

## Rockingham County

### **Vehicle Reservation & Use Policy**

#### **Purpose**

The purpose of this policy is to outline procedures for obtaining approval and reservation of a County vehicle from the Rockingham County Finance Department and to monitor the vehicles on a day-to-day basis to ensure they are maintained properly. The funds used to purchase these vehicles mandate they be used solely for Rockingham County government activities.

#### **General**

Rockingham County employees who travel on official County business may use a County Vehicle as the mode of transportation. All applicable rules of the Rockingham County Vehicle Policy from the Safety & Risk Manager must be followed in addition to this policy.

**RESTRICTIONS** – The following restrictions apply to operation of County owned vehicles and equipment:

1. Only a County employee can operate a County pool vehicle. The operator must have a valid North Carolina driver's license. Part-time employees are considered County employees.
2. Only authorized passengers engaged in official County business may be transported in a County pool vehicle. Passengers in County pool vehicles shall be limited to the following:
  - a. Employees of the County when within the scope of employment;
  - b. Clients of the County or individuals engaged in business activities with the County;
  - c. Other persons when it is necessary for them to accompany an employee on official business or as a guest of the County.
3. All County employees operating a County pool vehicle is required to use proper safety procedures for that vehicle as required by the manufacturer. The utilization of seat belts are required at all times when the vehicle is in motion.
4. County pool vehicles are not to be used for personal purposes. Employees should not be completing personal errands while out on County business.
5. Smoking is prohibited in all motor vehicles that are owned, leased, or operated by Rockingham County. Also, no pets are allowed in County pool vehicles.

## **Misuse of Pool Vehicles**

Misuse of County pool vehicles may include, but is not limited to:

1. Violation of traffic laws including: exceeding a posted speed limits, reckless driving, illegal parking, etc.;
2. Careless operation that results in damage to unit or injury to persons;
3. Use of a County pool vehicle or equipment for personal business or unauthorized commuting purpose.

Disciplinary action will be recommended to the County Manager and/or the Safety & Risk Manager and forwarded to the appropriate County officials.

## **Fuel for Vehicles**

Employees are expected to refuel the vehicle before returning the vehicle back to the Finance department. The policy's intent is that all vehicles have between three quarters to a full tank of gas at the time of checkout.

Fuel for County pool vehicles may be obtained only through the appropriate fuel card provided to each vehicle. Charges to the Fuel card are permitted solely for fuel for County vehicles. The fuel card may not be used for any other charges.

Use of the card for personal charges is also prohibited. If a non-business expense is unintentionally charged to the fuel card, advise your supervisor or director immediately so that corrective actions can be done to correct. Misuse of the card may result in card cancellation and disciplinary action up to and including termination of employment.

## **Pool Vehicle Check-Out/In Procedures**

1. County employees are expected to provide notice to the Finance Department either by phone or email 72 hours in advance of checking out a vehicle.
2. Once approval is obtained the vehicle will be reserved on the Google Calendar for that employee and vehicle.
3. Pick up key and Rockingham County Pool Car Information Sheet in the Finance Department.
4. All employees who use a County pool vehicle are expected to complete the Rockingham County Pool Car Information Sheet and turn in when the key for the vehicle is turned into the Finance Department.
5. In completing the Sheet make sure to check the vehicle for noticeable damage before and after usage.
6. Employees are expected to remove all items, including trash, from vehicle upon Check-In.
7. Vehicles are to be returned after the employee returns from his or her trip. The vehicle is to be parked in the Rockingham County parking lot in the designated area for County vehicles.
8. Vehicles should not be exchanged between persons or departments without proper approval from a Finance Department representative.

## **Selection of Vehicle**

- Selection of County pool vehicle assigned to the County employee will be at the discretion of the Finance Department employee that checks out the vehicle and will be limited to the following conditions:
  - All local travel within 50 miles of the Governmental Center will use an older vehicle maintained in the fleet.
  - Newer vehicles will be reserved for longer trips that require County employees to travel longer distances outside of the 50 mile perimeter.
  - However, new vehicles can be used for trips within the 50 mile perimeter but it will be at the discretion of the Finance department employee checking out the vehicle and availability of the vehicle.