

MCLEOD COUNTY VEHICLE USE POLICY

PURPOSE

To define the criteria for using a County vehicle from the motor pool vehicles.

- A. All users who engage in the use of County vehicles are required to have a valid and appropriate driver's license. It is the employee's responsibility to notify his/her supervisor if the employee's license has been revoked or suspended or if there is any other reason why the employee cannot drive a vehicle.
- B. Maintain a photocopy of their driver's license numbers on file with the Auditor's Office, along with evidence of their personal auto insurance coverage as required by state law (insurance company and policy number).
- C. Notify the Auditor's Office, supervisor or department head in the event of the employee's auto liability insurance coverage changes or is canceled.
- D. County vehicles and equipment are to be used for County related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out-of-town or for meal purposes. All passengers in County vehicle must be employees of the County or have an official County business function.
- E. When using a County vehicle, seat belts will be worn at all times and all laws followed.
- F. No operation of County vehicles after consumption of alcohol. The Sheriff's Office may promulgate supplemental policies which will supersede the application of this section to licensed law enforcement employees.
- G. No smoking is allowed in any County vehicle.
- H. When driving a County vehicle, employees shall be aware that driving is their primary responsibility and cellular phone usage is prohibited. Employees are advised to pull off the road and be parked before making or answering a call. The Sheriff's Office may promulgate supplemental policies which will supersede the application of this section to licensed law enforcement employees.
- I. Failure to report accidents can be cause for disciplinary action up to and including discharge.
- J. The driver is responsible for fines and towing charges for moving and parking violations that are under control and discretion of the driver. Tickets received while operating county vehicles must be reported immediately to the employee's supervisor.
- K. Department heads are authorized to make decisions relating to matters not specifically covered by this policy, provided the decisions are made within the general intent of this policy.
- L. The County reserves the right to prohibit any employee from operating a motor pool vehicle.