

POLICY 515 USE OF COUNTY VEHICLES

1. **Purpose.** To provide guidelines and assign responsibility for the safe operation and use of all vehicles operated by authorized individuals. It is the intent of this policy to ensure that County vehicles are safe, and that operators adhere to all local, state, and federal laws.
2. **Scope.** This policy applies to all regular full-, part-time, and temporary employees of Eau Claire County and all owned, non-owned, rented, or leased vehicles.
3. **Definitions.**
 - 3.1 Authorized employee. The designated County employee-operator of the County vehicle conducting County business.
 - 3.2 County-Owned Vehicle. Any vehicle owned or leased by Eau Claire County. All County vehicles will be clearly marked with municipal plates. Exceptions for some vehicles assigned to sensitive jobs will require approval from the Sheriff to not be marked.
 - 3.3 County Business. Any authorized work or activity performed by a County employee conducting County business for Eau Claire County.
4. **Use of Vehicles.**
 - 4.1 Only authorized employees working within the scope and purpose of County business will use County vehicles. County-owned vehicles are not assigned for, nor will they be used for, the convenience of the employee with regard to personal transportation needs or other non-County-related business.
 - 4.2 Passengers in County vehicles must be engaged in County business. Family members who are not County employees will not ride in County vehicles unless prior authorization is requested and approved by the County Administrator.
 - 4.3 Drivers of County vehicles are responsible for operating vehicles in a safe and prudent manner and are responsible for their own actions when occupying a vehicle, including responsibility for violations of the law.

POLICY 515 USE OF COUNTY VEHICLES

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

5. Commuting.
 - 5.1 Use of County vehicles for purposes of commuting between an employee's residence and principal place of work, provided such use is in the best interests of the County, will require written authorization of the department head and County Administrator. In order to ensure appropriate fiscal control, a reporting system including: vehicle identification, vehicle mileage, purpose, principal operator of the vehicle, and business and commuting mileage driven, will be developed by the Finance Director and will be reviewed and approved annually by the County Administrator.
 - 5.2 Employee use of County vehicles for purposes of commuting between an employee's residence and principal place of work will be subject to the applicable provisions of the Internal Revenue Code and Regulations as may be subsequently amended or modified.
6. Department Head or Supervisor Responsibilities.
 - 6.1 Ensure vehicle operators maintain a current Wisconsin Driver's License for the class of vehicle they are assigned to operate.
 - 6.2 All vehicle use is in accordance with this policy.
 - 6.3 Vehicles are maintained in accordance with the Purchasing & Central Services fleet vehicle operating procedures.
7. Authorized Employee Responsibilities.
 - 7.1 Possess and maintain the proper Wisconsin Driver's License.
 - 7.2 Notify their supervisor and department head of any changes in their driver's license (i.e. revocation, suspension).
 - 7.3 Notify their supervisor and department head of any traffic citations, etc. received while operating a County-owned vehicle or personal vehicle.
 - 7.4 Comply with all federal, state, and local laws relative to the operation of a County vehicle.
 - 7.5 Report all accidents or incidents within 48 hours of the accident. Accidents involving personal injury or significant property damage must be reported to the employee's supervisor and the Purchasing & Central Services Department immediately. Failing to report accidents will result in disciplinary action.

POLICY 515 USE OF COUNTY VEHICLES

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

- 7.6 Do not drive under the influence of alcohol, prescription medicines that warn against operating a vehicle, sleepiness, or illegal drugs. Alcoholic beverages or any illegal drugs are not permitted in County vehicles at any time.
 - 7.7 Do not drive while operating a cell phone, PDA, or other electronic communication device. Law Enforcement personnel with County issued cell phones are exempt from this requirement.
 - 7.8 Report and assume responsibility for all citations or moving violations while operating the County vehicle. Do not use or allow the use of tobacco products in a County vehicle.
8. Compliance.
- 8.1 Abuse of the vehicle or policies may result in, but not be limited to: disciplinary action, a departmental cost of repair and/or cleaning, or suspension of vehicle usage.

POLICY 515 USE OF COUNTY VEHICLES

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual

POLICY 515 USE OF COUNTY VEHICLES

Effective Date: January 1, 2012

Revised Date:

Eau Claire County
Employee Policy Manual