

Amended Vehicle Use Policy

Operators of Valley County owned or leased motor vehicles shall always drive safely, legally, and courteously, remembering that they are directly responsible for maintaining both Valley County owned property and the public trust. It is the policy of Valley County to provide a safe working environment that protects our employees and our citizens from injury and property loss. Valley County considers the use of vehicles part of the working environment. All the employee conduct rules listed in the personnel manual apply.

This policy applies to all Elected Officials, employees, and volunteers who operate vehicles on County business.

Vehicles owned or leased by Valley County are to be used for the functions of Valley County only. "Side-trips" or deviations from County business are not authorized. If a driver is using a county vehicle, the individual is authorized to stop for meals, however, no individual may consume alcohol during such meal stop and then drive a county vehicle. Stopping in an emergency situation is always permitted.

The Valley County motor pool is entrusted with the care and keeping of the vehicles to include proper maintenance, registration, insurance, and license plates.

Some individuals may be assigned a county vehicle for use while conducting county business. Such vehicles are still subject to the "no side trip" and "no deviation" rule. If an individual is assigned a county vehicle, that vehicle SHALL be used exclusively for county business whether in or out of county. No mileage reimbursement for personal vehicle use will be granted unless the assigned vehicle is inoperative and no other county vehicle is available.

Non-county individuals may not ride in county vehicles. The exception to this is for bona fide volunteers on county business or employees or Elected Officials transporting individuals on county business. The Valley County Sheriff's office is authorized to allow others to ride in county cars as they deem appropriate.

Drivers shall have a current license to drive what-ever type of vehicle is assigned. Vehicles over 26,000 gross vehicle weight, buses and vans over 15 passengers require a commercial driver's license (CDL).

Individuals who drive a personal vehicle on county business must maintain auto liability insurance with minimum state limits and operate the vehicle in a safe manner.

All drivers and passengers on Valley County business are required to use seatbelts as mandated by law. Sworn law enforcement officers may dispense with wearing safety restraints when, in their discretion, wearing a seatbelt would hinder rather than increase their safety. (Idaho Code 49-673).

The driver of a Valley County, leased or personal vehicle when being used for Valley County business, is prohibited from using a mobile communication device, cell phone, or computer of any type while the vehicle is in motion. Drivers must be safely parked before using any of these devices. This includes any devices capable of receiving or sending any type of message. The exception to this policy is work-related two way radios and sworn law enforcement officers using professional equipment.

SMOKING AND PETS ARE EXPRESSLY PROHIBITED IN ALL VALLEY COUNTY VEHICLES.

DRIVERS ARE RESPONSIBLE FOR THE GENERAL CLEANLINESS OF ANY VALLEY COUNTY VEHICLE THEY ARE DRIVING.

A driver may not operate a county vehicle or a personal vehicle on county business with a BAC of .01 or higher nor be impaired in any manner by illegal drugs, illegal substances, prescribed or over the counter medications, illness, fatigue, or injury. Drivers are required to report any reason that may affect his/her ability to drive safely.

In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of traffic.

Drivers must notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage.

Drivers **shall** have law enforcement investigate any accident that involves a Valley County vehicle or a vehicle driven on county business. Do not discuss fault with anyone or sign anything except from law enforcement, ICRMP, or an authorized representative of Valley County.

Any individual driving a county car, or personal or leased vehicle when on county business involved in an accident **SHALL** submit to a drug/alcohol test **as soon as practical** but no later than twelve hours after the incident. Drivers shall cooperate fully with ICRMP in the handling of the claim.

All fines or other criminal penalties due to violations of the law by a driver are the personal responsibility of the driver. These are personal costs to the driver and shall not be reimbursed.

Prior to the use of any County vehicle, leased vehicle, or vehicle driven on county business, the driver shall make a visual inspection of the exterior of the vehicle and note any damage or required maintenance. The driver shall also maintain a log of mileage in and out. If a driver discovers the mileage is wrong on the log **PRIOR** to use, the inaccuracy shall be reported to the Road Department immediately. Further, if the vehicle is not in a clean, well maintained presentation, the incoming driver shall report the condition to the Road Department. The Road Department will investigate to determine who the prior user was and the cause of the discrepancy. Drivers who fail to follow these procedures are subject to discipline.

Vehicles belonging to Valley County shall not be used to commute to and from work. Employees whose job requirements dictate they report to a different location other than their primary work site may seek an exemption from this policy from the Board of County Commissioners. The permission and the times authorized shall be included in the minutes of the Board of County Commissioners. The Valley County Sheriff, the Chief Deputy Sheriff, the Lieutenant, and all patrol deputies are exempt from this policy and may take their duty vehicles home.

Amended Vehicle Use Policy approved this _____ day of _____, 2017

Gordon Cruickshank, Chairman

Bill Willey, Commissioner

Elt Hasbrouck, Commissioner