

# **MUSKEGON COUNTY BOARD OF COMMISSIONERS**

## **VEHICLE ASSIGNMENT AND UTILIZATION**

**POLICY NO. 2007-612**

**EFFECTIVE DATE: December 11, 2007**

### **PURPOSE**

The purpose of this Vehicle Assignment and Utilization Policy is to establish board policy to standardize the procedures for employee use of county-owned vehicles and privately-owned vehicles in the conduct of official County business for which compensation is requested. The use of a county vehicle by an employee, or the compensation for the use of a privately-owned vehicle, will only be for official County business.

### **SCOPE AND APPLICABILITY**

The policies and procedures outlined are to apply to all county-owned vehicles assigned to individual departments, vehicle pool and to all privately-owned vehicles used in the conduct of County business for which reimbursement is requested. The authority to assign vehicles and the administration of this policy is the responsibility of the County Administrator or designee. Public safety vehicles under the authority of the Sheriff are not subject to assignment or utilization procedures contained herein.

The responsibility for monitoring the compliance of this Board Policy is assigned to the County Administrator or designee.

### **VEHICLE IDENTIFICATION & IDENTIFICATION REMOVAL**

All County-owned vehicles shall be licensed with a State of Michigan, tax-exempt, license plate except any unmarked public safety vehicles.

All County-owned vehicles shall be identified on each side with an adhesive backed vinyl County seal, permanently affixed to the vehicle, except for unmarked public safety vehicles. Departments may add departmental names at their discretion.

Prior to vehicle disposal, all County identification decals and license plates must be removed. When removing permanently affixed vinyl decals use the utmost care not to damage the vehicle's paint or body molding. The heating of the vinyl decals with a hair dryer or heat gun assists in the ease of scraping removal.

## VEHICLE INSURANCE

It will be the responsibility of the Human Resources Department to maintain adequate insurance coverage on all County-owned vehicles. Current certificates of insurance must be kept in all County-owned vehicles at all times.

## EXCEPTIONS

Any exceptions or unusual circumstances not provided for in this policy must have specific prior approval from the County Administrator in written form.

## VEHICLE POLICY

### I. GENERAL RULES AND REGULATIONS PERTAINING TO VEHICLE USE BY COUNTY EMPLOYEES

The following rules and regulations are established as a supplement to all rules and regulations contained in this and other board, administrative and personnel policies. The rules and regulations contained herein apply to all county employees who are authorized to use a county-owned vehicle or who are compensated for the use of their private vehicle in the conduct of county business.

#### A. Personal Use of County Vehicles

Under no circumstances will county-owned vehicles be used for personal business. The only exception to this rule is that employees may use a county vehicle for transportation to and from an eating establishment only if a meal period occurs during the employee's normal working hours and the employee, due to a particular vehicle assignment, has no access to a private vehicle. Also, if an employee is working in the field and a return to the normal place of work is impractical, a county vehicle may be used for transportation to acquire a meal.

#### B. County Vehicle Use: The Employee Must....

1. Possess a current and valid motor vehicle operators' license issued by the State of Michigan appropriate for the size and type of vehicle operated.
2. Insure that the county vehicle is in proper operating condition at all times. Any malfunction should be reported to the Facilities Management office, if a pool vehicle, or to the Department Head, if a department-assigned vehicle.

3. Not operate a county vehicle at any time when the employee knows or should have known of a physical condition that affects his/her ability to safely operate the vehicle.
4. Inform the immediate supervisor of any condition which presents a safety hazard to either the employee or the general public in the operating of a vehicle.
5. Use seat belts while operating County vehicles.
6. Observe the "No Smoking Policy" of the Board of Commissioners.

C. Private Vehicle Use: The Employee Must ....

1. Possess a current and valid motor vehicle operators' license issued by the State of Michigan appropriate for the size and type of vehicle operated.
2. Insure that the vehicle is currently licensed by the State of Michigan.
3. Be the owner, lessor, or bailee of the vehicle, and operator of all mileage for which reimbursement is claimed.
4. Have use approved as required by Section IV.

D. Specific Practices Prohibited

1. The operation of a County vehicle or privately-owned vehicle for which mileage reimbursement is claimed, while under the influence of alcohol or any controlled substance.
2. The transportation of alcohol or any controlled substance in a County vehicle or a privately-owned vehicle for which mileage reimbursement is claimed, while in the conduct of County business. This prohibition does not apply to sheriff and public safety activities where the transportation of such materials is in furtherance of law enforcement duties and responsibilities.
3. The operation of a vehicle, in the conduct of County business, which results in the violation of any traffic regulation.
4. The careless or negligent operation of a county vehicle.

E. Accident Reporting Requirement

All accidents involving County pool vehicles, must be reported as soon as possible to the Facilities Management department. If it is a department assigned or privately-owned vehicle, it must be reported to the department head.

Any violation of the Rules and Regulations contained herein may result in disciplinary action.

II. ASSIGNMENT OF COUNTY-OWNED VEHICLES

The authority to assign vehicles rests with the County Administrator or designee. Should a change in the demands of a particular position or department necessitate a change in vehicle assignment status, a written request will be considered and be either approved or disapproved in writing by the County Administrator or designee. Vehicles will be assigned on the basis of functional requirements of the employee's position and should not be construed as a substitute for other compensation or as a fringe benefit. Vehicles are assigned and certain privileges in their use granted only as a means of providing effective management of County functions. Personal use of the vehicle is strictly prohibited. Assignment criteria are established as follows:

A. Special Use Assignment

Vehicles are assigned under this classification in order to provide access to a County-owned vehicle to those employees whose duties and responsibilities are such that they require a vehicle assignment which includes permanent take home privileges. (See Appendix A)

1. Criteria for Assignment and Use

A vehicle will be assigned to a position on a special use basis when one or more of the following criteria have been met:

- A) the responsibilities of that position require the routine and regular conduct of County business before or after normal working hours.
- B) emergency use, on a routine or regular basis will be required before or after normal working hours.
- C) the responsibilities of the position are such that it is to the convenience of the County to assign a vehicle.
- D) a demonstrated security risk warrants such assignment to protect County property.

B. Limited Use Assignment

Employee use of Limited Use Assignment vehicles will be subject to Department Head approval. Vehicles assigned under this classification will be assigned to departments in order to provide direct access to county-owned vehicles to those employees whose positions require routine utilization of a vehicle during normal working hours. Take home privileges are not permitted under limited use assignments.

1. Criteria for Assignment and Use

Under this classification, County-owned vehicles will be assigned to a department when:

- A) the nature of the vehicle use is routine, predetermined and predictable.
- B) the use of a private vehicle would be inappropriate.

C. On Call/Emergency Assignment

Employees meeting these criteria and “on call” will be allowed to drive the vehicle to and from work. Vehicles may be assigned under this classification to those employees who are assigned “on call” duty beyond normal working hours in order to insure a quick response to an emergency or after hours calls for service.

1. Criteria for Assignment and Use

Under this classification vehicles will be provided through the department to those employees who periodically are assigned “on call” duty by their department head when:

- A) a demonstrated need for a County vehicle to insure a quick response to an emergency or after hours calls have been verified by the Department Head and approved by the County Administrator or designee.
- B) the employee is designated to be “on call” for a specific function, purpose and time period.

D. Inter-Departmental Pool Assignment

Pool vehicles are for general use by County employees. All County-owned vehicles not otherwise assigned will be designated as pool vehicles and will be assigned and monitored by Facilities Management. Take home privileges are not permitted under pool vehicle use assignments.

No pool vehicles are to be driven to or from work in the normal course of day-to-day activity.

1. Criteria for Assignment and Use

- A) Pool vehicle use is to be approved by the department head for each utilization.
- B) Employees designated access, and requiring the use of a pool vehicle before 8:00 A.M. or after 5:00 P.M. for out-of-town travel, will pick up the vehicle during normal working hours by making advance arrangements with Facilities Management. Take home privileges are permitted in this circumstance.
- C) All pool vehicles are to be returned to the (South Campus) parking lot during normal working hours .

E. Intra-Departmental Pool Assignment

Pool vehicles are for general use by department employees. These vehicles are approved and assigned to the particular department through the annual budget process. Usage will be authorized and monitored by the Department Head. Take home privileges are not permitted under departmental pool vehicle usage. No pool vehicles are to be driven to or from work in the normal course of day-to-day activity.

1. Criteria for Assignment and Use

- A. Pool vehicle use is to be approved by the department head for each utilization.
- B. Employees designated access, and requiring the use of a pool vehicle before 8:00 A.M. or after 5:00 P.M. for out-of-town travel, will pick up the vehicle during normal working hours. Take home privileges are permitted in this instance.
- C. All pool vehicles are to be returned to the department's parking lot during normal working hours.

III. PROCEDURES FOR IMPLEMENTATION OF THE VEHICLE ASSIGNMENT AND UTILIZATION POLICY

A. General Assignment

Designation of vehicle assignments in accordance with this policy will be in compliance with instructions issued by the County Administrator or designee.

B. Record Maintenance

Responsibilities for record maintenance of vehicle usage will be as follows:

Special Use Assignment

1. The County Administrator's office will keep a record which includes:
  - A. Documentation that the criteria for a special use vehicle has been met.
  - B. The position title and the date the vehicle was assigned.
  - C. The year, make, model and license number of the assigned vehicles.

Limited Use Assignment

1. The assigned department will keep a record which includes:
  - A. Documentation that the criteria for a limited use vehicle have been met, including the date it was assigned.
  - B. The department and the date the vehicle was assigned.
  - C. The year, make, model and license number of the assigned vehicle.

On Call/Emergency Assignment

1. The assigned department will keep a record which includes:
  - A. The positions that meet the criteria for use of the on-call vehicle.
  - B. The year, make, model and license number of the vehicles assigned to on-call.
  - C. A log of actual vehicle usage showing the employee's name, date and time period for which the vehicle was used.
  - D. Records of maintenance or repair for each vehicle.

Inter-Departmental Pool Assignment

1. The Facilities Management department will keep a record which includes:
  - A. The year, make, model and license number of all vehicles assigned to the pool.
  - B. A log of actual vehicle usage showing the employee name, date, destination, time period and mileage for which the vehicle was used.
  - C. Records of maintenance or repairs for each vehicle.

Intra-Departmental Pool Assignment

1. The assigned department will keep a record which includes:
  - A. The year, make, model and license number of all vehicles assigned to the pool.
  - B. Records of maintenance or repairs for each vehicle.

IV. REGULATION FOR PRIVATE VEHICLE USE

A. Occasional Use Policy

1. Purpose

The purpose of this section will be to provide for vehicle use when the duties and responsibilities of a position require immediate vehicle use and a County-owned vehicle is not available or appropriate. Occasional use regulations do not apply where the use of a vehicle is regularly required to carry out assigned responsibilities.

2. Eligibility

All County employees are eligible to use their privately-owned vehicles in the conduct of official County business when the duties of that position require immediate use of a vehicle and a county-owned vehicle is unavailable, not assigned or inappropriate.

3. Authorization

Prior approval of the immediate supervisor is required to use a private vehicle in the conduct of County business for which mileage reimbursement is requested. The Department Head must approve mileage reimbursement for use of a private vehicle.

B. Regular Use Policy

1. Purpose

The purpose of this section is to allow for use of a privately-owned vehicle for official County business when it is deemed inappropriate by the County Administrator or designee.

2. Eligibility

A position will qualify to use a privately-owned vehicle in the conduct of official County business, subject to reimbursement, when the duties and responsibilities of that position require regular use of a vehicle at a monthly mileage rate of less than six hundred (600) miles per month, when no County vehicle is available for assignment, or when it is not deemed appropriate by the County Administrator or designee.

3. Authorization

- A) The approval of the Department Head is required for the use of privately-owned vehicles in the conduct of official County business on a regular basis.
- B) The use of private vehicles in the conduct of County business will be reimbursed only upon authorization by the Department Head.
- C) Those employees authorized will be reimbursed at the current approved mileage rate.

C. Reimbursement for Use of Private Vehicles

Upon authorization for use of a private vehicle, employees are required to document actual miles driven and will be reimbursed at the currently established rate. Actual miles will be defined as only those miles driven which are directly related to the physical carrying out of official County business. County employees will not be reimbursed for mileage between home and the primary work destination for them or any other employee they transport.

D. Processing the Mileage Request for Reimbursement

1. The employee will complete and sign a Muskegon County Expense Reimbursement Voucher indicating the miles traveled and amount requested for reimbursement and will submit to the department head or appropriate supervisor as required for approval.
2. The Department Head or Supervisor, upon approval, will sign the Expense Reimbursement Voucher and forward to the appropriate staff for processing of payment.
3. The Accounting department will authorize, upon receipt of the approved Expense Reimbursement Voucher, payment in the amount shown, or if disapproved, return to the Department Head for further justification.

APPENDIX A

SPECIAL USE ASSIGNMENT VEHICLES

Department	Position Title	Vehicle
Emergency Services	Chief Deputy	2007 Chevy Impala
Facilities Management	Building Mechanic	1998 Chevy Truck
	Building Mechanic	2002 Chevy Truck
	Building Mechanic	1997 Chevy Truck
	Building Mechanic	1994 Chevy Truck
	Grounds Supervisor	2000 Chevy Truck
	Grounds Keeper	2000 Chevy Truck
Drain Commission	Drain Commissioner	2007 Chevy Truck
	Drain Inspector	2006 Chevy Truck
Wastewater	Deputy Director DPW	2007 Chevy Truck
	WW Engineering, Operations & Maintenance Supervisor	2004 Chevy Truck
	Collections Treatment Supervisor	2006 GMC