

2.5: Motor Vehicles

This policy applies to all employees.

POLICIES AND PROCEDURES

The safe operation of Adams County vehicles and equipment, in addition to personal vehicles that are used on Adams County business, is the responsibility of all employees and volunteers. All employees and volunteers 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 safe operation of a vehicle on County business is a privilege and can be revoked.

Motor Vehicle Records (MVR)

In order to operate a County vehicle or to drive a personal vehicle on Adams County business, all employees and volunteers are required to have a Motor Vehicle Record background check conducted by People and Culture Services. To operate a County vehicle on Adams County business, employees must not have any major violations (as listed below) on their MVR in the past five (5) years or have more than three minor violations in the past three (3) years. In exigent circumstances, exceptions must be approved by the Risk Manager and Department Director. These standards must be maintained to operate a County vehicle or to drive a personal vehicle on Adams County business. If an employee is moving from another state, 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.

The County may obtain current MVRs for employees and volunteers to ensure that they maintain compliance with driving safety records as outlined above. If the County has substantial reason to believe an employee or volunteer has exhibited driving behavior that is deemed to place individuals or property at undue risk, the County may take disciplinary action, in addition to revoking or suspending work-related driving privileges.

Major driving violations include, but are not limited to:

- Driving recklessly.
- Leaving the scene of an accident.
- DUI, DWI or DWAI, or refusing to take a blood alcohol content test.
- Fleeing police.

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- Committing any felony that involves the use of a vehicle, including vehicular homicide.
- Committing any violation of state or local laws that arises in connection with a fatal traffic accident.

If an employee's license is suspended, revoked, or restricted, the employee must immediately notify his or her supervisor and County Management. 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 County or personal vehicle in the course of his or her job with Adams County shall comply with this policy.

All Vehicles.

- 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 that are incurred while on County business.

County Vehicle.

- Passengers or clients may be transported in County vehicles when the travel supports County business and with managers' approval.

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- 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.

Personal Vehicle.

- 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.

Motor Vehicle Use

Fuel Conservation. Employees are encouraged to plan trips to avoid unnecessary travel, and to 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; 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.

Fuel Sites (County Vehicles). The operator must have the proper vehicle fuel card and personal identification code in order to fuel any County vehicle. To avoid discrepancies in the reporting of fuel usage, and to avoid fuel theft and preventive

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maintenance tracking, the fuel card is not to be used for fueling multiple units. Training on fuel cards and card usage is available through Fleet Management. When fueling vehicles without electronic tracking, employees shall record the 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 the prevention of events that may result in a release of fuel.

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 that vehicle engines are allowed to idle. Turning off and starting an engine uses less fuel than letting the engine run for thirty seconds; in addition, modern vehicles only need a maximum of 60 seconds of idle at start up.

- **Restrictions.** A driver of a County vehicle must turn off the engine upon stopping at his or her 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:
 - Operating public safety emergency vehicles on the scene of an emergency or on a public roadway.
 - Stopping at an official traffic control device or signal.
 - Stopping in a line of traffic, at a railroad crossing, or at a construction zone, including traffic conditions where driver has no control over incidence.
 - Accepting diversion at the direction of a public safety or other official traffic controller.
 - Testing, maintaining, or repairing of the vehicle for routine or diagnostic checks.
 - Running a vehicle due to mechanical or electrical problems.
 - Powering auxiliary equipment other than a heater or air conditioner, such as use of a hoist, lift, computer or safety lighting.
 - Operating defrosters, heaters, air conditioners or other equipment for a safety or health situation, but not solely for the comfort of the driver or passengers.
 - Cooling down of a turbo-charged heavy duty vehicle in accordance with the manufacturer's recommendation.

Global Positioning System (County Vehicle). 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.

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The system will allow supervisors to dispatch vehicles to maximize the efficiency of the fleet, in addition to allowing supervisors to confirm or deny allegations of misconduct, abuse, traffic violations, 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.

Tobacco Use (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.