



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: VEHICLE USAGE

1.0 INTRODUCTION

The purpose of this policy is to specify standards for Dane County employees and volunteers who operate vehicles in conducting official Dane County business.

Department heads are responsible for implementation and enforcement of this vehicle usage policy, as well as any specific Department policies which may supersede this policy.

This Policy covers:

- Vehicles
- Drivers & Passengers
- Safety Requirements
- Maintenance
- Parking, and
- What to do if there is an accident

2.0 VEHICLES

2.1. This policy applies to:

- Privately owned (or privately leased) vehicles when being used while performing official County business – however, Dane County employees and volunteers must not use motorcycles or mopeds to conduct official Dane County business; if an employee drives a motorcycle or moped to work and the employee is unexpectedly required to travel for County business, the County will arrange for transportation if public transportation or pool car is not available;
- All vehicles owned by Dane County (all vehicles owned by Dane County have a clearly identifiable Dane County logo); and
- All vehicles leased by Dane County.

2.2. The County will reimburse employees as specified in the applicable Collective Bargaining Agreement and County Ordinances for authorized mileage expenses incurred while on official County business and documented on a travel expense voucher form indicating starting and ending point for each trip. Commuting expenses between an employee's residence and normal place of employment are not reimbursable.

2.3. Dane County may assign vehicles to a County Department, Officer or employee under these circumstances:

- When the duties or responsibilities of the Department, Officer, or Employee includes frequent and regular calls;
- For deputized staff, based on assignment;
- As provided in contracts or agreements; or
- Otherwise needed to conduct official County business as determined at the discretion of the Department Head.



ADMINISTRATIVE PRACTICES MANUAL

- 2.4. Any employee or volunteer who would like to use a pool vehicle must contact the designated person within their Department to initiate a request.
- With Department Head approval and based upon a bona fide non-compensatory business reason to require an employee to commute to and/or from work, a county employee may be assigned a County owned vehicle to be driven to and from work (commuting).
 - Personal usage of assigned County owned vehicles is restricted to travel from home to the assigned work site and back home, with minimal incidental stops. In other words, County owned vehicles may not be used for more than incidental personal transportation, and may never be used on a personal vacation.
 - Employees assigned County vehicles that may be used for commuting purposes shall be required to follow Internal Revenue Service (IRS) regulations. The value of commuting use of an employer-provided vehicle is specified per IRS regulations.

3.0 DRIVERS & PASSENGERS

- 3.1. In order to operate a vehicle to conduct official County business, all the following criteria must be met:
- The driver must be a County employee or a County volunteer;
 - The driver's supervisor must have determined that the driver's duties require travel;
 - The driver must have a valid driver's license, and in the case of commercially rated vehicles, a valid Commercial Driver's License (CDL) for the vehicle's weight and class; and
 - The driver must have a safe driving record, as determined by Risk Management using the criteria set forth below.
- 3.2. An employee who is required to maintain a valid driver's license (and/or a Commercial Driver's License or "CDL") as a condition of his/her employment with Dane County, shall report a suspension or revocation of his/her license to his/her immediate supervisor immediately upon returning to work following the receipt of notification from the Department of Transportation.
- 3.3. Only persons being transported in connection with official County business shall be authorized passengers in any County vehicle. Examples of "authorized passengers" include, but are not limited to:
- other County employees attending the same meeting or conference;
 - other municipal employees such as City or State employees attending the same meeting, conference, or business function; and
 - individuals, including but not limited to consumers, riding along for County business.
- 3.4. No "unauthorized passengers" will be allowed to ride in a County vehicle at any time. "Unauthorized passenger" means a passenger who has no County business reason for being in a County vehicle. Examples of "unauthorized passengers" include, but are not limited to non-employee-friends and family members.
- 3.5. Dane County recognizes an exception to this authorized/unauthorized passenger policy for County employees driving vehicles such as highway trucks who assist during emergencies and place a passenger(s) in the truck to stay warm or, if no phone or radio is available, drive someone to the nearest phone.



ADMINISTRATIVE PRACTICES MANUAL

3.6. Risk Management will review Motor Vehicle Records (MVRs) of all employees and volunteers who operate a vehicle to conduct official County business according the following chart:

Category of User	Definition	Frequency of MVR Review
Frequent driver	Operates a motor vehicle on official County business at least monthly	Annually
Employees who transport clients	Operates a motor vehicle with client-passengers on official County business	Annually
Periodic driver	Operates a motor vehicle on official County business less than once a month	Every two years

3.7. The Risk Manager will review MVRs for certain infractions or incidents, including but not limited to:

- Driving without a valid driver's license;
- Suspension or revocation of driver's license;
- A driving violation received while on the job;
- Off the job entries on the MVR may be considered if there is a substantial relationship between the violation and the employee's required job duties.

4.0 SAFETY

4.1. Dane County employees and volunteers who operate a vehicle to conduct official County business are expected to follow all applicable rules of the road, including but not limited to:

- County vehicles may only be driven by County employees and County-volunteers;
- Drivers and all passengers must use restraining devices (seat belts) at all times the vehicle is in motion (there is also a prohibition against removing, deactivating, modifying or otherwise altering any restraining devices);
- Use of County vehicles is limited to the States of Wisconsin, Illinois, Minnesota, and Iowa, unless approved by a Department head;
- No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating (see details above regarding the prohibition against transporting non-authorized passengers while performing County business in a County vehicle);
- The driver will not operate the vehicle while under the influence of alcohol or controlled substances;
- Installation or use of any radar-detecting device in a County vehicle is prohibited;
- No smoking in County vehicles (unless excluded by County Ordinance);
- When cargo, materials or tools are being transported, the driver is responsible for ensuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer;



ADMINISTRATIVE PRACTICES MANUAL

- Use of a County vehicle to haul load (including towing a trailer) for personal purposes is prohibited;
- When using a County vehicle to haul loads on official County business, the driver shall ensure that the trailer and/or any towed equipment is supplied with proper lighting (including brake lights, turn signals, and running lights) that is in good working order;
- The driver will not operate the vehicle when normal vision is obstructed;
- Except as specified in Section 2 above, personal use of County vehicles is strictly prohibited;
- No “jump starting” vehicles, or providing other vehicle services unless required by job duties or an emergency situation with a County vehicle.
- County vehicles that are believed to be in an unsafe condition shall not be operated.
- Lock Out/Tag Out procedures will be used where appropriate.
- Employees are to refrain from using cell phones while driving on official County business, unless using a hands free device, which the County will provide upon request.
- The driver shall exercise good judgment to limit distractions.

5.0 MAINTENANCE

- 5.1. Each department shall develop a policy to handle maintenance of County vehicles assigned to the department and to ensure that employees and volunteers take reasonable care of County vehicles.
- 5.2. Employees and volunteers who operate a County vehicle are responsible for the proper day-to-day operation of that vehicle while using the vehicle. For example, any defects should be documented and reported to the Department head or the department head's designee within one (1) working day.
- 5.3. Dane County provides a gas procurement card for pool vehicles. Employees using pool vehicles should refill the gas tank using the gas procurement card at the designated County facilities once the gas indicator registers below the halfway mark.

6.0 PARKING

- 6.1. Drivers shall legally park County owned vehicles in a County owned facility where the vehicle is normally assigned or in a designated parking space.
 - Drivers shall secure the vehicle by locking all doors and removing the keys from the vehicle while the vehicle is not reasonably attended by an adult;
 - Drivers shall maintain control and possession of the keys to the vehicle at all times when the vehicle is not in motion;
 - Drivers responding to emergency situations shall park vehicles with due regard to safety and security concerns;
 - County owned vehicles that are taken home overnight (see below) shall be locked and parked in the employee's garage, driveway, or other designated parking space that is in close proximity to the employee's residence.
- 6.2. With Department Head or supervisor approval, an employee may take a County owned vehicle home prior to leaving on official County business which is out-of-town, or late



ADMINISTRATIVE PRACTICES MANUAL

evening or early morning and would require a return to the work place outside of normal working hours.

7.0 WHAT TO DO IF THERE IS AN ACCIDENT

- 7.1. In the event of an accident, call 911.
- 7.2. An insurance card with coverage information is located in the glove compartment of the vehicle. The card also has the twenty-four (24) hour phone number for Dane County's Risk Manager, who should be contacted immediately after 911 is called.
- 7.3. Employees and volunteers must follow the procedures established in the Dane County Administrative Manual under the Risk Management section for the reporting of accidents. Department heads or his/her designee shall review all accidents involving his/her employees while on County business.
- 7.4. Any employee who receives a parking violation with a County vehicle or a moving traffic citation in any vehicle while performing County business, shall report the incident to his/her supervisor within one (1) working day of receipt.
 - Fines for moving traffic citations, parking tickets, and other traffic violations are the employee's responsibility and are not reimbursable by the County, whether operating a County vehicle or a privately owned vehicle. Tickets issued as a result from circumstances that are mechanical and beyond the control of the employee, shall be paid by the County.
- 7.5. County employees and volunteers who operate privately owned vehicles to conduct official County business shall maintain insurance as required by law.

END OF POLICY