

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

15.	FLEET MANAGEMENT & TRANSPORTATION – COUNTY WIDE
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It is the intent of Box Elder County to establish a Fleet Management Program to provide transportation for Box Elder County employees to perform their assigned duties.

Fleet is defined as cars, trucks, sport utility vehicles (SUVs), trailers, snowmobiles, all-terrain vehicles (ATV), boats, or other mechanically engineered or motorized vehicles owned, leased or rented by Box Elder County or any of its departments. This does not include lawn mowers or golf carts used at the Fairgrounds. Fleet vehicles and equipment shall be purchased to meet the needs of county departments in providing:

- a) safe vehicles
- b) quantifiable fuel efficiencies/economies, and
- c) a maximum return on the county's investment of capital.

The Fleet Manager, appointed by the County Commission, and under the direction of the County Auditor, manages the Fleet Program.

15-1. Fleet Manager Duties & Responsibilities

The designated Box Elder County Fleet Manager ("Fleet Manager") is responsible for the administration of the fleet. The duties of the Fleet Manager include:

- A. Purchasing, replacing, and selling vehicles and equipment for the county's fleet.
 1. Assists Department Heads in making informed decisions related to fleet and equipment and facilitates purchases on behalf of the Department Heads.
- B. Maintaining service records, completing required registrations, maintaining title ownership records, and tracking of county vehicles and equipment for inventory and asset management purposes.
- C. Enforcing the fleet policy and assisting with budget projections.
 1. While enforcing fleet policy, the Department Head/Elected Official will work with the HR Director regarding any needed disciplinary action if appropriate. HR will also assist the Fleet Manager/Auditor's Office with any payroll issues relating to fleet usage that generates any fringe benefits for Box Elder County employees as defined by IRS Publication 15-B.

15-2. Department Head Duties & Responsibilities:

The Department Head is responsible for determining the fleet needs for their department, and once a fleet vehicle is assigned to a county department, the department head, in coordination with the Fleet Manager, has the ultimate responsibility for ensuring the proper use, maintenance, and replacement.

15-3. Employee/Operator Duties & Responsibilities

- A. It shall be the responsibility of each County employee and volunteer using a fleet vehicle to ensure that the fleet vehicle is properly parked and locked while the fleet vehicle is not in use.
- B. The following criteria are required for County employees and volunteers to obtain/maintain the privilege of operating a fleet vehicle:
 - 1. A valid driver's license and/or operator's certificate with the correct class for the vehicle operated.
 - 2. Age of 18 years or older.
 - 3. A driver's license and/or operator's certificate that is not under suspension, revocation or denial.
 - 4. No mental or physical conditions which prohibit the safe operation of the specific fleet vehicle.
 - 5. No habitual problem with alcohol or drugs.
 - 6. No transportation of alcohol or controlled substances in any fleet vehicles. Public safety employees transporting evidence is the only exception to this rule.
 - 7. May not have 2 or more traffic moving violations within the previous 2 years, and no habitual violations of any other traffic laws. This applies to current employees as well as those being considered for employment where driving is a required function of the position.
 - 8. County employees or volunteers who have caused an accident while operating a fleet vehicle may lose operating privileges and/or be disciplined and may be terminated from employment if driving/operating a fleet vehicle is a condition of their employment. See sections 15-18 and 15-19 for additional information on accident review and investigation.
 - 9. A conviction of driving under the influence or reckless driving will result in immediate loss of fleet vehicle operating privileges, and may also result in termination from employment if driving/operating a vehicle is a condition of their employment.
 - 10. Each employee or volunteer who operates a fleet vehicle within the scope of his/her employment and is convicted of a Class B, Class A, or Felony offense related to operating a vehicle, must immediately notify their supervisor, and may be required to complete a driver-training course which is approved, or offered by the Utah County Indemnity Pool.
 - 11. All County employees or volunteers who are CDL holders will comply with federal and state law regarding the reporting of accidents, citations, or driving convictions involving the CDL holder. (Utah Code, Annotated 53-3-401-420, Uniform Commercial Drivers License Act).
 - 12. Those authorized to transport non-county passengers must comply with the ride-along policy, or personal insurance and family waiver policy outlined below.
- C. Driver's License Checks: Driver's licenses of those employees or volunteers reasonably anticipated to drive a fleet vehicle in the scope of employment are checked:

1. Before extending an offer of employment or, in the alternative, after extending a conditional offer of employment based upon satisfaction with driver's license history; and
 2. Annually to determine status, restrictions, or modifications.
- D. Any county employee who is authorized to use a fleet vehicle shall immediately report to Human Resources if his or her driver's license is revoked or suspended.
- E. **A County employee or volunteer shall wear and have all passengers wear their seatbelts and safety restraints at all times while operating any fleet vehicles.** All County employees and volunteers shall wear properly adjusted seatbelts and safety restraints when operating or riding in a seat equipped with seatbelts and restraints, in any fleet vehicle, while on or off-duty, or in any privately owned vehicle while on-duty, and shall ensure that all other occupants of such vehicles wear properly adjusted seatbelts and safety restraints.

Exceptions to these requirements to wear seatbelts and safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt and/or safety restraint would endanger the County employee or volunteer, or the public. County employees and volunteers must be prepared to justify any deviation from the seatbelt and safety restraint requirements.

F. Unauthorized Uses

1. Only county employees or approved county volunteers shall operate fleet vehicles.
2. Use of fleet vehicles for personal business, recreation and/or for purposes not incidental to county business, is prohibited, unless otherwise authorized by another section of this policy.
3. Fleet vehicles shall not be used to transport family members, private citizens or any other non-County employees or volunteers. (Department heads with the approval of the County Commission, may authorize exceptions based on specific employment positions). However, County employees and approved volunteers who are engaging exclusively in County business may use fleet vehicles to transport passengers who are not County employees or volunteers when transporting such passengers in a fleet vehicle is a necessary function of the County employee's or volunteer's job duties. County employees and approved volunteers wishing to transport non-County employees or volunteers (spouse, family member, friend, etc.) on County business (for example, out of town training) shall utilize their own personal vehicle for such travel rather than a fleet vehicle.
4. With department head approval, county employees and volunteers may use a fleet vehicle to participate in an official parade hosted by another local jurisdiction.
5. Use of alcohol, drugs or any other substances that could impede judgment and the safe operation of a fleet vehicle is prohibited.
6. Use of any tobacco products in a fleet vehicle is prohibited.

7. Personal use of a fleet vehicle includes commuting miles to and from work unless: (1) determined as exempt type vehicle per IRS Publications 15-B. See 15-15 for applicable exempt vehicles, and (2) the authorization through either the approval of the Vehicle Take Home Authorization Form or other comprehensive report from the department head authorizing specific employees or positions to utilize a vehicle for take home and/or incidental personal use as outlined in section 15-14.

15-4. Vehicle/Equipment Rotation

The County intends to rotate fleet vehicles/equipment to enhance vehicle value and safety. Under this program the service life of a vehicle shall be evaluated by the Fleet Manager. A vehicle's life cycle and method of purchase shall be determined by warranty coverage, age, miles, cost, condition, usage, department needs, replacement cost, and reliability. The Fleet Manager will try to maximize financial value and balance that with modernizing the fleet.

The Fleet Manager will evaluate each department's fleet vehicles every year. They will meet with each department head and discuss with them possible recommendations to improve county fleet.

It shall be the goal of the Fleet Management Program to replace fleet vehicles before maintenance and repair costs become excessive. The Fleet Manager will oversee the rotation and decide what is in the county's best interest, under the direction of the County Auditor and County Commission and in coordination with affected departments. The coming year's fleet needs will be reevaluated each year through the Capital Improvement Project requests so that departmental budgets reflect departmental vehicle needs.

15-5. Replacement Program

- A. Fleet vehicles replaced under the Vehicle Replacement Program will be purchased from Capital Improvement Project (CIP) funds, thus enabling those assets to be properly recorded on the county's fixed assets. Department heads are responsible for preparing vehicle/equipment CIP budget requests for their departments each year and submitting them to the Fleet Manager who will submit them to the CIP Committee for their recommendation. Requests for replacement vehicles/equipment must identify the vehicle/equipment being replaced by make, model, and year and last six numbers of the VIN using the proper CIP form from the Auditor's office.
- B. Under no circumstances will a department be allowed to trade in a fleet vehicle or use funds from a sold fleet vehicle to purchase a new vehicle. Only funds currently budgeted for fleet vehicles will be allowed in the purchasing process. Funds collected from the disposal of a fleet vehicle at approved auction will be deposited into the fund that was used to purchase the vehicle.

- C. Fleet vehicles that do not meet the CIP threshold of \$20,000 should not be purchased without coordination or involvement of the Fleet Manager and Auditor's office.
- D. Any County Department Head wanting to make a fleet purchase should fill out an Equipment Request Form during the CIP process. If an unexpected need arises mid-year after budgets are established, a vehicle purchase request form can be filled out. As this may result in a budget amendment, the Auditor's office must be notified to determine if budget amendment procedures need to take place and to make the Fleet Manager aware of the fleet purchase request. Any budget amendments must go through the budget amendment process requiring a public hearing and approval by the Commission before the purchase can be made.
- E. All fleet vehicles shall be included in the vehicle replacement program. The CIP committee, including the department head(s)/elected official(s), will recommend requests for new vehicles/equipment to the County Commission. The Fleet Manager will facilitate the selection of all new vehicles.

15-7. Vehicle Turn-In

County fleet vehicles being replaced shall be turned in to the Fleet Manager upon delivery of the new vehicle or in the event a vehicle is no longer needed. Fleet vehicles needing repairs or detailing shall be repaired or detailed in accordance with County policy and paid for by the department turning in the fleet vehicle. If possible the fleet vehicle will be brought to the Historic Courthouse back parking lot.

15-8. Surplus Vehicles

After fleet vehicles are declared surplus, they shall be listed for public sale at a designated auction site. This is coordinated by the Fleet Manager. If possible, the vehicle will be brought to the Historic Courthouse back parking lot to facilitate this process.

15-9. Motor Pool/Vehicle Sharing

The Fleet Management Program will provide motor pool fleet vehicles for departments to use rather than purchasing a fleet vehicle for use on a limited basis. The Fleet Manager will ensure motor pool fleet vehicles are upgraded and modernized to maintain the motor pool's operation. The Fleet Manager may designate a department or individual to log or track the use of motor pool fleet vehicles at his/her discretion.

In situations where the need for a specific type of vehicle is cyclical or seasonal in nature, and a similar need for a like vehicle is demonstrated by another department, fleet vehicle sharing is encouraged. This will provide for greater utilization of the asset. Motor pool fleet vehicles will be used on a first-come, first-served basis, and motor pool fleet vehicles may be reserved in advance.

15-10. County Vehicle Utilization Standards & Minimum Use

- A. In order to optimize the use of County fleet vehicles, there will be a County utilization standard that fleet vehicles should meet. The minimum use mileage target for standard fleet vehicles (cars, trucks, and vans used to transport passengers, including law enforcement vehicles) is 5,500 miles annually. This standard will be used to determine if fleet vehicles are being underutilized.

The following vehicles are exempt from minimum use mileage target:

-Any fleet vehicle with GVWR 8000LBs or higher.

-Construction heavy equipment fleet vehicles.

-Any fleet vehicle that has been given a waiver by the Fleet Manager. Examples would include special use vehicles such as ambulances, fire engines, SWAT team vehicles, some Search and Rescue vehicles, Road Department commercial vehicles, and equipment of that nature.

- B. The Fleet Manager will notify department heads if they have fleet vehicles not meeting the usage standard. The purpose of this notification is to help department heads evaluate how fleet vehicles can be better used in their departments. Upon notification, department heads shall establish a plan for better utilization of that department's fleet vehicles, such as vehicle sharing with other departmental employees or other departments, reducing the size of fleet vehicles in the department, or allowing a mileage reimbursement for department employees' use of their own personal vehicles (provided that an employee's job required use of his/her personal vehicles is below 5,500 miles annually).

- C. Upon receiving notice of fleet vehicles not meeting the utilization standard, department heads shall have thirty (30) days to complete and submit a Fleet Vehicle Justification form to the Fleet Manager. Justifications for retaining vehicles that do not meet the utilization standard may include, but are not limited to:

1. How does the primary function of this fleet vehicle relate to the department's need?
2. What services are provided by this fleet vehicle?
3. How many employees use this fleet vehicle and how often?
4. How many trips a month for this fleet vehicle?
5. Could the department's need for this vehicle be accomplished in another way that is more cost effective?

- D. The Fleet Manager will review the Fleet Vehicle Justification form and either approve or deny the justification. Upon request by the department head, the Fleet Manager may also grant a permanent justification for any specific fleet vehicle. A denial by the Fleet Manager can be appealed by the department head to the County Commission for a final decision. In the event a denial by the Fleet Manager

is not appealed by the department head, or is upheld by the County Commission, the Fleet Manager may sell or reassign the fleet vehicle.

15-11. Maintenance

- A. All fleet vehicles will receive regular maintenance, repairs, and service in accordance with requirements specified by the Fleet Manager in coordination with the Department Head/Elected Official. Fleet vehicles shall be maintained, repaired and serviced at locations approved by the Fleet Manager. Any and all warranty work shall be coordinated with the Fleet Manager in order to maintain accurate records on the Fleet Management Program. The appropriate maintenance and service schedule program must be followed. The Fleet Manager will periodically monitor scheduled service of fleet vehicles and shall provide findings relating to fleet vehicles assigned to a department to the department head(s). Failure of a department to comply with specified maintenance, repairs and service may result in loss of fleet vehicle privileges and discipline. Department heads shall report any vehicle problems or damage to the Fleet Manager and County Risk Manager immediately and in accordance with other County policies.

- B. All fleet vehicle maintenance, repair, and service invoices shall be sent to the Fleet Manager unless such maintenance, repair or service has already been entered into the fleet vehicle maintenance data base by the department. (i.e. County Roads Department). The Fleet Manager or department designee will attach these records to the fleet vehicles in the database. Any needed fleet vehicle maintenance, repair or service expected to be over \$2,000 dollars shall be submitted through the same fleet maintenance database system and the purchasing policy will followed by the department head, consulting the Fleet Manager or Auditor's office as needed to determine if another alternative or replacement is more cost effective.

- C. Each County employee or volunteer who is assigned the use of a specific fleet vehicle shall be responsible to maintain that fleet vehicle in a safe and operable condition, and to ensure that the specified maintenance, repairs or service upon that fleet vehicle are obtained. In addition, the County employee or volunteer shall agree to keep the fleet vehicle clean/washed and vacuumed regularly.

- D. Box Elder County encourages safe use of cell phones, radios, and other communication devices while operating County fleet vehicles/equipment. It is important that the use of such devices not detract from safe driving practices. County employees and volunteers shall use hands-free wireless communication devices while operating fleet vehicles whenever possible. County employees and volunteers shall not use text messaging, use electronic mail, dial a phone number, access the internet, view or record video, or enter data into a handheld wireless communication device while operating a fleet vehicle. In addition to the requirements of this policy, any County employee or volunteer operating a fleet

vehicle shall be aware of and comply with any and all Utah laws regulating the use of cell phones, radios, and other communication devices while operating a motor vehicle.

Provided however, that county employees and volunteers shall not be prohibited from using a cell phone, radio, or other communication device during a “medical emergency, when reporting a safety hazard or requesting assistance relating to a safety hazard or when reporting criminal activity or requesting assistance relating to a criminal activity.”

15-12. Gas Card

A County gas card may be assigned to each fleet vehicle. The County employee or volunteer operating the fleet vehicle shall be responsible for the proper use of the County gas card. County gas cards should only be used in the designated fleet vehicle for County business related gas purchases. Any other use of the County gas card may result in disciplinary action. This County gas card will stay with the fleet vehicle and/or equipment at all times. A personal security code is a requirement to activate the County gas card. With respect to County Road Department fleet vehicles, every effort shall be made by the Road Department employees and volunteers to get fuel at the County road shed, unless the Road Department employee or volunteer is out of the area, at which time the gas card will be used.

15-13. Vehicle Damage

- A. Any damage to any fleet vehicle shall be **immediately** reported by the County employee or volunteer operating the fleet vehicle to his or her **immediate supervisor or department head, and the County Risk Manager**. The Risk Manager will notify the Fleet Manager. Any damage to the fleet vehicle caused by negligence or non-compliance with fleet management rules shall be repaired and the cost of the repair shall be charged to the County department to which the fleet vehicle was assigned at the time the damage occurred. If the County employee or volunteer who was operating the fleet vehicle at the time the damage occurred is found to be negligent, he/she will be subject to discipline.
- B. **Vehicle Alterations** - No County department, employee, or volunteer shall make any alterations or physical changes to any vehicle, equipment or auxiliary equipment who is not the authorized designee by permission of the department head and/or Fleet Manager. This includes the addition of any aftermarket device, or equipment including radar equipment, decals, plows, salters, safety lights, etc.

15-14 Vehicle Take Home Policy

- A. In order to be compliant with the IRS rules regarding fringe benefits, to mitigate County risk and liability, and to comply with the rules of the County’s insurer, Utah Counties Indemnity Pool, no fleet vehicles will be taken home by County employees or volunteers without annual reporting of department head Vehicle Take Home Authorization (with the exception of one-off approvals by the

department head for non-permanent use). The reporting includes providing either the Vehicle Take Home Authorization Form for each employee, or a comprehensive approval list of employees authorized by the department head, to be completed and turned into Human Resources, who will share a copy with the Auditor's Office, annually by December 1st for the coming year. It will be kept on file with Human Resources. All take home vehicles will be subject to the IRS rules related to fringe benefits, as further outlined below and in section 15-15.

B. Only the department head, elected official, or county commissioner may authorize an employee to take home a vehicle.

C. **All commuting miles are considered personal mileage subject to income tax rules per IRS Publication 15-B EXCEPT for the following exempt types of vehicles:**

1. Clearly marked, through painted insignia or words, police, fire, and public safety vehicles, provided that any personal use of the vehicle (other than commuting) is prohibited by the governmental unit.
2. Unmarked vehicles used by law enforcement officers if the use is officially authorized. Any personal use (outside of commuting miles) must be authorized by the employer, and must be related to law-enforcement functions, such as being able to report directly from home to an emergency situation. Use of an unmarked vehicle for vacation or recreation trips cannot qualify as an authorized use.
3. An ambulance or hearse used for its specific purpose.
4. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
5. Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.
6. A passenger bus with a capacity of at least 20 passengers used for its specific purpose and school buses. The working condition benefit is available only for the driver, not for any passengers.
7. Tractors and other special-purpose farm vehicles.
8. Bucket trucks, cement mixers, combines, cranes and derricks, dump trucks (including garbage trucks), flatbed trucks, forklifts, qualified moving vans, qualified specialized utility repair trucks, and refrigerated trucks.
9. A pickup truck with a loaded gross vehicle weight of 14,000 pounds or less is a qualified non personal use vehicle for exempt commuting miles **only** if it has been specially modified so it isn't likely to be used more than minimally for personal purposes. For example, a pickup truck qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and meets either of the following requirements.
 - a. It is equipped with at least one of the following items.
 1. A hydraulic lift gate.
 2. Permanent tanks or drums.
 3. Permanent side boards or panels that materially raise the level of the sides of the truck bed.
 4. Other heavy equipment (such as an electric generator, welder,

boom, or crane used to tow automobiles and other vehicles).

- b. It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation for which it was specially designed or significantly modified.
- 10. A van with a loaded gross vehicle weight of 14,000 pounds or less is a qualified non personal use vehicle for exempt commuting miles if it has been specially modified so it isn't likely to be used more than minimally for personal purposes. For example, a van qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and has a seat for the driver only (or the driver and one other person) and either of the following items.
 - a. Permanent shelving that fills most of the cargo area.
 - b. An open cargo area and the van always carries merchandise, material, or equipment used in your trade, business, or function.
- D. Distance Restriction- Any County employee or volunteer whose commute is more than 50 miles one-way and their residence is outside of the county, will not be allowed to take home a fleet vehicle. The 50 miles one-way restriction also applies to those employees who are on-call and have been approved for the family exemption. The 50 miles does not apply to travel within Box Elder County, and an exception may be made on an individual basis with approval of the Sheriff.

15-15 Personal Use of Fleet Vehicle Exceptions

Personal use of any fleet vehicles is prohibited except as follows:

- A. Incidental Personal use. Incidental personal use of a fleet vehicle is defined as a de minimus distance of no more than two (2) miles from the route of County business use. Personal use must not adversely affect the vehicle or the public perception of the County's use of fleet vehicles. Any unauthorized non-de minimus personal use of a county vehicle is a violation of state code, and county policies outlined under Section 24 of the Employee Handbook.
- B. Emergency Use. Fleet Vehicles may be used for personal use in emergency situations related to unplanned serious medical problems or significant property damage where the fleet vehicle must respond quickly. Any emergency use of a fleet vehicle by a County employee or volunteer must be reported by the County employee or volunteer to his or her supervisor within two (2) business days, or as soon as practicable, following emergency use.
- C. Personal Use explicitly authorized through the Vehicle Take Home Authorization.

1. If personal use of a fleet vehicle is granted to a County employee or volunteer via the Vehicle Take Home Authorization process, that employee or volunteer will have the IRS set weekly fringe benefit amount added to their paystub automatically according to the IRS Publication 15-B. Though a nominal amount, this will be taxed as personal income.
 2. County Commission approved public safety positions may transport family members in fleet vehicles without it being considered personal use in accordance with Utah Code §76-8-402. The use of County vehicles by a Public Servant in compliance with County and Sheriff's Office policy shall be deemed as providing a value to the County that substantially outweighs the personal benefit received by the Public Servant. This will allow the on-call public safety employee to respond immediately in the event of an emergency. If the employee needs to respond to an emergency, they must remove family members from the vehicle as soon as practical.
- D. Personal Insurance Requirement. Liability coverage provided by the County for an employee's authorized personal or off-duty use of a county owned vehicle is limited to the minimum levels required by state law. It is the responsibility of the employee to purchase supplemental insurance coverage for the authorized personal or off-duty use of the county vehicle if the employee has been authorized to transport passengers including family members. If the supplemental insurance coverage is not current if/when an accident occurs, the employee will be personally responsible for any costs not covered by the County's insurance provider.
- E. Waiver required for transporting family members. Employees who have received department head and county commission approval to transport family members in a county vehicle must complete a Family Passenger Waiver for each individual family member that may ride in the vehicle. Copies of the completed waiver must be forwarded to the Risk Manager prior to any passengers riding in the vehicle. Non-family member passengers must comply with the Sheriff's ride-along policy. The waiver does **not** permit family members to operate the County vehicle.

15-16 On-Call Employees Fleet Vehicle Use:

- A. Being "On-Call", whether 24/7 or for a designated schedule, does not automatically qualify an employee or volunteer for a take-home fleet vehicle. In order to have a take home fleet vehicle the employee or volunteer must be approved through the Vehicle Take Home Authorization process.
- B. Any employee or volunteer who is called in to work using a personal vehicle, can be reimbursed for his/her mileage at the current IRS mileage rate. A mileage reimbursement request will need to be turned in the following month and receive supervisor approval.

15-17 Vehicle Availability

Fleet vehicles assigned to any one employee or volunteer may be reassigned for use by other employees or volunteers at any time, as determined by the Fleet Manager and the department head.

15-18 Accident Investigation Involving Employee or Volunteer and/or Vehicles

If while operating a fleet vehicle or a privately-owned vehicle in the performance of official duties, a County employee or volunteer is involved in an accident resulting in personal injury or property damage, the department head of the employee or volunteer shall:

- A. Request that all parties and properties concerned remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has released them.
- B. File a report with the appropriate law enforcement agency.
- C. Refrain from making statements regarding the accident to anyone other than the investigating law enforcement representative, appropriate county officials, and representatives of his or her own insurance company if the employee's privately-owned vehicle is involved. Statements made to investigating authorities should be factual information and statements made to the other party should be confined to exchange of driver's license and insurance information only.
- D. **Immediately** inform the Risk Manager of the accident.
- E. Forward a copy of all police reports, any statements attached thereto and 3 bids for repair to the Risk Manager immediately after completion of the investigation. The Risk Manager will report such accidents to the Fleet Manager and to the Utah Counties Indemnity Pool, the County's insurance carrier.
- F. Submit to and comply with the policy outlined in Section 12: Drug-Free Workplace, specifically 12-2 "Testing."

15-19. Accident Review Board

The County Risk Manager shall periodically convene an Accident Review Board which will meet as a committee and review all county fleet vehicle accidents, employee injuries or accidents occurring during worktime, and damage to county equipment occurring on County time and in a fleet vehicle. The employee, volunteer, or other witnesses may be asked to participate in this review.

15-20 Commercial Driver License (CDL) Requirements

- A. County employees or volunteers who operate a commercial fleet vehicle on public or private roadways must comply with all of the requirements of the Commercial Motor Vehicle Safety Act of 1986. This federal law governs the operation of the following vehicles:
 1. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds;
 2. A trailer with a GVWR of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds;
 3. A vehicle designed to transport more than 15 persons (including the driver); and

4. Any size vehicle which requires hazardous materials placards.
- B. County employees or volunteers operating a commercial fleet vehicle on County property, who do not operate on public or private roads, may operate after training in the safe operation and maintenance of the equipment, and with the department head/elected official's authorization. Employees without a commercial driver's license may not operate a commercial vehicle meeting the description above on any public or private road, under any circumstances.
- C. County Employees or volunteers operating a commercial fleet vehicle shall:
1. Notify their immediate supervisor within 30 days of a conviction for any traffic violation except parking citations.
 2. Notify the Utah Driver's License Division within 30 days if they are convicted in any other state of any traffic violation except parking citations.
 3. Notify their immediate supervisor if their license is suspended, revoked, or canceled, or if they are disqualified from driving.
 4. Not drive without a valid Commercial Driver's License.
 5. Not be allowed to drive if they possess more than one license or if their CDL is suspended or revoked.
- D. COSTS of CDL: When it is necessary for County employees and volunteers to renew their CDL, the County shall pay the total amount of the costs for the written test, skills test and for all endorsements required by the County. The County shall also pay the entire cost for required physical examinations. The County employee shall undergo the exam at a medical facility determined By the County. Expenses incurred by the County shall be paid out of department budgets.
- E. COSTS of CDL – New Employees: New County employees or volunteers may be expected to have a valid CDL upon hire and bear the entire cost of obtaining a CDL including medical examination costs. At the discretion of the department head, the County may bear the cost of licensing for new employees and volunteers and employees and volunteers promoted or placed in positions requiring a CDL.
- F. Failure to comply with requirements of this section could result in loss of driving privilege or termination from employment.

15-21. Fleet Vehicle Telematics System (GPS/Cameras)

- A. **Purpose.** Vehicle telematics systems consist of a tracking device and a forward facing camera installed in a vehicle that allows for the sending, receiving and storing of data. They capture data including location, speed, movements, and behavior of a vehicle and/or the driver/operator. Such systems are used by Box

Elder County in its fleet vehicles to address safety, accountability, compliance, efficacy, and customer service. Information received can be used to diagnose and repair vehicles, create routing efficiencies, reduce idling and improve fuel efficiency, aid in theft recovery, and address driving behavior to improve safety.

This policy is not intended to be punitive or used solely to monitor individual County employees and volunteers, although unsafe and unauthorized fleet vehicle usage may lead to disciplinary action. The Fleet Manager, County Risk Manager and appropriate Department Heads will actively review and/or monitor the data depending on various circumstances. Examples of such situations may include, but are not limited to, the following: post-accident analysis, complaint research (e.g. a report from a County resident), stolen vehicle recovery, productivity/operational evaluations (e.g. overseeing snow removal routes and procedures), and to dispatch/reroute equipment to meet immediate needs (e.g. fallen tree).

- B. **Installation and Maintenance.** The Fleet Manager shall install and maintain a standardized fleet telematics system, consisting of a GPS unit and a forward facing camera on all Box Elder County fleet vehicles, with the exceptions listed below.
- C. **Exceptions.** The following exceptions shall apply to the following Box Elder County fleet vehicles:
1. Box Elder County Sheriff's Office patrol vehicles. No forward facing camera will be installed in any patrol vehicles used by the Sheriff's Office.
 2. Box Elder County Sheriff's Office "on-call" vehicles. No forward facing camera will be installed in any on-call vehicles used by the Sheriff's Office.
 3. Box Elder County Fire and Emergency Service response vehicles. No forward facing camera will be installed in any fire and emergency response vehicles used by Box Elder County.
- D. **Use of Collected Data.** The data collected from the fleet telematics system shall be used by the Fleet Manager, Risk Manager, and Department Head for the following purposes:
1. Monitoring and analytics of fleet vehicle diagnostics and performance.
 2. Monitoring of location for asset inventory, theft recovery, operational efficiency and situational awareness.
 3. Monitoring and analytics of operator behavior as it relates to safety.
 4. Investigation of a vehicle-related or employee-related incident.

This data will be owned and maintained by the company providing the telematics systems to the County. The County may request a copy of specific data (e.g. accident, harsh or distracted driving incidents), which specific data

would then be owned by the County. As much as is reasonably possible, any data owned by the County will be classified as private, controlled or protected under the provisions of the Utah Governmental Records Access and Management Act.

Access to the recordings from the fleet camera system shall be in accordance with any Box Elder County Employment Policy related to camera and audio recordings and use.

- E. **Reporting to Risk Management and Department Heads.** Department heads shall immediately report all information collected from accidents, harsh driving, distracted driving, or other safety information, to the County Risk Manager. It will then be the responsibility of the Risk Manager and Department Head to investigate and take appropriate action. Other than the reporting of this information, the Fleet Manager shall have no authority or responsibility to take any action against the involved County employee or volunteer.

- F. **Driver/Operator Responsibilities.** The presence of a telematics system in a County fleet vehicle does not relieve County employees and volunteers of their responsibility to inspect their assigned fleet vehicle before each tour of duty and immediately report to their supervisor any damage or mechanical failure, including damage to any telematics system device. It is the driver's/operator's responsibility to operate the fleet vehicle in a safe manner, compliant with all Federal and State driving regulations, and to drive defensively to prevent injuries and property damage. In addition to taking all required trainings related to use of the system, drivers/operators shall routinely inspect the system camera for proper physical alignment and aim, remove any camera obstructions, make camera alignment corrections, or report camera installation issues or damage to ensure that the system operates as designed.

Box Elder County has a right to monitor its employees' and volunteers' use of County fleet vehicles, and County employees and volunteers should have no expectation of privacy when it comes to use of County fleet vehicles. Drivers/Operators shall not tamper, disconnect, alter, obstruct, or destroy technology and telematics devices installed on any fleet vehicles and equipment.

15-22 Requirements to Operate Off-Highway Vehicles (OHVs) Including UTVs, ATVs or Snowmobiles

- A. **Purpose.** OHVs may be necessary to provide services to residents and visitors of the County. This policy is intended to ensure employees and volunteers are safe in their work by preventing accidents and injuries resulting from operating OHVs through established policies and procedures, along with enforced accountability in safe practices and operation of OHVs.

B. **Criteria for ATV/UTV/Snowmobile use:**

1. **Approval for use.** The use of ATVs, UTVs, or Snowmobiles must be approved by the Elected Official/Department Head, and only in circumstances where the job necessitates the use, and no other safer option is available.
2. **Training & Authorization to Operate.** All employees who operate OHVs must have completed training as detailed below, including passing a written and hands-on test. Department heads may authorize employees and volunteers to operate only after county-approved training and testing is complete, or in emergency situations (i.e. Search and Rescue) as soon as reasonably possible. No employee or volunteer may operate an OHV without official authorization.
3. **Use of Proper Personal Protective Equipment.** OHVs may only be operated if the proper PPE is provided and worn. The required PPE is determined by the Department head's consideration of what the owner's manual requires, along with a PPE/Job Safety Analysis. If this has not been completed for the purpose or location of use, operators must utilize all the PPE required in the OHV owner's manual.
4. **Inspection and maintenance protocols.** Each OHV is to be assigned a unique number for the purposes of inspection and maintenance.
 - a. **Inspections.** Inspections are to be completed in writing, and must include the OHV #, operator name, and date. Inspections are to be completed prior to use and following use, and as often as deemed necessary by the department's maintenance program.
 - b. **Maintenance.** Routine maintenance should take place daily and weekly as determined by the pre and post trip inspections, in addition to thorough annual inspections and maintenance to prepare units for use, and any additional maintenance suggested and required by the owner's manual.
5. **Risk assessment of terrain and tasks.** Prior to operation, all operators and involved employees/volunteers must participate in a job briefing safety meeting to review and discuss the specific risks of the terrain being navigated, and the tasks being conducted to ensure proper PPE has been provided and safety measures can be followed to mitigate injury and risk.

C. **Operator Qualification Rules:**

1. Employees must be authorized to operate OHVs prior to use. Authorization can only be made by the department head following the employee's successful completion of Risk Manager approved OHV (ATV, UTV, Snowmobiles) training that includes both documented hands-on and classroom session with a test to demonstrate knowledge and ability.

At a minimum the classroom portion must include completion of the Official Utah OHV Education Course at <https://secured.utah.gov/utoutdoorrecdirectory/Forms/Page/utoutdoorrecdirectory/utohvcourse/0>

2. OHV operator candidates shall demonstrate inspection and knowledge of machine operation observed by a trained, competent operator assigned in each department.
3. OHV operators shall not operate an assigned UTV, ATV or Snowmobiles until they have received the required qualification and have reviewed the owner's manual for the equipment they are assigned to operate.

D. ATV/UTV/Snowmobiles Operating Requirements:

1. Operators, authorized by the County, shall be licensed, familiar with the operating characteristics of the equipment they are to drive, and shall have reviewed the operator manual for such equipment.
2. OHVs shall not be operated:
 - a. Without an installed, operating clinometer readily visible to the operator at all times.
 - b. Without the provided UTV nets/doors, unless the use is not necessary or impedes work based on the department's job safety and PPE analysis of the task/use.
 - c. Unless the owner's manual is in the unit and is readily accessible to the operator.
 - d. Without a first aid kit and fire extinguisher on board
 - e. With unsecure cargo in the passenger compartment.
 - f. recreationally or loaned out during off days.
 - g. Offroad without a spark-arresting muffler.
3. OHVs shall be trailered to off-road work areas (transport of ATVs/UTVs/Snowmobiles on trucks is permitted when properly loaded and secured). Street legal units, while being used for Sheriff Department patrols are the only exception to the trailering requirement.
4. Other than rights-of-way to access terrains that can't be navigated by conventional trucks, and for County sponsored events where pedestrians are present, OHVs shall not be operated on dirt roads, improved or paved roads, or anywhere a truck can be driven, except as required by the Sheriff's Department operations.
5. OHVs shall be operated at speeds and in a manner reasonable for the prevailing terrain and weather conditions. When the option is available, the UTV shall be speed-governed to less than 20 mph.
6. All seats on an OHV shall be installed or approved for aftermarket installation by the OHV manufacturer.

7. All riders on a UTV shall be seated and wearing seat belts while the vehicle is in motion.
8. UTVs shall have at least a three-point seat belt comprised of a lap belt and shoulder strap. Operators and passengers must wear seat belts at all times. Overriding the driver's seatbelt is **never** permissible.
9. When a three-point belt system is not available on an OHV and cannot be installed, drivers and riders must wear helmets with face protection that are approved by the U.S. Department of Transportation, or follow the recommendations of the owner's manual if different.
10. ATV/UTV/Snowmobile use, and limits of use, shall be discussed in the daily job briefing and task hazard analysis and the designated operators of ATVs/UTVs/Snowmobiles shall be noted in the daily job briefing.
11. All offroad use of OHVs shall require the following PPE unless a job safety and PPE risk analysis of the specific task demonstrates differently: ankle-height work boots, long pants, a long sleeved shirt, work gloves (approved for the task), ANSI-approved shatterproof safety glasses, and a DOT approved helmet (safety glasses are not required if a full-face helmet with a shatterproof face shield is being used).
12. Exceptions to the Owner's Manual list of required PPE can only be made by the department head/manager approving a completed a job safety and PPE analysis for the specific task and location showing that all risks have been met and considered.
13. OHVs shall be inspected daily and shall not be operated with safety defects.