



## WAYNE COUNTY POLICY STATEMENT

<b>Title</b>	Vehicle Use		
<b>Date Issued</b>	June 22, 2015		
<b>Date Revised</b>	N/A		
<b>Approved By</b>	Rudy Hobbs, Chief of Staff		Page 1 of 5

### I. PURPOSE

The purpose of the Vehicle Use Policy is to provide guidelines for the efficient, economical, safe, and effective use of transportation assigned to authorized Wayne County Executive branch departments and division employees in the performance of their job responsibilities in accordance with the Vehicle Use Ordinance (Ord. No. 2001-813, 2002-1193).

### II. POLICY PROVISIONS

#### Definitions

- A. County Vehicle means any automobile, pickup truck, van, 4x4 or any other motor vehicle, purchased or leased with monies from the County's general fund, enterprise funds, or any other funds.
- B. Pool Vehicle means a vehicle available for use by a department that requires frequent, but intermittent use of a vehicle for varied employees for whom it is impractical to require use of their personal vehicles to conduct official County business.
- C. Full-time Vehicle means a vehicle that is used on an on-going basis by an authorized employee to conduct official County business. Authorization for this vehicle type must be provided by the County Executive or his/her designee.

#### Eligibility

- A. Only Wayne County Executive Branch employees who meet the following requirements will be permitted to operate a County-owned or County-leased vehicle:
    - 1) The employee has a valid Michigan driver's license;
    - 2) The employee is not currently under disciplinary action for the unauthorized use of a County vehicle;
    - 3) The employee has not been at fault in two or more accidents involving a vehicle under his or her operation within the past 12 months; and
    - 4) The employee has not received three or more moving violations while operating a vehicle within the past 12 months, or has not been assessed six or more points by the Secretary of State within the past 24 months.
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- B. Additional eligibility requirements that pertain to specialized licensing, including but not limited to Commercial Drivers License and Chauffer License, may be determined by a department, provided that such requirements are in addition to those described herein.
- C. Eligibility will be verified periodically throughout the year. The department reserves the right to verify the employee's driving record through the Michigan Secretary of State. An employee who becomes ineligible will not be permitted to drive a County vehicle until they meet all of the qualifications according to this Vehicle Use Policy.

#### Assignment of Vehicles

- A. Eligible Wayne County Executive branch department and division employees may be assigned the use of a Pool Vehicle.
- B. If an employee meets the eligibility requirements, he/she may be assigned a County vehicle to conduct County business only when it is in the best interests of the County. In general, employees may be assigned the use of a County vehicle under one of the following circumstances:
  - 1) The vehicle needed to perform County functions requires specialized equipment that would make it impractical for an employee to use his/her own personal vehicle;
  - 2) The employee performs a specialized duty for the County that would make it impractical for a person to use his or her personal vehicle;
  - 3) The terrain or other working environment, conditions and hazards make it impractical or unreasonable to require an employee to use his or her personal vehicle; or
  - 4) The employee's operation of a County vehicle is the most economically beneficial means by which the County can have the employee discharge his or her responsibilities.

#### Operation/Maintenance

- A. County vehicles shall only be used for official County business. Personal use of a County Vehicle is prohibited except as permitted under the Vehicle Use Ordinance.
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- B. In the rare instance that an authorized employee is allowed to take a County vehicle home, the employee must operate the County vehicle upon the most reasonably direct routes between his/her assigned work locations and place of residence (see Sec. 33-9 of the Vehicle Use Ordinance for full requirements).
- C. All reasonable steps must be made to protect the vehicle from the risk of damage, theft or accident.
- D. All employees operating a County vehicle shall abide by all State motor vehicle codes and regulations and according to the Vehicle Use Ordinance.
- E. The employee assigned to a Full-time Vehicle is responsible for assuring that proper preventive maintenance work for the County Vehicle is scheduled and the vehicle is available for required maintenance work.
- F. All employees authorized to use a County-issued fuel card, prior to its use, must sign and submit a Fuel Card Acknowledgment Agreement to the Department of Management and Budget.
- G. Employees shall not be reimbursed for mileage expenses while operating a County vehicle in furtherance of County business.
- H. A Pool Vehicle may not be taken home unless authorized by the department director. A use log shall be maintained on each pool vehicle, using a required form as determined by the department.

#### Reporting Requirements

- A. Employees are required to report all accidents and incidents of vehicle theft or vandalism immediately to their supervisor, and file a written accident or incident report.
  - B. Failure to promptly report an accident or incident (no matter how minor) will result in disciplinary action up to and including discharge. Promptly means by the end of the shift if a Pool Vehicle is involved or as soon as practicable if a Full-Time Vehicle is involved.
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- C. Immediately following an accident involving a County vehicle under the operation of an employee, the employee will be scheduled for mandatory post accident drug and alcohol testing if the accident includes:
  - 1) Any fatality, or;
  - 2) Any personal injury or;
  - 3) Damage to any vehicle involved in the accident which causes any vehicle to be towed from the scene, or;
  - 4) The employee is issued a citation for a traffic violation.
- D. ***Employees who are approved to drive a County vehicle are required to immediately report any incidents, including accidents, where they have been found to be driving while intoxicated or impaired by alcohol, illegal drugs, or some prescribed medication, regardless if the employee is driving a County vehicle or personal vehicle.***
- E. Any employee with knowledge of any mechanical problems with a County vehicle is responsible for promptly reporting such problems.

### III. ENFORCEMENT

- A. The Department of Public Services (DPS) has the responsibility for managing the County's vehicle fleet for the Executive Branch including vehicle purchases/leases, maintenance, assignment, eligibility verification, and reporting in accordance with the requirements of this Policy.
  - B. The Department of Personnel/Human Resources is responsible for developing, revising, and communicating this policy, as well as assisting with interpreting, monitoring, and enforcing the policy.
  - C. Violation of this policy may result in remedial action ranging from verbal to written discipline, suspension from work without pay, to immediate termination. Furthermore, unauthorized use of a County vehicle shall constitute grounds for the revocation of the employee's permission to operate a County vehicle and other appropriate disciplinary action.
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#### **IV. DISCLAIMER**

If this policy is in direct conflict with other internal or departmental policy, this policy will be considered to override the other policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of this policy is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the CBA shall take precedence. On those topics where the CBA is silent, the provisions of this policy shall apply.

#### **V. RELATED DOCUMENTS**

1. County Vehicle Use Ordinance (Ord. No. 2001-813, 2002-1193)
2. Accident Prevention Policy & Procedure
3. Travel Policy
4. Ethics Ordinance/Policy
5. Wayne County Employee Handbook
6. Vehicle Assignment Procedures

#### **VI. REVISION HISTORY**

<b>ACTION</b>	<b>DATE</b>	<b>BY WHOM</b>	<b>REASON</b>
Created	06/15/15	Tish King, Director of P/HR	New Policy