



AGENCY VEHICLE USAGE PROCEDURE

3.03

Effective Date: 07/18

Purpose: The health department makes available vehicles to provide transportation in the most effective, efficient, and safest way possible for employees/eligible drivers in the performance of their duties. Health department vehicles shall be used only in the conduct of health department business. This means “only when driven in the performance of, or necessary to, or in the course of, the duties of health department employment.” No health department officer or employee shall use, or permit the use of, any health department vehicle other than in the conduct of health department business.

Failure to Comply: Any employee of the Barren River District Health Department who is assigned or operates a company owned vehicle shall be knowledgeable of and comply with all laws, policies, rules, and regulations governing the use of such vehicles. Acknowledgement will be required by signature of the P-20 Vehicle Use Requirement Form. Violators will be subject to appropriate disciplinary action in addition to any legal action that may result.

Procedure: Health department owned vehicles and gasoline credit cards shall be used for health department business travel when available and feasible. In the event the need for vehicles exceeds the supply, priority will be given to employees who have the greatest distance to travel, as well as giving consideration to the number of passengers or cargo. Vehicles assigned to specific programs may also be available for general use subject to program needs. Consult schedules or appropriate managers for vehicle availability. Routine personal use of a health department vehicle, including commuting use, is not an allowable expenditure.

- 1) Agency vehicles shall not be taken home by employees except in specific instances deemed in the best interest of the agency. All such assignments shall have the approval of the public health director or designee. These include:
 - a) On-call direct services (only during on-call status and if requiring the employee to report to a work station to obtain a vehicle would significantly interfere with response time, and/or
 - b) Substantial direct services on the way to and from the employee's workstation.

2) If a vehicle is regularly assigned (at least 25% of all work days) to an employee related to the provisions stated above, the employee shall report a minimum \$3.00 per day benefit on the electronic time and travel form for each day the vehicle is available to be taken to the employee's residence. This benefit amount shall be subject to tax withholding as though it was actually paid to the employee.

Eligible Drivers Defined

- 1) "Health department employees" are defined as those persons who have been offered and accepted employment. This includes all full-time, part-time 100, and part-time employees.
- 2) Student interns and volunteers can be authorized by the public health director or their designee to use agency vehicles when acting as a representative of the health department.
- 3) Persons who are not "health department employees", authorized student interns, or volunteers are not authorized to drive company vehicles.
- 4) Members of the Board of Directors, as officers of the health department, are authorized to drive agency vehicles.

Health Department Responsibilities

The health department will provide the driver of an agency vehicle the following:

- 1) Emergency repair and accident reporting procedures
- 2) Fully-equipped emergency kits
- 3) Proper storing and parking procedures for agency vehicles
- 4) Correct gasoline to be used in the vehicle
- 5) Liability insurance provided on all company owned vehicles. Personal items are not insured.
- 6) All necessary documents are stored in the glove compartment of each vehicle (current copy of valid insurance, gas cards, maintenance cards, and vehicle registration.)
- 7) A gasoline credit card will be issued for each vehicle. The card must only be used for the vehicle it is issued for and only for the purchase of gas.

Vehicle User Responsibilities

The health department employee shall adhere to the following when using agency owned vehicles:

- 1) Problems noticed by the operator while using the vehicle should be noted and reported to the appropriate supervisor as soon as possible. The vehicle will then be taken for repair according to the appropriate procedures.
- 2) Operators shall have a valid operator's license of the appropriate class for the type of vehicle driven.
- 3) Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
- 4) Drivers are responsible for ensuring that the vehicle is used only for health department business. Drivers shall not pick up or transport family members, hitchhikers, friends, clients, or any other person not approved to ride with you for official agency business.
- 5) Drivers must only transport the number of persons for which there are seatbelts in the vehicle. All persons must wear their seatbelts while in the vehicle.

- 6) Drivers shall drive in a legal, safe, and courteous manner.
- 7) The use of radar detectors in agency vehicles is prohibited.
- 8) Transfer of a vehicle from one location to another shall not be made without prior approval of the director unless it is for vehicle maintenance purposes.
- 9) All doors should be locked and windows closed when the vehicle is left unattended.
- 10) Gasoline credit cards shall be used only for purchasing regular unleaded gas. Receipts are required and must be turned in to the finance department. Receipts must be signed by the employee and coded to the appropriate cost center using the correct function codes.
- 11) Do not use a cell phone or any other hand held devices, such as cell phones, laptops, or any other electronic communicative devices while operating any vehicle during compensated time.
- 12) Do **not** smoke in the vehicle.
- 13) Assure lights are in proper working order, including headlights, brake lights, turn signals, and emergency flashers. Report non-functioning equipment immediately.
- 14) Assure wiper blades are functioning properly. Report non-functioning equipment immediately.
- 15) Keep the car clean. Schedule cleaning inside & outside of vehicle a minimum of every twelve months for a complete detail. Approved vendors have been established by the finance department. Keep the vehicle clean of all nonessential items.
- 16) No animals are permitted in the agency vehicles with the exception of a seeing-eye or service animal accompanying an approved passenger.
- 17) Notify the finance department of any lost, stolen, or expired gas credit cards and/or car keys.
- 18) A minimum of ½ tank of gas shall be kept in the car at all times.
- 19) Keep track of mileage on vehicle log sheet and submit monthly to district secretary. Monthly logs must be filled in completely for each trip, regardless of the duration, miles driven, or the purpose.
- 20) Do not permit a person who is not a health department employee or authorized student/volunteer to drive an agency vehicle.
- 21) Never falsify travel logs, travel authorizations, accident reports, or other forms relative to the use of the vehicle.
- 22) Comply with any and all laws, regulations, or policies regarding the use of health department vehicles.
- 23) Maintain personal auto insurance coverage.
- 24) The driver of an agency owned vehicle involved in an accident will notify the police and appropriate supervisor immediately. Within 5 days of the accident record all pertinent information on the P-10 Incident Complaint Report Form and submit to human resources. In case of accidents that result in injury, employee should immediately notify the human resources department or the appropriate supervisor within 24 hours.
- 25) When an agency owned vehicle is damaged while parked and unattended, notify your supervisor immediately.

Vehicle Maintenance

1) Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

- Routine visual inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., must be done every 15,000 miles or sooner if a problem arises.
- Oil changes are due every 5,000 miles and tire rotations are done every other oil change.
- Every 30,000 miles, vehicles should have a tune-up, transmission service, cooling system service, brake service, AC service, etc.

2) It is mandatory that a person from the service center contacts Enterprise with an estimate and gets prior approval before performing any maintenance and/or repairs. Employees misusing health department vehicles may be personally liable for damages to persons or property caused to third parties and the legal expenses of defense since employee acted outside of the course and scope of their employment during the misuse. Employees who misuse are also subject to disciplinary action by the health department and will cause the employee to forfeit use of agency vehicles.

Forms:

References: None

Contact Persons: Director of Finance; Receptionist; Human Resources Manager

Procedure Origination, Revision, and Review Tracking

Procedure Version Number	Origination Date	Description of Revision or Reviewer Name
3.03	12.14.2017	HR Manager – Procedure Creation
3.03	10.06.2020	HR Manager-Reviewed