

## **2.5: Motor Vehicles**

This policy applies to all employees.

### **POLICIES AND PROCEDURES**

The safe operation of Adams County vehicles and equipment as well as personal vehicles used on Adams County business is the responsibility of all employees. All employees and volunteers who operate a motor vehicle, whether a personal or County vehicle, in the course of their job with Adams County shall comply with this policy and shall be subject to evaluation of their driving record at any time at the discretion of Adams County management. The responsibility of driving for the County on County business is a privilege and can be revoked.

#### **Standards for Motor Vehicle Records (MVR)**

In order to operate a County vehicle and to drive a personal vehicle on Adams County business, employees and volunteers are required to have a Motor Vehicle Record background check conducted by Human Resources. Motor Vehicle Record (MVR) submissions must reflect the most recent three (3) years. To operate a County vehicle or personal vehicle on Adams County business, an employee's MVR must contain no major violations (as listed below) and contain no more than three (3) violations in the past three (3) years. These standards must be maintained to operate a County vehicle and while operating personal vehicles on Adams County business. If moving from another state, a copy of the previous state's MVR for the previous three (3) years must be submitted at the time of hire; a current Colorado driver's license must be obtained within thirty (30) calendar days of hire and must be obtained before driving any vehicle on County business.

#### **Major driving violations include, but are not limited to:**

- Reckless driving.
- Leaving the scene of an accident.
- DUI, DWI or DWAI and/or refusal to take a blood alcohol content test.
- Fleeing police.
- Any felony involving the use of a vehicle including vehicular homicide.
- Any violation of state or local laws that arises in connection with a fatal traffic accident.

## **2.5: Motor Vehicles (continued)**

If an employee's license is suspended, revoked or restricted, the employee must notify his or her supervisor and County Management immediately. Employees and volunteers who have their license suspended or revoked shall not drive a County vehicle or drive on County business.

### **Motor Vehicle Safety:**

All employees and volunteers who operate a personal or County vehicle, in the course of their job with Adams County, shall comply with this policy.

### **Personal Vehicle Use on County Business**

- Employees must carry current auto liability insurance as required by Colorado law.
- Employees must provide proof of insurance to Risk Management upon request.
- Personal vehicles used on County business must be maintained in a safe operating condition.
- The County will not reimburse employees for insurance deductibles.
- Appropriate child-safety seats and seatbelts must be provided if transportation of clients is required by the employee's position.
- County insurance does not cover personal vehicles used on County business.

### **County Vehicle Use on County Business**

- Passengers or clients may be transported in County vehicles when the travel supports County business and with managers' approval.
- Only County employees or approved volunteers are allowed to operate County vehicles.
- County vehicle doors must be locked, and keys must be removed from the vehicle when parked.

## **2.5: Motor Vehicles (continued)**

### **Safety requirements for all vehicles used for County business**

- Seatbelts must be used by the driver and passengers at all times.
- Vehicles that are not in safe operating condition are not to be used.
- No hitchhikers are allowed at any time.
- The use or operation of cell phones or other similar devices while driving must comply with federal, state and local law. The Federal Motor Carriers Safety Association (FMCSA) rule restricts the use of all hand-held mobile devices by drivers of commercial motor vehicles (CMVs). This rulemaking restricts a CMV driver from holding a mobile device to make a call, or dialing by pressing more than a single button.
- Adhere to state and federal driving laws and obey warning signs.
- The employee is responsible for any traffic or parking tickets incurred while on County business.

### **County Vehicles and Global Positioning System (GPS):**

Global Positioning System (GPS) units have been installed on Adams County vehicles and equipment to enhance and improve liability protection for the County. In addition, GPS on Adams County Vehicles will maximize the value of the County's assets while reducing the cost of the vehicle fleet and providing a mechanism to monitor driving activities.

The system will allow supervisors to dispatch vehicles to maximize the efficiency of the fleet, confirm or deny allegations of misconduct/abuse, traffic violations, and or auto damage claims. The system can generate reports of any vehicle that excessively speeds or has unusual amounts of idle time (See Engine Idling Policy).

For the purpose of this policy, the actual driver or operator of each vehicle shall be the responsible employee. This policy and the system are not intended to be punitive or used to monitor individual employees, although unsafe vehicle usage may lead to disciplinary action. Tampering with any GPS equipment in the vehicle is expressly prohibited.

## **2.5: Motor Vehicles (continued)**

### **Fuel Conservation Steps:**

Employees are encouraged to plan trips to avoid unnecessary travel and use conference calling instead of travel where practical. Carpooling shall be considered when employees are attending the same meetings with other County staff members or staff from neighboring entities. Departments shall use the County's courier service to the full extent to avoid unnecessary trips to outlying entities. Operators shall ensure that vehicles are available for scheduled preventive maintenance, as this will help reduce fuel consumption and pollution. Operators should accelerate at a slow speed and avoid heavy braking at stop lights and stop signs. Operators are encouraged to fuel in the early morning or late afternoon to reduce fuel evaporation.

### **Engine Idling:**

County employees can play an important role in improving air quality, reducing the consumption of petroleum products, and reducing vehicle wear by limiting the amount of time vehicle engines are allowed to idle. Turning off and starting an engine uses less fuel than letting the engine run for thirty seconds and modern vehicles need only a maximum of 60 seconds of idle at start up.

### **Engine Idling Restrictions:**

A driver of a County vehicle must turn off the engine upon stopping at their destination. All vehicle equipment operators must not cause or allow an engine to idle at any location for more than five consecutive minutes with the following exceptions:

- Public safety emergency vehicles being operated on the scene of an emergency or on a public roadway.
- Stopping at an official traffic control device or signal.
- Traffic conditions over which a driver has no control. This includes stopping in a line of traffic, at a railroad crossing or a construction zone.
- The direction of a public safety or other official traffic controller.
- Routine or diagnostic testing, maintenance, or repair of the vehicle.
- Running a vehicle due to mechanical or electrical problems.
- Powering auxiliary equipment other than a heater or air conditioner, e.g. use of a hoist, lift, computer or safety lighting.

## **2.5: Motor Vehicles (continued)**

- Operation of defrosters, heaters, air conditioners or other equipment because of a safety or health situation, but not solely for the comfort of the driver or passengers.
- Necessary cool down of a turbo-charged heavy duty vehicle in accordance with the manufacturer's recommendation.

### **Use of Fuel Sites for County Vehicles:**

The operator must have the proper vehicle fuel card and personal identification code in order to fuel any County vehicle. In order to avoid discrepancies in the reporting of fuel usage, avoid fuel theft and for preventive maintenance tracking, the fuel card is not to be used for fueling multiple units. Fuel cards and training on their use are available through Fleet Management. When fueling vehicles without electronic tracking, record date, vehicle number, fuel type and quantity and provide accurate records monthly to Fleet Management. Every employee is responsible for ensuring the safe fueling of County vehicles including preventing events that may result in a release of fuel.

### **Inspection of County Equipment and Vehicles:**

Each vehicle operator is responsible for conducting a vehicle inspection and reporting vehicle problems to the Fleet Management Department to ensure the vehicle is safe for operation and not damaged prior to use. Under no circumstances is an employee to operate an unsafe vehicle or operate a vehicle in an unsafe manner. All unsafe equipment must be reported immediately to the Fleet Management Department using a Service Request Form and to the operator's supervisor.

Operators of Commercial Motor Vehicles (CMV's) are required to perform a pre-trip and post-trip walk-around vehicle inspection on every trip and report updated mileage (odometer reading.) Operators of vehicles that are required by the Department of Transportation (DOT) to have regular inspections shall keep daily logs in the vehicles. These logs must be signed by the operators after each inspection. The operators are responsible for reporting any repairs necessary to the Fleet Management Department.

Unless a division or department directive indicates otherwise, operators should fuel vehicles after use when the fuel gauge indicates that the tank is less than half full. The vehicle should be returned to the area where it was picked up unless the operator has been advised differently.

Prior to operation, the operator shall ensure the vehicle has an Evidence of Insurance card, which certifies Adams County is a self-insured public entity, in the vehicle's glove box. If an accident occurs, the operator is responsible for producing the card as proof of insurance and conducting proper reporting in accordance with Adams County incident

## **2.5: Motor Vehicles (continued)**

report procedures found here; [Incident Report](#). Inspection books, service requests and insurance cards are available through the Fleet Management Department.

### **Tobacco Use in County Vehicles**

Tobacco use is prohibited in Adams County vehicles. Tobacco use and the use of electronic delivery devices are prohibited in any vehicles managed, owned, or leased by Adams County.

### **Violation of Policy**

An employee, who violates this policy, shall be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8. Other actions, including notification of appropriate law enforcement agencies, may be taken in response to a violation of this policy.