

Vehicle Operations

700.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines to ensure County/Department and authorized non-county vehicles that are utilized in the course and scope of County business are properly operated in a safe and lawful manner. This policy applies to all members of the department.

700.1.1 DEFINITIONS

Definitions related to this policy include:

County/Department Vehicle - Any vehicle owned by the County of Riverside or Riverside County Probation Department.

Authorized Non-County Vehicle - Any vehicle not owned by the County of Riverside, including collateral partner agency vehicles and private vehicles, but are authorized to conduct county/department business.

Emergency Equipped Vehicle - Any vehicle equipped with emergency lighting pursuant to California Vehicle Code 25252 and 25258.

700.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Standard Safety Operation Manual, Document Number 4001, Vehicle Use and Safety Guidelines;
- Riverside County Board of Supervisors Policy D-2, Use and Purchase of County Vehicles;
- Riverside County Board of Supervisors Policy D-10, Overnight Retention of County Vehicles.

700.3 POLICY

Department employees shall operate and maintain all County/Department or authorized non-county vehicles in accordance with the County Safety Standard Operation Manual, Document 4001, as well as County and departmental policy.

700.4 BUSINESS USE OF VEHICLES

The department will employ and maintain the vehicles necessary for department operations. All employees, by job classification or job assignment, who are or may be required to drive on County business, must meet all requirements before authorization is given to operate a County vehicle or personal vehicle while on County business. Prior to operating any vehicle on County business, each employee must have an approved General Form 30, Authorization to Drive a Riverside County Vehicle or Private Car for County Business and be properly insured. General Form 30 is available at: <http://safety.rc-hr.com/safety/SafetyCenter/Forms.aspx>.

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Department staff shall only operate County/Department vehicles which they are legally qualified to drive and operate. All employees authorized to operate a vehicle to conduct official County business shall complete the county mandated Drivers Training course within six months in accordance with the County Safety Standard Operation Manual, Document 4001.

700.4.1 MONTHLY VEHICLE MILEAGE REPORTING

All County vehicle miles driven shall be tracked by "individual trip" per vehicle utilizing the Monthly Vehicle Mileage Log.

- (a) The Monthly Vehicle Mileage Log shall be maintained for each vehicle and filled out for each trip with required information.
- (b) All drivers must fill in the required log information each trip.
- (c) At the end of each month, the total number of business miles shall be tallied at the bottom of the log. The total business miles driven should equal the difference between the starting odometer reading at the beginning of the month, and the ending odometer reading at the end of the month.
- (d) If no miles are driven in a County vehicle during any given month, the log must still be completed, reflecting that no miles were driven.
- (e) Completed logs shall be turned in to the division designee, and forwarded to Probation Administration by the 5th of each month.

The Fiscal Services Division will be responsible for compiling all vehicle mileage reports and forwarding them to the Auditor-Controller's Office by the 12th of each month.

700.4.2 AUTHORIZATION TO USE A COUNTY/DEPARTMENT VEHICLE

A department member shall not use any county/department vehicle without the knowledge and consent of their supervisor. County/department vehicles shall only be used for official county business. Passengers must be on official County business. Unauthorized passengers include but are not limited to: family members, friends, any paying passengers or hitchhikers.

County vehicles may not be used for commuting purposes unless approved by management resolution, or Board of Supervisors policy D-10, Overnight Retention of County Vehicles. Switching from a personal vehicle to a county vehicle (except an approved Human Resources Rideshare program vehicle) at an intermediate location for the purpose of commuting between the intermediate location and the employee's regular assigned county worksite is prohibited.

Under limited circumstances, non-routine overnight use of a county vehicle may be in the best interest of the County. These circumstances would involve the conduct of county business and would require the knowledge and consent of their Division Director or designee. Under no circumstances may a County vehicle be retained overnight exclusively for the convenience or benefit of a county employee unless approved with the management resolution.

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700.4.3 AUTHORIZATION TO USE A NON-COUNTY VEHICLE

Department staff shall only operate non-county vehicles which they are legally qualified to drive and operate. A department member shall not use any non-county vehicle for official county business without the knowledge and consent of their supervisor.

700.4.4 OPERATION OF EMERGENCY EQUIPPED VEHICLE

Department staff shall not operate any county or non-county emergency equipped vehicle without appropriate training and absent exigent circumstances. With supervisor approval and county or non-county collateral partner agency authorization, department staff who have been trained in the operation of emergency equipped vehicles may operate surveillance vehicles, raid vans, rental vehicles, etc. Any non-county collateral partner agency vehicles operated by a county employee will be operated in accordance with County Standard Safety Operation Manual Document 4001 and Department policies and procedures at all times.

700.4.5 INSPECTIONS

The interior of any vehicle that has been used to transport any person other than a department employee, or collateral agency partner employee should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized items have not been left in the car, and there is no damage done to interior or exterior parts that would pose a safety issue.

700.4.6 DRIVERS LICENSE REQUIREMENT

Department staff operating County/Department or any other authorized vehicles shall maintain a valid driver's license. Any driver who has had his/her driver's license suspended, revoked, expired, or restricted shall immediately notify his/her supervisor and discontinue further operation of any vehicle for County/Department business while in such status. The employee's supervisor is responsible to notify the Professional Standards Unit, who will communicate such information to the County Safety Office and prepare any necessary documentation or memorandums.

700.5 DRIVING SAFELY

The operation of a County/Department vehicle shall be conducted safely with due regard for weather, time of day, condition of the roadway and traffic conditions. Department members must be in full control of the County/Department vehicle at all times. County/Department vehicles will be operated in accordance with County Standard Safety Operation Manual Document 4001 and Department Policies and Procedures at all times.

700.5.1 USE OF SEAT BELTS

Department staff shall use seat belts at all times when operating or riding in a vehicle while conducting county/department business.

700.6 OUT-OF-COUNTY VEHICLE OPERATION

Prior to taking any County/Department vehicle outside of Riverside County, all department staff shall obtain authorization from the Chief Probation Officer or designee.

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700.7 CITATIONS

Department staff are personally responsible for any traffic and parking violations they may incur. Department staff will park County/Department vehicles in designated areas whenever possible.

700.8 COUNTY VEHICLE MAINTENANCE

Each employee/driver is responsible for maintaining County vehicles in clean, good working order. Employees operating County vehicles shall make regular inspections of their vehicles for service/maintenance requirements and damage. Problems with vehicles or equipment, as well as service/maintenance requirements will be reported to the appropriate supervisor. Damage shall be reported as described in the Vehicle Accident Procedure section below.

Supervisors shall make, at minimum, monthly inspections of vehicles assigned to employees under their jurisdiction to ensure the vehicles are being maintained in accordance with policy.

700.8.1 COUNTY VEHICLE REQUIRED EQUIPMENT

Each County vehicle should contain the following items:

- (a) Flashlight;
- (b) First aid kit;
- (c) Flares;
- (d) County of Riverside Fleet Services Vehicle Pre-Inspection Checklist form;
- (e) A copy of this policy and the County of Riverside Confidential Incident/Accident Report form (942-6).

700.9 VEHICLE ACCIDENT PROCEDURE

The County has established a required procedure to be followed in the event any vehicle driven in the course and scope of County business is involved in an accident, regardless of how minor. A copy of the procedure and a copy of the County of Riverside Confidential Incident/Accident Report form (942-6) should be in the glove compartment of every County vehicle and other vehicles used in the course and scope of County business. The County of Riverside Confidential Incident/Accident Report form (942-6) can also be found and completed online at: <http://safety.rc-hr.com/safety/SafetyCenter/Forms.aspx>.

In the event of an accident, unless they are incapacitated, the employee operating the vehicle shall take the following immediate action:

- (a) For every accident, request local law enforcement or the California Highway Patrol to conduct an investigation. When police respond, collect the incident/report number and be sure to include that information on the Riverside Confidential Incident/Accident Report form (942-6).
 - If the police refuse to come to the accident scene, advise them that this accident involves a government vehicle and their presence is requested.
 - If the police still refuse to come to the accident scene, proceed with the remaining items below.

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- (b) Identify yourself to other parties.
 - Show your driver's license to the other parties involved.
 - Provide other involved parties with the name of our department, your work telephone number and the number of County Risk Management (951-955-3540).
- (c) Notify your supervisor.
- (d) Do not discuss the details of the accident or the events leading thereto with anyone other than brief factual answers to questions of investigating officers.
- (e) Do not embellish.
- (f) Do not argue or try to place or accept blame for the accident.
- (g) Do not attempt to negotiate or make any promise to other involved parties.
- (h) Do not admit liability.
- (i) Identify the driver(s) of the other vehicle(s) involved through their driver's license(s).
 - Inquire whether addresses shown are current.
 - Ask for their insurance company name and policy numbers.
 - Record the license plate number, year, make and model of the other vehicle(s).
 - Write this information on the County Confidential Incident/Accident Report form (942-6) in the space provided.
- (j) If it can be done safely, and a camera is available, photographs should be taken of the involved vehicle(s) and the scene of the accident and included with the Riverside Confidential Incident/Accident Report form (942-6).
- (k) When completing the Riverside Confidential Incident/Accident Report form (942-6), narratives related to the incident/accident should be as descriptive as possible.
- (l) Preparation of a departmental incident report, in addition to the Riverside Confidential Incident/Accident Report form (942-6), may be necessary. The incident report shall be prepared when required by departmental policy and procedure and/or the employee's chain of command.
- (m) If the vehicle cannot be operated, and if your particular circumstances permit, arrange for towing service through one of the approved towing companies listed on the back of the County of Riverside Fleet Services Vehicle Pre-Inspection Checklist form located in the glove compartment in the vehicle.

When notified that an employee has been involved in a traffic accident, the supervisor shall notify the Division Director or designee; further notifications may also be warranted pursuant to the Critical Incident Response policy. Based upon the circumstances of the accident, the supervisor may also respond or coordinate a Department response to the location. Worker's compensation paperwork may also be necessary.

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700.9.1 VEHICLE ACCIDENT REPORTING

Per County policy, vehicle accidents are to be reported to the County within 48 hours.

Once the employee, or the employee's supervisor or designee if the employee is incapacitated, has completed the steps as described above in the Vehicle Accident Procedure, they are responsible for ensuring the accident is properly reported. The completed County of Riverside Confidential Incident/Accident Report form (942-6), as well as any additional materials such as photographs or incident reports, shall be provided to the supervisor for review and signature.

Each division shall ensure that all County of Riverside Confidential Incident/Accident Report forms (942-6), as well as any additional materials, are provided to the Risk Management Division in Probation Administration in a timely manner.

The Risk Management Division shall forward all required documentation and provide notifications to the agencies listed below as mandated by county policy within 48 hours.

- County Safety Office's phone number is (951) 955-3520
- County Risk Management Office's phone number is (951) 955-3540
- County Fleet Service's phone number is (951) 955-4660

700.9.2 VIOLATION OF VEHICLE USE AND SAFETY POLICY, RULES AND REGULATIONS

Following a vehicle incident/accident, the jurisdictional police agency, the Department, County Risk Management and/or the County Safety Office may investigate the circumstances surrounding the incident/accident. Your cooperation with investigators representing the County is required. Inquiries from any other sources must be referred to County Risk Management.

Employees who fail to comply with any of the rules and regulations established by the County or by applicable law or who have an accident deemed preventable by the Vehicle Accident Review Board may be subject to disciplinary action, up to, and including, termination.

Date(s) revised:

12/13/2018

01/20/2016

01/01/2002

Created: 08/15/1987

Attachments:

[1. Monthly Vehicle Mileage Log](#)

MONTHLY VEHICLE MILEAGE LOG (Shared or Pool Vehicle)

Use this form to report all business and personal usage of County vehicle mileage in compliance with Board Policy D-2. Percentage of personal use will be treated as income per IRS



Vehicle Number (Please write legibly): _____

Vehicle Description: _____

Department Name: _____

Important: Only vehicles and employees with written authorization from the County Executive Office can take-home vehicles and must show travel to and from "home/residence" under personal mileage⁴

No. of Trips ¹	T r a v e l R e c o r d s							Mileage Reading			Mileage	
	Date	Last 3 digits of EE ID	First letter of Name	Print Full last name	Starting Point ²	Destination(s) ³	Purpose of trips (be specific)	Start	End	After Hrs. emergency	Personal	Business

Employee Signature: _____

Date: _____

Total Miles _____

All vehicle use is for County business purposes only. The staging and/or personal use of a County vehicle is prohibited by County policy.

¹Indicate the number of trips made during the day. ²Starting point should always be the ending destination of previous trip and must indicate street, city, and name of Office or Building (if available).

³ In cases of multiple trips, use the next row as necessary. ⁴ Authorized take-home vehicles specified above should indicate purpose of trip to/from "home" as "commute" and show the no. of miles under personal mileage.