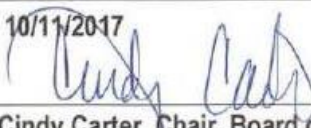


# Grant County Personnel Policy

DATE ISSUED: 10/11/2017	EFFECTIVE DATE: 10/11/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-09-17 Date Signed
LAST REVISED: 03/22/2017	CONTACT: Human Resources

## 1201 – Motor Vehicle Use

- 1201.1 Specifics: Grant County will provide employees the use of the County owned Motor Pool vehicles only for the purpose of conducting official County business. Grant County will reimburse employees for mileage when use of a personal vehicle for County business is necessary or required.
- 1201.2 County Owned Vehicles
- 1201.2.1 An employee's supervisor may authorize the use of Motor Pool vehicles to be used only on County business.
- 1201.2.2 The employee shall be responsible for maintaining the good appearance of the Motor Pool vehicle, and for adhering to careful driving practices and careful observance of all traffic laws and regulations at all times.
- (a) Washington State law prohibits anyone operating or riding in a Motor Pool vehicle without wearing a seat belt at all times.
- 1201.2.3 Employees are prohibited from operating a Motor Pool vehicle while under the influence of alcohol or drugs.
- 1201.2.4 Employees are prohibited from smoking in Motor Pool vehicles.
- 1201.2.5 County vehicles shall be parked in designated parking areas.
- 1201.2.6 County Motor Pool vehicles shall not be taken home, except under approval by an Elected Official/Department Head and then only on a temporary basis. The Board of County Commissioners may make exception for emergency and/or 24-hour personnel where lack of a County vehicle would prohibit their ability to perform the essential functions or have a major impact on their ability to do their jobs.
- 1201.2.7 County Motor Pool vehicles are assigned on a first-come first-served basis. Motor Pool vehicles are distributed through the Commissioner's Office.
- 1201.3 Privately Owned Vehicles
- 1201.3.1 The use of privately owned motor vehicles to conduct official County business may be authorized by an employee's supervisor when the following criteria have been met:

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- (a) A County Motor Pool vehicle is not available; or
- (b) It is found, mutually, to be more advantageous to the County and the employee that an employee travel in a privately owned vehicle; and
- (c) The authorized supervisor and employee acknowledge the requirements/information contained in paragraphs 1201.3.2(a)-(d) herein below prior to authorizing and/or utilizing a personal vehicle for County business.

1201.3.2 (a) The employee is advised that many automobile insurance carriers exclude coverage for business use, and employees are to contact their insurance company and/or agent to discuss any potential coverage deficiencies in their automobile insurance policy. Furthermore, employees are advised that if a claim occurs involving their personal vehicle while on County business, their automobile insurance company may deny the claim, raise their rates, and/or even cancel their automobile policy. Grant County is not liable for such action taken by an employee's automobile insurance carrier, under any circumstances.

(b) The personal vehicle is required to contain current proof of insurance, as required by law, and an Incident/Accident Reporting Kit, pursuant to the County's adopted Incident/Accident Reporting Procedure (see Policy No. 1100, Health & Safety, Section 1102, Incident/Accident Reporting);

(c) Should an incident/accident occur while an employee is using a personal vehicle for County business, there is a burden of proof to show that the employee was on County business while operating their personal vehicle; and

(d) Personal vehicles sustaining damage while used for conducting official County business are not covered as the primary insurer by the County's insurance policy. Any claim resulting from damage to an employee's personal vehicle will first be borne by the employee's personal vehicle insurance.

## 1201.4 Driver's License Requirement

1201.4.1 No employee may operate a County vehicle or a privately owned vehicle for the purpose of County business without a valid Washington State Driver's License and valid insurance.

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1201.4.2 Certain County positions require a Commercial Driver's License and the appropriate endorsements. Should such license or endorsements be revoked, suspended, or in any other way become outdated, invalid, or not in the employee's possession, the employee shall immediately notify the supervisor and will be immediately suspended from driving County vehicles. The employee may not resume driving until proof of a valid Washington State driver's license is provided to his/her supervisor. Depending on the position, duration of license suspension, revocation or other inability to drive, an employee may be subject to corrective action up to, and including, termination.

## 1201.5 Report of Accidents

1201.5.1 All traffic accidents are to be reported by the employee pursuant to the County's Incident/Accident Reporting Procedure (see Policy No. 1100, Health, Safety & Security, Section 1102, Reporting Process).

1201.5.2 Incident/Accident Reporting Kits are kept in the glove compartment of each car and must be completed for any incident/accident.

## 1201.6 Drug Testing After Vehicle Accidents

1201.6.1 All employees involved in an accident (as defined by Policy 500, Standards of Conduct, Section 516, *Drugs and Alcohol/Fitness for Duty*) while on duty may be required to submit to alcohol and/or controlled substance testing entirely at the direction of the employer.

- (a) Use of alcohol or controlled substances following an accident is strictly prohibited;
- (b) Post-accident alcohol testing will be administered within two hours following the accident. Employee(s) required to take a post-accident alcohol test shall refrain from alcohol use or consumption for eight hours following an accident, or until he/she undergoes a post-accident alcohol test with a negative result, whichever occurs first;
- (c) Post-accident controlled substances testing will be administered within 32 hours following the accident;
- (d) An employee who is subject to post-accident testing shall remain readily available for such testing; e.g., be at their residence or some other mutually agreeable location. Otherwise, the employee may be deemed by the County to have refused to submit to testing;

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- (e) Mandatory documentation is required after the first 2-hours for any delay in post-accident testing;
- (f) Grant County recognizes post-accident testing conducted by Federal, State or local officials having independent authority as meeting this requirement;
- (g) Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit the driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care;
- (h) Refusal to report an accident timely or refusal to submit to testing will be grounds for disciplinary action which may include termination of employment.

## 1201.7 Traffic Tickets/Parking or Moving Violations

1201.7.1 Payment of traffic and/or parking tickets incurred while using County Motor Pool vehicles or while using personal vehicles to conduct official County business is the sole responsibility of the employee driving the vehicle. Failure to pay such tickets before notification to Grant County by law enforcement agencies may result in corrective action, up to and including termination of employment.

1201.7.2 Any traffic violation, moving violation, and/or parking ticket incurred while using County Motor Pool vehicles or when using personal vehicles while conducting official County business must be reported to the employee's supervisor within two (2) working days of receipt of the ticket.

## 1201.8 Fuel

1201.8.1 County Motor Pool vehicles must be returned to Grant County with at least one-half (1/2) tank of fuel. Motor Pool vehicles shall be fueled at the Public Works Central Shop whenever possible. Credit cards are available for fueling Motor Pool vehicles at public service stations.

1201.8.2 Instructions for fueling vehicles are provided in the glove compartment of each car.