motor vehicle or who become uninsurable due to an excessive number of traffic-related citations, will be subject to disciplinary procedures.

[Adopted 82-372 §1 eff 9/29/82; amd 86-31 §1 eff 6/25/86]

3.140 Transportation of passengers

(A) The purpose in providing County owned vehicles is to further the business of the County. Operators of County vehicles shall not transport other persons except:

(1) Other on-duty County employees in the course of accomplishing County business.

(2) Persons other than County employees who are directly involved in accomplishing the County business being conducted by the vehicle operator, and then only at the direction of or with the permission of the vehicle operator's department head. Such persons include persons in custody who are being transported in connection with that custody, and persons who are associated with a County department who are being transported for a purpose related to that status. Permission or direction of the department head can be on a case-by-case basis, or on a continuing basis.

(3) Persons not directly involved in the conduct of County business, who are not County employees, only with the written permission of the elected department head of the vehicle operator, or the Board of Commissioners which ever is applicable.

(4) Hitchhikers will not normally be picked up and transported in County vehicles, except hitchhikers may be picked up and transported in County vehicles in an emergency situation, or by Sheriff's Department Deputies in the course of investigations or arrests.

[Adopted 82-372 §1 eff 9/29/82; amd 86-31 §1 eff 6/25/86]

3.140 Operator requirements

(A) County owned vehicles will be operated only by County employees, except that in connection with official County business, and with permission of the elected department head or the Board of Commissioners, a non-employee of the County may operate a County owned vehicle.

(B) Such permission can be directed to a class or group of vehicle operators, such as "volunteers designated by the director of the Mental Health Department, who transport clients of the Mental Health Department."

[Adopted 86-31 §1 eff 6/25/86]

3.150 Reporting accidents; procedure

(A) In the event the vehicle operator has an accident while operating a County vehicle, the vehicle operator should take the following steps:

(1) Stop.

(2) Ascertain if anyone is injured. If so, take action to secure ambulance and medical care.

(3) Request that the local police come to the scene.

(4) Ask the investigating officer to file a written report regardless of the extent of damage.

(5) Fill out the accident form contained in the envelope which is in the glove compartment of the vehicle.

(6) Always obtain the name, address, and drivers license number of the operator(s), and the

name and address of the owner(s), and insurer(s) of all vehicles involved in the accident, and the registration number of any vehicle involved in the accident.

(7) Notify your immediate supervisor as soon as possible.

(8) Furnish information required of you but do not negotiate over damages or fault for the accident or explain your conduct relating to the accident. **DO NOT ADMIT FAULT.**

(9) Call the appropriate office, (Motor Pool or Road Department shops) or local wrecking service for removal of the vehicle if it cannot be operated. If the vehicle can be safely driven, take it directly to the appropriate Motor Pool or Road Department lot and report to the Motor Pool operator the vehicle has been involved in an accident.

(10) Upon returning to your department, fill out all reports required by the County and State. If the operator was injured and cannot file the reports, the employee's immediate supervisor shall prepare the reports and file them appropriately.

[Adopted 82-372 §1 eff 9/29/82; amd 86-31 §1 eff 6/25/86]

3.160 Vehicle assignments

(A) A County employee may be assigned the use of a County vehicle, including assignment to take the vehicle to and from the employee's place of residence, as follows:

(1) The sole purpose of the use of the vehicle is to further the County's business.

(2) Because of the nature of the employee's County employment, it is mandatory that the employee have the County owned vehicle available for immediate use during the employee's off duty, but on call, time.

(3) It is a condition of employment in the employee's job assignment that the employee commute in the County owned vehicle.

(4) The employee is not allowed to use the vehicle for personal purposes other than commuting, and *de minimis* personal use.

(B) The employee shall have in possession, in the vehicle, the written authorization for assignment to take the vehicle to the employee's residence by the elected department head for whom the employee works, or the Board of Commissioners, whichever is applicable.

[Adopted 82-372 §1 eff 9/29/82; amd 86-31 §1 eff 6/25/86]

3.170 Vehicle cleanliness

(A) Operators of any vehicle owned by Linn County will make reasonable efforts to return the vehicle free from trash and debris; for example, the operator and passengers will dispose of their own hamburger wrappers and drink containers.

(B) For County vehicles assigned on a daily or monthly basis, smoking and tobacco use is not allowed in such vehicles. For County vehicles assigned on a permanent basis, the decision to allow or prohibit smoking and other tobacco use in such vehicles is the responsibility of the applicable elected official or department head. However, smoking is not permitted in such vehicles if and when one or more occupants of the vehicle is a non-smoker.

[Adopted 93-217 eff5/5/93]

II. REGULATIONS APPLICABLE TO COUNTY MOTOR POOL VEHICLES

3.200 Operator responsibilities

Each operator of the Linn County Motor Pool vehicle is directly and specifically charged with the responsibility to be aware of the contents of this Order and comply with all regulations and procedures in using a Motor Pool vehicle.

[Adopted 82-372 §2 eff 9/29/82; amd 86-31 §2 eff 6/25/86]

3.210 Vehicle availability

(A) Every reasonable effort will be made to provide a Motor Pool vehicle to each employee

whenever a justified need exists to use a vehicle in order to carry out County business.

(B) The type of vehicle assigned to each driver shall be determined by the type and amount of use expected. County department heads will be consulted in the process of determining the vehicle assignments to facilitate the effective use of available vehicles.

[Adopted 82-372 §2 eff 9/29/82]

3.220 Reservation procedures

(A) All County employees who have been authorized to drive a Motor Pool vehicle will make a request for use of a vehicle. Employee shall provide expected check-out and check-in times and indicate destination. Employee shall sign the appropriate form indicating possession and responsibility for the vehicle.

(B) When an employee contacts the Motor Pool to request a vehicle, and no vehicle is available, the Motor Pool office shall issue a vehicle non-availability slip authorizing reimbursement to the employee for private vehicle use at the established rate per mile.

[Adopted 82-372 §2 eff 9/29/82; amd 86-31 §2 eff 6/25/86]

3.230 Reservation for after-work hours

(A) A Motor Pool vehicle to be used after normal working hours or on holidays must be reserved prior to the close of the work day. Keys must be picked up prior to the end of the work day. With prior permission of the employee's supervisor and if the motor pool operator concurs, in situations where an employee must depart from home on a non-working day, or prior to 8:30 a.m. of a working day, or will return on a non-working day or later than 5:00 p.m. of a working day, the employee may take the vehicle home the evening of the working day prior to such departure, or the employee may return the vehicle to the Motor Pool by 8:30 a.m. on the first working day following such return.

(B) Criteria to be considered by supervisors in deciding whether to permit vehicles to be taken

home should include, but not be limited to, County cost of vehicle operation, pay status of the employee, and the need of the motor pool for the vehicle.

[Adopted 82-372 §2 eff 9/29/82; amd 86-31 §2 eff 6/25/86]

3.240 Assignment period

Vehicles may be assigned on a monthly basis.

[Adopted 88-528 eff 9/7/88]

3.250 Assignment; emergency vehicle

(A) The keys for one Motor Pool vehicle will be kept in the Sheriff's Department to provide for use of a vehicle after hours and on holidays.

(B) This vehicle is to be used only under special or emergency conditions, e.g., District Attorney investigating a death.

(C) Vehicle will be checked out by the Sheriff's Deputy, driver indicating check-out time, estimated time of return and destination.

(D) Upon return, the car keys will be returned to the Sheriff's office.

[Adopted 82-372 §2 eff 9/29/82; amd 86-31 §2 eff 6/25/86]

3.260 Incident reporting procedures

(A) Should a vehicle become disabled due to an accident or mechanical failure, call the Motor Pool office at 967-3886. Should vehicle failure occur after hours, call the Linn County Sheriff's Department at 967-3913.

(B) The Sheriff's Department will relay a message to the Motor Pool office when it opens or make arrangements for the vehicle to be towed depending on the circumstances.

[Adopted 82-372 §2 eff 9/29/82; amd 86-31 §2 eff 6/25/86]

3.270 Vehicle cleanliness

(A) Operators of a Linn County Motor Pool vehicle will make reasonable efforts to return the vehicle free from trash and debris; for example, the operator and passengers will dispose of their own hamburger wrappers and drink containers.

(B) For Motor Pool vehicles assigned on a daily or monthly basis, smoking and tobacco use

is not allowed in County vehicles. For Motor Pool vehicles assigned on a permanent basis, the decision to allow or prohibit smoking and other tobacco use in County vehicles is the responsibility of the applicable elected official or department head. However, smoking is not permitted in such vehicles if and when one or more occupants of the vehicle is a non-smoker.

[Adopted 93-217 eff 5/93]

III. OPERATION OF COUNTY MOTOR POOL

3.300 Regulations; enforcement, amendment

(A) The Board of County Commissioners has by Order, enacted and promulgated the regulations set forth herein and authorized the Director of General Services to administer and enforce these regulations inclusive of any other supplements or amendments hereto.

(B) The purpose of said rules shall be to insure the reasonable, efficient and economic use and control of Motor Pool vehicles. Said regulations shall be applicable to all County Motor Pool vehicles operated by all County departments or any other group or agency.

(C) All County departments using Motor Pool vehicles may recommend regulations or changes thereto related to the operation and use of vehicles. All such recommendations shall be submitted to the Board of Commissioners.

[Adopted 82-372 §3 eff 9/29/82]

3.300 Director of General Services

(A) The Director of General Services shall be responsible for:

(B) operation of the Motor Pool;

(C) development and implementation of procedures and forms;

(D) collection and compilation of all vehicle use data regarding utilization, cost analysis, and evaluation of operation;

(E) training of personnel to efficiently operate the Motor Pool; and

(F) the processing of all accident reports.

[Adopted 82-372 §3 eff 9/29/82]

3.320 Regulations posted

(A) A copy of Order #82-372 as amended and all appropriate forms and information necessary to comply with the directives set forth herein, shall be placed and permanently maintained in each Motor Pool vehicle.

(B) All Motor Pool vehicles shall display a standard Linn County emblem decal, placed on the front right and left doors.

(C) The vehicle identification number shall be placed on the left side of the rear bumper.

(D) Each vehicle shall be equipped with the following complement of items:

(1) Instructions for Pool Vehicle drivers;

(2) Vehicle accident forms in envelope;

(3) Written notification of mandatory use of seatbelts;

(4) Copy of Order re: Regulations of Operation of Motor Pool;

(5) Emergency flares (3);

(6) Copy of State of Oregon Department of Motor Vehicles regulations.

[Adopted 82-372 §3 eff 9/29/82; amd 86-31 §3 eff 6/25/86]

3.330 Storage of vehicles

Motor Pool vehicles shall be stored in County designated parking area overnight, weekends, or holidays, except when otherwise authorized.

[Adopted 82-372 §3 eff 9/29/82]

References and Authorities:

Legislative History of Policy 3:

Adopted Order of June 27, 1963

Amendments to Order of June 27, 1963:

#1 71-302 eff 12/29/71

Adopted 82-372 eff 9/29/82 (repealing Order of
June 27, 1963 and 71-302)

Amendments to 82-372:

- #1 86-310 eff 6/25/86 [separated 86-310
§§ 1 and 2 into LCP 3 and 86-310 §3
into new LCP 4]
 - #2 88-528 eff 9/02/88 [recombined §§ 1,
2, and 3 into LCP 3 and eliminating
LCP 4 created by 88-310]
 - #3 93-217 eff 5/5/93
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