



BULLOCH COUNTY
VEHICLE USE POLICIES

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1.0 DEFINITIONS

"Administrative Vehicles" refers to vehicles which are assigned to departments or employees and are used for administrative purposes only.

"Assigned Commuting Vehicle" means a county vehicle which is used by a county employee for county business and for regularly commuting to and from the employee's home and work station.

"Assigned Vehicle" means a county vehicle assigned to a department or county employee for county business, but not for employee commuting to and from the employee's home and work station.

"Business Trip Mileage" means the daily mileage driven by an employee from the regular work station and back or from the first work site to the last work site or from a designated county parking area and back.

"Call-Out" means a directive to an employee to report to a work site during off duty time or day, and to respond to emergencies, which require immediate response to protect life and property.

"Commute Trip Mileage" means the mileage from an employee's home to the regular place of work and back, or the actual daily mileage from home to the first work-site and from the last work-site to home.

"Control Employee" means an elected official, or an employee meeting the Internal Revenue Service (IRS) requirements as provided annually by the Bulloch County Department of Finance.

"Designated Parking Area" means a county parking facility or lot which has been identified by an employee's department director as an acceptable overnight location for parking the employee's assigned county vehicle.

"Economic benefit to the County" means the amount by which the cost of reimbursement to an employee for the business use of his or her private vehicle to respond to emergency call-outs is greater than the commuting costs associated with an assigned, county-owned, Commuting vehicle for the same assignment period.

"Emergency Response" means an employee has primary responsibility for immediate response; to protect life and property, and to maintain and enforce law and order or an employee has primary county-wide custodial control of resources used during emergency response.

"Emergency Response Vehicles" refers to vehicles used for deployment in an emergency situation such as: vehicles responding to flooding situations, malfunction of traffic signals, Public Safety Proactive units, etc.

"Emergency Vehicles" refers to vehicles which are used as police patrol vehicles, crisis and crime respondent vehicles, medical vehicles, and fire vehicles.

"Health and Safety Vehicles" refers to vehicles which are used as police traffic vehicles, animal control vehicles and solid waste vehicles.

"Motor Pool Dispatch Vehicle" means a vehicle issued from a central or departmental motor pool for a single trip or for less than three working days.

"Non-County Owned Vehicles" refers to vehicles owned by other government jurisdictions that are fueled at County fuel stations under Work Authorization Agreements. Vehicles leased or purchased by the County for use and operation by other authorized agencies by the Board of Commissioners (such as county-based state agencies, or state-based law enforcement agencies, for example) are exempt from this policy.

"Occasional overnight usage of county-owned vehicles" mean county employees taking home county-owned vehicles for conducting county business away from the employee's normal place of work and outside an employee's normally scheduled work hours. Occasional overnight usage of a county-owned vehicle shall mean no more than twelve times per quarter on average.

"Operational Vehicles" refers to vehicles which are used for routine (Non-Emergency) Public Works, Parks, Building and Land Development, and Social Services programs.

"Special Equipment Vehicles" means vehicles manufactured for special applications or vehicles equipped with tools or devices for specific job applications.

"Take Home Vehicles" refers to any vehicle which is owned by Bulloch County but is assigned to an employee and may be driven home.

"Temporary On-Call Status" means an employee is directed by his or her supervisor to be available to respond to emergency situations for a specified and limited period of time.

"Work Station" means the office or site a county employee reports to perform normally scheduled work.

2.0 GENERAL PROVISIONS

The following policies govern the use of assigned and unassigned Bulloch County vehicles and are applicable to all users of County vehicles. Vehicles owned by, titled to or otherwise controlled by the County are authorized for use in performance of all essential travel and transportation duties. Unless express permission has been otherwise granted by the County Manager, use is not authorized for unofficial travel duties or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capabilities of the vehicle. When in doubt, the deciding criteria should be the nature of the travel task and the extent to which the task is defensible in the event of public criticism or question by higher authority.

2.1. Authorized Uses

- a) The performance of law enforcement duties.
- b) When on official travel status, between place of official business and place of temporary lodging.
- c) When on official travel status and not within reasonable walking distance between either of the above places and: 1) places to obtain meals; 2) places to obtain medical assistance, including drugstore.
- d) Transport of officers, officials, employees, clients or guests of the County. Transport of consultants, contractors, or commercial firm representatives when in direct interest of the County.
- e) Transport of materials, supplies, equipment, parcels, baggage or other items belonging to or serving the interest of the County.
- f) Transport of any person or item in an emergency situation.
- g) Commute between place of dispatch or place of performance of official business to personal residence, if employee is assigned a vehicle with take home privileges.
- h) "De minimis" personal use such as lunch or an occasional stop for a personal errand on the way between a business delivery location and the employee's home.

2.2 Unauthorized Uses

- a) Travel or task performance of a personal nature, not connected with the accomplishment of official business, except for authorized commuting and "de minimis" personal use.
- b) Travel or task performance beyond the stated capabilities of the vehicle.
- c) Transport of family, friends, associates or other persons who are not employees of the County or serving the interest of the County, except for authorized commuting and "de minimis" personal use. An example of "de minimis" personal use is taking a child to school on the way to work.
- d) Transport of hitch-hikers, except in the case of law enforcement personnel.
- e) Transport of items or cargo having no relation to the conduct of official business, except for "de minimis" transport.
- f) Transport of acids, explosives, weapons, ammunition or highly flammable material except in an emergency, police situation, or performance of an authorized task in the normal performance of duties.
- g) Transport of any item, equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving.

- h) Extending the length of dispatch beyond that required to complete the official business purpose of the trip.
- i) Loan of vehicle for use in non-County authorized functions.
- j) Operation of County-owned vehicles is limited to County employees unless: (i) exceptional circumstances exist that justify operation by someone who is not a County employee; and (ii) the express prior approval of the County Manager and/or Chair of the County Commission is obtained.

2.3 Driver Responsibilities

All drivers who operate vehicles owned by, titled to, or otherwise controlled by the County are responsible for proper care, use and safety of County property and they must adhere to the following minimum responsibilities:

- a) Meet the minimum qualifications for the operation of county owned vehicles or equipment prescribed in Section 5.0 of these policies.
- b) Practice safe driving by observing all traffic laws and driving courtesy.
- c) Wear seat belts (drivers and passengers) at all times.
- d) Ensure that vehicles are used for authorized purposes only.
- e) Ensure that vehicles are maintained within manufacturer's safe operation standards.
- f) Promptly report to supervisor any damage or breakdown of vehicular equipment.
- g) Follow established accident reporting procedures.
- h) Adhere to vehicle operation and control procedures.
- i) Refrain from transporting excessive loads or unsecured luggage, equipment, or other moveable items.
- j) Never operate a vehicle when physically impaired.
- k) Never operate a vehicle while using or under the influence of alcohol or drugs, or prescriptions that may alter an employees ability to safely operate a vehicle or equipment.

2.4 Commuting

County vehicles, both assigned and dispatched to Departments/Offices, shall not be used for transportation to an employee's place of residence unless the employee is required by the County to commute in the vehicle because:

- a) Emergency Response: The department assignment of the vehicle shall be to a position which is responsible for responding to an emergency situation related to public health or safety and protection of property on a 24 hour basis. Employees who are assigned on-call duties on a rotational basis shall only take a County vehicle home on those days the employee is assigned the on-call duty.
- b) Economic Benefit to the County: It can be demonstrated in a particular case where extenuating circumstances exist that the County incurs greater costs in requiring that either the central Motor Pool or an outlying parking facility be used for overnight parking other than an employee's residence.
- c) Night Meetings and Overnight Usage: In such cases, the County vehicle shall only be taken home on the day of the evening in which an employee is

assigned to attend the night meeting or conduct County business as the result of an overnight stay outside of the County.

- d) Public Safety: The vehicle is authorized for use within Bulloch County Sheriff's Department Car-Per-Officer Program (C.P.O.), or the Bulloch County Public Safety Division where the assigned personnel have custodial control over critical resources. Any use of these Public Safety vehicles by officers while "off duty" that is related to transportation of relatives or non-County employees shall be approved in writing and in advance by the Sheriff, the Public Safety Director, or their designee. Prior to that transportation taking place, the Sheriff's Department and the Public Safety Division should have on file an appropriately signed "Hold Harmless" agreement. Hold Harmless agreements and written approval for exceptional use of County vehicles shall be filed and maintained within Public Safety. Public Safety vehicles are not intended to replace privately owned vehicles and must not be utilized as such.

Pursuant to the above provisions, Department Heads or their designees may authorize in writing a County employee to park a County vehicle at his/her place of residence.

Except where reasonably necessary to accommodate "de minimis" use, County vehicles (assigned or dispatched) may not be used for personal business even though that personal business may not result in additional cost to Bulloch County. The Bulloch County Sheriff's Department Car-Per Officer (CPO) is excluded from this provision.

3.0 TEMPORARY ASSIGNMENT OF VEHICLE

A vehicle may be assigned to a department or individual on a temporary basis for “on-call” status. Temporary assignment shall be for a minimum of one month but not to exceed three months, unless a new request is made by the agency or department and approved by the County Manager. Approval of assignment of a temporary vehicle will be dependent on availability of a vehicle in the Motor Pool.

4.0 VEHICLE REPLACEMENT

The purpose of this procedure is to set forth guidelines for departments wishing to replace vehicles. The ultimate goal of this program is to save money by monitoring the performance of our vehicles/equipment and making changes whenever necessary. All replacements will be coordinated with departments before any orders are placed. This will enable a department the opportunity to review the work assignment and ensure that the correct size and type of vehicle is being used. Vehicles will be replaced on the basis of prescribed standard criteria as outlined herein.

4.1 Fund Availability

The primary factor in the replacement of a vehicle or piece of equipment is fund availability. Vehicles/equipment will be replaced as funds are made available. Funding comes from the payment of a monthly replacement fee by each department and from vehicles/equipment sold at the surplus sale.

4.2 Evaluation Criteria

Equipment is evaluated by four criteria: age, mileage, maintenance cost and condition of body and mechanical components. Replacement evaluation criteria have been set for each class of vehicle. These criteria are based on actual past history from reports and shop work orders. The following is a brief explanation of the criteria:

- a) Age and Mileage: The following minimum age and/or mileage standard will be considered for Bulloch County replacement vehicles, depending on available funding:

| | |
|--|-------------------------------|
| General Purpose Vehicles (including standard trucks, vans and automobiles): | 8 years and/or 120,000 miles |
| Law Enforcement Patrol Vehicles: | 5 years and/or 100,000 miles |
| Fire Trucks: | 15 years and/or 100,000 miles |
| Ambulance and Rescue Vehicles: | 7 years and/or 150,000 miles |
| Public Works Dump Trucks: | 8 years and/or 120,000 miles |
| Public Works Heavy Duty Trucks: | 8 years and/or 120,000 miles |
| Public Works Heavy Equipment: | 10 years and/or 20,000 hours |
| Passenger Vans/Buses: | 8 years and/or 120,000 miles |

- b) Maintenance Costs: the base cost will be twenty (20%) percent above the average for the class of equipment.
- c) Condition: a physical evaluation is made for each vehicle that meets or exceeds the base standards for age, mileage, and or maintenance costs.

4.3 Extenuating Circumstances

Vehicles which do not meet the above criteria will not be removed from the fleet for replacement unless the affected agency or the requester submits written justification for these exceptions to the Fleet Administrator for his review and approval, documenting extenuating circumstances. Some of these circumstances may be:

- a) Accident damage to the vehicle.
- b) Excessively high repair/operating costs of the vehicle.
- c) Continued operation of the vehicle which would represent a safety hazard.
- d) Excessive downtime, which makes it economically unfeasible to retain the vehicle.

Example: A new piece of equipment may develop a high operating cost per mile. The equipment evaluation will show a relatively low total score, however it may be necessary to look at this unit as soon as possible because of the cost factor alone.

5.0 MINIMUM QUALIFICATION FOR THE OPERATION OF COUNTY-OWNED MOTOR VEHICLES AND PRIVATELY-OWNED VEHICLES WHILE CONDUCTING OFFICIAL BUSINESS

The purpose of this policy is to insure an acceptable standard of proficiency and safety is met by each employee who operates County-owned motor vehicles.

5.1 Use of County Vehicles to Conduct Business Preferred

Employees are encouraged to use County vehicles instead of their own for official County business whenever possible. Personal vehicles may be used for official County business with the prior approval of the employee's Department Head. Employees using their personal vehicles will be reimbursed at the prevailing rate established by the County Commission after submittal of the appropriate form to the Finance Department.

5.2 Driver License and Safe Driving Record Required

All employees whose duties require the operation of a County-owned motor vehicle or who operate a privately-owned vehicle while conducting official business as a part of their employment with the County must possess a valid State Drivers' License and a safe driving record, as defined in Section 5.4.

5.3 Driver's Evaluation

Prior to acceptance for employment with the County in a position that would necessitate the operation of a motor vehicle in the course of performing the assigned duties the following evaluation of driving qualifications should be made.

- a) Possession of a valid driver's license of the proper class.
- b) Capability of passing a physical examination when a question of fitness to drive arises because of illness or injury.
- c) Capability of passing written tests on driving regulations whenever required.
- d) Capability of passing any required driving test.
- e) Demonstration of proficiency with the particular type of vehicle or equipment routine to be utilized.

5.4 Driver's Record Check

Prior to or during employment, a motor vehicle records checks may periodically be made through the Human Resources Office to determine a safe driving record. A safe driving record is defined as no more than three moving violations within three years of a review period. Upon initiating a records check, all existing and prospective employees shall sign an "**Authorization to Furnish Abstract of Driving Record**" Form prior to the check being made. If a Department of Motor Vehicle Safety review indicates more than three moving violations within three years of the date of inquiry, the employee may be denied authorization to operate a vehicle while representing the County. However, other factors may be taken into consideration, including the seriousness of the violations and county

insurance requirements. If employment is incumbent upon the ability to operate a vehicle, the prospective employee may be denied employment, while the existing employee may be subject to disciplinary action including but not limited to termination.

5.5 Vehicle Operator Record

The Personnel Office shall maintain a **Vehicle Operator Record** in each employee Personnel File. Supervisors shall be responsible for reporting vehicle operator information to the Human Resources Office.

5.6 Observe Traffic Laws

Employees operating County-owned motor vehicles or privately-owned vehicles while conducting official business shall observe all traffic laws, rules and regulations, and the dictates of common sense and good judgment.

5.7 Revocation of Driver's Authorization

If during the course of employment an employee exhibits a disregard for acceptable safe driving procedures, the responsible Department Head may deny further authorization to operate a vehicle while representing the County.

5.8 Use of Private Vehicles While Conducting County Business

Any employee who operates a privately-owned vehicle while conducting official business for the County must maintain automobile liability insurance in accordance with the minimum limits required by State Law, or that may be required or recommended by the County's insurance carrier. Employees who do not maintain minimum liability coverage will not operate privately-owned vehicles in an official capacity.

5.9 Defensive Driving Course Requirements

The Department head or their designee shall periodically, in cooperation with the Risk Coordinator, administer or arrange for attendance at a Defensive Driving Course. Assignments for said course shall be made as follows:

- a) Mandatory attendance for employees who have been involved in an accident for which they were at fault.
- b) Mandatory attendance for employees who demonstrate questionable driving capabilities or habits as determined by their immediate supervisor.
- c) Voluntary attendance for employees who have not attended a Defensive Driver Course in the past five (5) years.

5.10 Reporting of License Suspension or Revocation

Any employee performing work which requires the operation of a County vehicle must notify his/her immediate supervisor in those cases where his/her license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Motor Vehicle Safety. If an employee fails to report such an

instance, he/she is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to his/her supervisor and continues to operate a County vehicle shall be subject to disciplinary action, including, but not limited to termination.

6.0 FUEL PURCHASING CARDS:

6.0 Purpose

The use of State of Georgia Fuel Purchasing Cards is intended to facilitate costs savings from sales and excise taxes charged when the need arises to use retail fueling centers rather than county-owned fueling centers. The guidelines below shall serve as county policy regarding the eligibility, issuance and use of these cards.

6.1 Eligibility and Issuance

Financial Administration may issue fuel purchasing cards to departments and/or individuals as required to perform assigned tasks, as follows:

- a) Individuals whose job responsibilities are of a 24 hour nature.
- b) Individuals who must travel outside Bulloch County.
- c) Fuel purchasing cards may be issued when Bulloch County fueling facilities are not readily available to fleet users.

Department Heads may request a fuel purchasing card in an employee's name, by submitting a requisition in memorandum format with justification and internal control procedures attached. Both employee and Department Head must sign the requisition acknowledging that the card user has read and is familiar with this policy, the County Travel Policy, and the County Purchasing Policy. The request shall be submitted to County Manager, who upon approval will forward the request with internal control procedures to Financial Administration for approval. Upon approval from both the County Manager and Financial Administration, a fuel purchasing card will be issued in the employee's name.

Fuel cards will be issued in an appropriate Fuel Card Register before issuing card(s) to requester. The Department of Financial Administration is responsible for the issuance and record keeping of all Fuel Purchasing Cards. All Department Directors, Division Managers, and Agency Heads are responsible for maintaining accountability, use, and security of Fuel Purchasing Cards received from Financial Administration.

6.2 Use

Fuel Purchasing Cards will be used only:

- a) When County fueling site is not available.
- b) At Self-Service Islands and for the purchase of regular unleaded gasoline.
- c) For the employee(s) to which the card is assigned.

County fuel purchasing cards shall **not** be used to purchase fuel for an employee's personal vehicle, nor used for County-owned vehicles when a county fueling center is reasonably available for fueling, or when a purchasing card can be assigned. A county fueling center would be reasonably available if the county vehicle needing fuel is within a reasonable distance from a county fueling center during normal business hours.

The Card Holder must obtain and retain all documentation for each transaction (e.g. sales receipt). Failure to provide this documentation may result in the Card Holder reimbursing the County for that particular charge.

6.3 Lost, Stolen, or Damaged Cards:

Financial Administration shall be notified of any lost, stolen, or damaged fuel purchasing card to notify the card vendor of any lost, stolen, or damaged fuel purchasing card. If a fuel purchasing card is lost or stolen during normal business hours, contact Financial Administration. If the loss occurred after normal business hours, on a weekend or holiday, the Card Center must be notified immediately. It is the Department's responsibility to have the correct phone number for the Card Center. This notification will limit the County's financial liability for non-approved charges. A written statement of the circumstances must be sent to Financial Administration on the first business day following the incident. When this statement is received, Financial Administration will coordinate with the Card Center to re-issue a fuel purchasing card to the cardholder.

6.4 Termination of Use

The County Manager will promptly terminate fuel purchasing cards that are no longer needed, have been reported lost, or have been misused. The County Manager will also promptly terminate any and all fuel purchasing arrangements of any department establishing such arrangements without proper approval. Failure to follow established procedure for the use of the card may result in card revocation and/or other disciplinary action in accordance with Bulloch County's policies.

6.5 Cardholder Responsibilities When Terminating Employment

If the cardholder submits his/her resignation and/or retirement notification, Financial Administration must be notified. The cardholder must turn in his/her card to Financial Administration and give a full and final accounting of charges. If this is not done prior to termination or retirement, the employee's final payroll check will be held to cover any unauthorized outstanding charges.

7.0 MARKING OF BULLOCH COUNTY CARS:

All County vehicles are required to have identifying marking. Vehicles used by law enforcement agencies for undercover or confidential investigative purposes are exempt from the requirement. The Bulloch County Insignia (or other insignia incorporating the words "Bulloch County" into the design) shall not be less than six inches in diameter at its smallest dimension. The agency, department, or division name shall appear on both sides of the vehicle in letters at least 1-1/4 inches high. Vehicle operators and agency managers must ensure their respective vehicles are in compliance with this policy.

8.0 FUEL CONSERVATION

Bulloch County has developed this policy to ensure that fuel conservation is an ongoing priority; to ensure that essential services are not disrupted in the event of a fuel shortage; for prioritizing the use of Bulloch County vehicles in case of a national fuel crisis, or in the event of unanticipated price increases; and, to monitor the monthly fuel consumption of the various County departments.

Bulloch County will at all times, pursue all avenues of fuel conservation. The fuel conservation measures will not disrupt services to the health, welfare and safety of County residents. County vehicles will be managed with priority given to fuel conservation.

8.1 Priority Allocation

During a fuel crisis, departments will be allocated fuel based on the priority of their use and County fuel allotments. During a national fuel crisis, County vehicles are prioritized as follows (priority listed in descending order):

- a) Emergency vehicles
- b) Emergency response vehicles
- c) Health and safety vehicles
- d) Operational vehicles
- e) Administrative vehicle
- f) Take home vehicles
- g) Non-County owned vehicles

8.2 Internal Practices

Department Directors will develop, implement and document internal departmental fuel conservation policies and procedures that ensure that:

- a) These policies and procedures are followed by County employees under their supervision.
- b) A process for prioritizing and "pooling" the use of County assigned or dispatch vehicles by employees under their supervision which allows for the close monitoring of fuel consumption by their department.
- c) The County Manager is responsible for establishing priority ranking of County programs for fuel allocations during a fuel crisis.

8.3 Department Directors Responsibility

- a) Developing internal policies and procedures relative to fuel conservation and monitoring consumption that will ensure strict compliance of these policies and procedures;
- b) Developing operational plans that ensure that high priority program services essential to County residents are not disrupted by fuel shortfall; and
- c) Educating County personnel under their supervision on proper vehicle operation to ensure maximum fuel savings;

- d) Justifying any request for additional fuel during a fuel crisis to the County Manager. Justification shall include (1) reason for increase in demand; (2) program areas being impacted; (3) where the fuel will be allocated; and (4) any change in productivity or services that will be achieved from increased fuel allocation.

8.4 Fleet Management and Purchasing Responsibility

- a) Implementing alternative fuel programs to reduce dependency on fossil fuels.
- b) Assigning the most fuel efficient vehicles to employees who have high mileage driving records.
- c) Coordinating Dispatch Vehicle Requests and monitoring the daily dispatching of Motor Pool vehicles to ensure maximum "pooling" of trips.
- d) Monitoring vehicle Preventive Maintenance Program to ensure that vehicle scheduled maintenance is performed at established intervals.
- e) Monitoring, on an ongoing basis, fuel consumption by department and report this information to departments.
- f) Identifying fuel suppliers and the quantity of fuel each can supply to Bulloch County.
- g) Allocating fuel to departments during a fuel crisis. Fuel allocation will be based on (1) program priority; (2) executive level allocations; (3) departments historical fuel usage; and (4) fuel allotment from suppliers.
- h) Identifying all non-County owned vehicles which may depend on Bulloch County for fuel and using the established priority for fuel access of those vehicles.
- i) Identifying the location and capacity of any additional fuel storage sites for inclusion in County fuel storage inventory.
- j) Monitoring vehicle usage for rotations to ensure the most fuel efficient vehicles are used by personnel with highest mileage records (except Public Safety CPO Program).
- k) Obtaining contracts with any available commercial fuel suppliers to ensure that the County has sufficient resources for obtaining fuel.

8.5 Vehicle Operators Responsibility

Operating County vehicles in a manner that will ensure maximum fuel savings including compliance with the following fuel saving tips:

- a) Eliminate unnecessary trips.
- b) Plan all travel routes in advance.
- c) Remove excess weight from vehicle.
- d) Operate vehicle at speeds below 55 mph.
- e) Avoid unnecessary idling of vehicle.
- f) Develop and maintain proper driving habits, i.e., do not over accelerate, avoid constant braking.
- g) Inflate tires properly.
- h) Take assigned vehicles for maintenance as scheduled.

9.0 COMMUTING VEHICLE POLICY

The county wishes to restrict the number of county-owned vehicles being used by employees to commute to and from work and to ensure the proper use of public funds with regard to the county practice of allowing employees to commute to and from work in county-owned vehicles. Assignment of a county vehicle is neither a privilege nor a right of any county employee and shall not be made based on employee merit or employee status. The need for communication access (car radio, telephone, etc.) shall not normally be considered adequate justification for a county vehicle assignment.

The use of Motor Pool dispatch vehicles or travel reimbursement is preferred over the assignment of commuting vehicles for conducting county business. Wherever possible, assigned county vehicles shall be picked up and dropped off at designated county parking areas, thereby avoiding the assignment of commuting vehicles. Commuting county vehicle assignments must be authorized as provided for herein.

The following criteria related to authorizing county employees to use Bulloch County-owned vehicles to commute to and from work are provided.

9.1 General Criteria:

- a) The employee shall reside within Bulloch County. The County Manager may, however, approve commuting vehicle assignments for employees residing in bordering counties if there are reasonable and compelling justifications and if such requests meet the criteria contained in these policies.
- b) There must be no other employees on duty and available to respond or perform the emergency work during their normal work shift.
- c) Before approving commuting vehicle assignment, the department shall first consider whether occasional overnight assignment, temporary on-call status or reimbursement for the use of a private vehicle will be of greater economic benefit to the county than a twelve (12) month commuting vehicle assignment.
- d) The employee should have primary county-wide custodial control of critical resources used during emergency response, and who must be available for any and all emergencies.
- e) For purpose of occasional overnight assignment, there must be an explanation as to why an employee cannot use alternative forms of transportation or pick up county-owned vehicles at designated motor pool site. Lack of private transportation for commuting to and from a work station or designated motor pool site may not be in and of itself sufficient explanation.
- f) The commuting vehicle assignment period shall not be greater than twelve (12) months unless re-authorized by County Manager's Office.
- g) Commuting vehicles may be assigned to county employees for emergency responses who are being called out at least 12 times per quarter, or 48 times a year and have primary responsibility to respond to emergencies which require an immediate response to protect life or property. In cases where the commuting vehicle assignment requests are based on emergency response, the department must show that emergency response outside of the employee's normal working hours is necessary due to an eminent threat to life or property. Emergency response assignments should be supported by documentation (typically 911 call logs or other public safety dispatch logs) demonstrating the actual number and

nature of emergency responses in the prior year, and estimates of future emergency responses.

9.2 Determination of Economic Benefit to the County

Commuting vehicles may be assigned if an employees private vehicle mileage reimbursement costs for emergency response are greater than the commuting costs for an assigned county vehicle with overnight vehicle usage.

SAMPLE ECONOMIC BENEFIT CALCULATION
(based on a six month Commuting Vehicle Assignment period)

*NOTE: The County will generally follow the most current Internal Revenue Service mileage reimbursement rate for private vehicles, which is to be used in Column "C," and, the American Automobile Association average driving cost per mile calculation for County Commuting Vehicles, which is to be used in column "G,"

| Private Vehicle Reimbursement | | | County Assigned Commuting Vehicle | | | | |
|---------------------------------|--|---|-----------------------------------|---|---------------------------------|--|---|
| A. | B. | C. | D. | E. | F. | G.* | H. |
| Number of call-outs in 6 months | Total six months call-out miles driven | Reimbursement at county rate, \$0.485 per mile | Average daily commute mileage | Average monthly commute mileage (21 days per month) | Total six month commute mileage | CATHV cost per mile \$0.562 times six month commute mileage | Economic benefit to the county Column C minus G |
| 20 | 2,000 miles | \$970.00 | 16 miles | 336 miles | 2,016 miles | \$1,133.00 | \$163.00 |

If the dollar amount in column "C" is greater than the dollar amount in column "G," then there is an economic benefit to the county to assign a Commuting vehicle. If the dollar amount in column "C" is less than the dollar amount in column "G," then there is no economic benefit to the county to assign a Commuting vehicle. If economic justification is used, it must be supported by a calculation of economic benefit to the county. Lost productivity costs, the cost of the time it takes an employee to travel from a designated county parking facility to their work station, shall not be included in the calculation of economic benefit to the county.

Exemptions: The following exemption from this policy is provided.

- a) Occasional Overnight Usage of County-Owned Vehicles: Occasional overnight usage of county-owned vehicles is permitted. Such occasional usage of county vehicles may occur when an employee conducts county business away from the employee's normal place of work, and outside an employee's normally scheduled work day. Occasional overnight usage of a county-owned vehicle shall mean no more than twelve times per quarter on average. County vehicles shall not be

taken home overnight except where employees may take a County vehicle home for one night when attendance to an out-of-County meeting takes place late at night after normal working hours or early in the morning prior to normal working hours.

- b) Incident weather conditions: When employee is “on-call” and has primary responsibility to respond.
- c) Emergency preparedness or seasonal assignment: County-owned vehicle is authorized for Commuting Use when an employee is “on-call” and vehicle is taken home less than 12 times per quarter on average.
- d) Sheriff’s Office: All vehicles assigned to Sheriff’s officers, pursuant to the car-per-officer program.

9.3 Authorization

The County Manager’s Office shall be in charge of implementing the provisions of this policy with the responsibility to:

- a) Evaluate and authorize or deny commuting vehicle assignment requests from all departments with exception to the Sheriff’s Department.
- b) Notify appropriate Department Heads and Financial Administration, in writing, each time a new commuting vehicle assignment is authorized.
- c) Submit the summary of authorized commuting vehicle assignments to the Board of Commissioners, to the Department Heads and to the Office of Financial Administration on an annual basis.
- d) On an on-going basis, monitor and authorize/reauthorize or deny Commuting Vehicle Authorization requests submitted by Department Heads or their designees.

9.4 Monitoring and Re-Authorization of Commuting Vehicle Assignments

On an annual basis, the County Manager’s Office shall re-evaluate, update and re-authorize commuting vehicle assignments for all County offices except for the Sheriff’s Department, to include the following

- a) Replace vehicles with vehicles of a similar class, unless it can be demonstrated that the vehicle is no longer suited for its original purpose or when it is necessary to meet the fuel efficiency, conservation or environmental goals of the county.
- b) Acquire and assign fuel efficient or alternative fuel vehicles to agencies as replacements for any general purpose vehicles, if necessary to meet the fuel efficiency, fuel conservation or environmental goals of the county.
- c) The County Manager may deactivate or cancel Commuting vehicle or fuel card privileges of employees who have repeatedly failed, after notification, to comply with the county’s Commuting vehicle policies or other vehicle use policies.

9.5 Department Head Responsibilities

- a) Provide a copy of the policies, procedures and criteria governing Commuting vehicle assignments to employees who have been authorized for Commuting Vehicle Assignment.

- b) Conduct an annual review for commuting vehicle assignments in their respective departments and submit to the County Manager's Office a list of all employees who have been recommended by the Department Head to use assigned county fleet vehicles to commute to and from work pursuant to Vehicle Commuting criteria.
- c) Submit along with the annual list of recommended employees, the official **Commuting Vehicle Authorization Forms** for each employee indicating work location, employee name, position title, vehicle number and origin-destination commuting distance from home to work station. Included on this form shall be the calculation of economic benefit to the county, if the Commuting vehicle assignment is based on either an economic justification or an emergency response justification.
- d) Each department shall maintain updated and current lists of authorized Commuting vehicles within their respective departments.
- e) The following information must be provided when assigning vehicles:
 - 1. The newly assigned vehicle number.
 - 2. The current mileage on the newly assigned vehicle.
 - 3. The origin-destination commuting mileage for each employee assigned a vehicle.
 - 4. Verify that any required **Trip Log Forms** are prepared and maintained by employees with assigned Commuting vehicles, and that copies of those logs are submitted to Financial Administration no later than 10 working days after the end of each month. Vehicle trip log data detailing the number and nature of emergency calls pursuant to the guidelines, if the Commuting vehicle is based on an emergency response justification in Section 9.1 (g), et al., is required.
 - 5. Advise all employees that repeated failure to submit Trip Log Forms in a timely manner may result in suspension of commuting vehicle privileges. He or she must also advise employees that the privileges shall only be restored after the employee and/or the employee's department complies with established policies.
 - 6. Departments must submit **Trip Log Forms** to their respective central payroll office for vehicle trip entries and reporting auto fringe benefit compensation.
 - 7. Identify and designate county parking areas where county employees may park county vehicles and direct employees with assigned vehicles to pick up and drop off their vehicles at designated county parking areas when appropriate.
 - 8. Approve and maintain requests for occasional overnight commuting vehicles when overnight usage is no more than twelve times per quarter on average. If occasional overnight usage is projected to be greater than twelve times per quarter on average, the Department Head shall determine whether there is an economic benefit to the county if the employee is reimbursed for the use of his or her private vehicle. Departmental records shall include the names of the employees and the time period approved for occasional commuting usage.
 - 9. Monitor the number of occasional overnight trips made by employees using county vehicles. If occasional overnight usage by any employee exceeds 12 times per year, IRS regulations require that the log form for each overnight commute trip must be completed for auto fringe benefit calculations and the information reported to Financial Administration.

10. Department heads may request a photo copy of any employee's driver's license and driving records of any employees under their respective supervision.
 11. Records for Commuting vehicle assignment shall be maintained by each department for a period of one year. The requesting department shall maintain records consistent with Bulloch County Records Retention Policy. The records shall be maintained in one location and shall be readily available to the Board of Commissioners and the public upon request.
- f) Immediate written notification to the County Manager's Office shall be given whenever individual employees no longer have assigned Commuting vehicle authorization, or whenever an employee with a Commuting vehicle assignment is permanently assigned a different vehicle.

9.5 Employee Responsibilities

- a) Employees shall reside within the geographical boundaries of Bulloch County unless otherwise approved by the County Manager's Office.
- b) Submit completed **Commuting Vehicle Authorization Form** to department director or for review and transmittal to the County Manager's Office. Employees shall sign the form, certifying that they have read and understand the County Policy governing Commuting Vehicle Assignment.
- c) Complete the monthly **Trip Log Form** for the assigned vehicle and submit a copy to the Department Head, or his or her designee, no later than the 5th working day after the end of each month. The trip log shall contain all information required on the form:
 1. Vehicle number, month, year department name, division name, employee name, employee position title, phone number, regular work hours, odometer beginning of month, odometer, end of month.
 2. Enter the total daily trip mileage in the column showing commute miles, and the column showing business miles, and fill in the column listing the trip destination and the column indicating whether or not the trip was an emergency call-out. The daily commute, business and total mileage data must be summarized on the log. Emergency call-outs shall be recorded in the column provided. **(See attached sample Vehicle Trip Log Form)**
 3. Forward copies of the trip logs to the departmental payroll clerks, no later than 5 working days after the end of each month, so that auto fringe withholdings can be made for those days on which a county vehicle was used for commuting.
 4. Employees driving assigned or pool vehicles are required to complete a **Trip Log Form** for each over-night trip in a county vehicle and shall submit the forms to their department director whenever over night trip usage exceeds 12 times per calendar year.
 5. Employees with assigned vehicles must comply with the County's vehicle use policies. Repeated failure by employees to comply will these policies may result in the revocation of privileges related to driving county-owned vehicles or other disciplinary measures, as appropriate.

9.6 Financial Administration Responsibilities

- a) Prepare and transmit updated lists of employee auto fringe benefit withholdings to department directors or designees and Financial Administration at the end of each calendar year.
- b) Verify that the list of employees with auto fringe benefit withholdings matches Financial Administration's list of employees with authorized Commuting vehicle assignments beginning January 1 of each year.
- c) Notify department directors whenever auto fringe benefit withholdings are being made for employees whose names do not appear on Financial Administration's list of employees with authorized Commuting vehicle assignments.
- d) Compute the auto fringe benefit calculation using either the "lease value" or the "safe harbor" method for computing auto fringe benefits for control employees.
- e) Input commute trip data into the payroll system for auto fringe benefit withholding.
- f) Update auto fringe benefit data in the payroll system.