



BOISE COUNTY

RESOLUTION #2019-51

A RESOLUTION ADOPTING A BOISE COUNTY VEHICLE USE AND MAINTENANCE POLICY

WHEREAS, the Boise County Board of Commissioners has developed a Boise County Vehicle Use and Maintenance Policy; and

WHEREAS, diligent review and discussion of the policy, has been held by the Boise County Board of Commissioners, during regularly scheduled meetings and Elected Officials/Department Head meetings;

NOW, THEREFORE, BE IT RESOLVED that the Boise County Board of Commissioners does hereby acknowledge the Vehicle Use and Maintenance Policy, and that it will be known as the Boise County Vehicle Use and Maintenance Policy.

IT IS FURTHER RESOLVED, that this resolution will be effective as of the signing date of this document.

APPROVED and **ADOPTED** in Open Session on this 24th day of September, 2019.

BOARD OF BOISE COUNTY COMMISSIONERS

Handwritten signature of Alan D. Ward in blue ink.

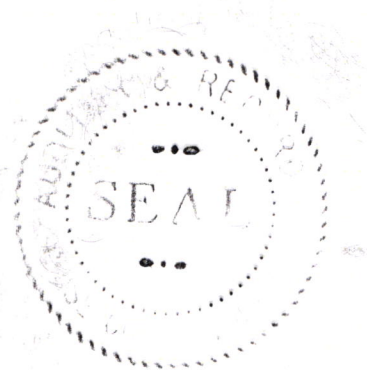
ALAN D. WARD, Chairman

Handwritten signature of Roger B. Jackson in blue ink.

ROGER B. JACKSON, Commissioner

Handwritten signature of Ryan T. Stirm in blue ink.

RYAN T. STIRM, Commissioner



Attest:

Handwritten signature of Mary T. Prisco in blue ink.

Mary T. Prisco, Clerk to the Board

VEHICLE USE AND MAINTENANCE POLICY

All Boise County vehicles shall be used appropriately and kept in a safe, serviceable, and clean condition. Boise County employees are responsible for assisting in maintaining vehicles, provided by Boise County, so that they are properly equipped, properly maintained, properly refueled, and present a clean appearance.

Appendix A is a sample log of maintenance/use items and shall be completed by the employee operating the vehicle. Failure to complete and sign off on maintenance/use logs will result in disciplinary action. Departments may choose to revise the sample log to more adequately fit their specific operations. Revised logs should be submitted to the Clerk's Office to be added to the official Vehicle Use and Maintenance Policy.

Employees operating a Boise County vehicle, must immediately report to the department head any maintenance needs, warning lights, problems with, or damage to, the assigned vehicle, as well as follow all accident reporting procedures. See P. Accident Reporting.

Boise County provides vehicles for Boise County-related business use, and may assign vehicles based on its determination of operational efficiency, economic impact to Boise County, and other considerations. Boise County-owned vehicles shall only be used for official business and, when approved, for commuting to allow employees to respond to Boise County-related business outside their regular work hours.

Employees may only operate a Boise County vehicle with any emergency equipment if they have successfully completed the emergency vehicle operation course (EVOC) training.

Use of marked patrol vehicles is restricted to commissioned employees. Employees shall not permit persons other than Boise County employees or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle. All passengers are required to wear safety restraints.

Violations of the Vehicle Use & Maintenance Policy may result in disciplinary action, including and up to, termination.

Vehicle Use Requirements

- A. Operators of Boise County owned or leased motor vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both Boise County-owned property and public trust.
- B. Employees are expected to operate vehicles safely. It is the policy of Boise County to provide a safe working environment that protects our employees and our citizens from injury and property loss. Boise County considers the use of vehicles part of the working environment. Boise County is committed to safe, responsible, employee driving behavior that reduces the risk of personal injury and property loss.
- C. This applies to all Boise County employees, elected officials, and volunteers who operate vehicles on Boise County business. These drivers will be referred to as "employee drivers" and will be reviewed by managers and supervisors to ensure full implementation and compliance.
- D. Vehicles owned or leased by Boise County are to be used for the functions of Boise County. Personal use or any other type of use must be authorized by the Boise County Board of Commissioners.
 - 1. Employees must be authorized by their supervisor to operate an agency vehicle.
 - 2. Vehicles over 26,000 gross vehicle weight, Buses, and Vans over 15 passengers require a commercial driver's license (CDL). See I.C. 49-301(6) and I.C. 49-123(D).
- E. Some employees may be assigned a vehicle that is driven home; such personal use, if allowed, may be a taxable benefit.
- F. Personally Owned Vehicle (POV)

Employees who drive their personal vehicles on agency business are subject to the requirements of this policy including:

 - 1. Maintaining auto liability insurance with minimum state limits.
 - 2. Providing proof of liability insurance to the Clerk's Office, Payroll Department, on an annual basis.
 - 3. Maintain vehicle in a safe operating condition when driven on agency business.
- G. Driver Qualifications
 - 1. Each employee assigned to a Boise County vehicle or employees who operate a Boise County fleet vehicle are required to have a valid driver's license. Should an employee's Driver's License expire, be revoked, or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's Boise County vehicle-use privileges will be suspended until the employee's Driver's License has been fully restored and validated.

H. Each employee assigned or permitted to operate a Boise County vehicle shall be responsible for the following:

1. Proper and safe operation of the vehicle.
2. Service and maintain the vehicle in accordance with the manufacturer's recommendations.
3. Maintain vehicle registration, license plates and inspections.
4. Participate in vehicle safety and defensive driving training as required by Boise County.

I. Driver Evaluation

Employees will be evaluated and selected based upon their driving ability. To evaluate employees as drivers, management may:

1. Review the employee's Drivers License Record (DLR).
2. Ensure the employee has a valid driver's license.
3. Ensure the employee is qualified to operate the type of vehicle he/she will drive.
4. Review past driving performance and work experience through reference checks with previous employers.

J. Seatbelt Use

Except as authorized herein, all drivers and passengers are required to utilize seatbelts as mandated by law. Exception: Sworn law enforcement officers may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, wearing a seatbelt would hinder rather than increase safety (Idaho Code 49-673(2)(b)).

K. Mobile Communication Device, Cell Phone, and Computer Use

The driver of a Boise County vehicle, or any other vehicle being used for Boise County business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. A mobile communication device is defined as "a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication". This does not apply to Boise County work-related two-way radios. Exception: Sworn law enforcement officers may use mobile communication devices in specific tactical situations.

L. Smoking Prohibited

Smoking is expressly prohibited in all Boise County vehicles/equipment. This includes any and all E-Cigarette and Vaping devices

M. Impaired Driving

1. The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.
2. The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

N. Proof of Insurance

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.

O. Accident Reporting

1. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
2. Drivers shall always have a police officer investigate any accident that involves a Boise County vehicle. This will help ensure that Boise County is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of Boise County.
3. Drivers shall notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.
4. Drivers shall cooperate fully with ICRMP Claims Department in the handling of the claim.

P. Traffic violations

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any Boise County vehicle. These costs are not reimbursable by Boise County and must be paid promptly by the driver.

VEHICLE USE AGREEMENT

The undersigned hereby acknowledges receipt of Boise County-owned vehicles for County use during my employment. I understand that County vehicles are to be regularly maintained and serviced, according to the service schedule outlined in the owner's manual or the instructions issued by the Elected Official or Department Head, whichever is appropriate.

Further, it is agreed County vehicles will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic and parking violations that occur while a County vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating a County vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant Boise County the right to investigate my driver's license record any time. My current driver's license is issued from the State of _____ and is license number _____.

I understand the operation of County vehicles in a safe operating condition is my responsibility. If the vehicle becomes unsafe, it is my responsibility to notify my supervisors immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of this Policy.

Print Full Name

Signature

Date

ACKNOWLEDGMENT OF RECEIPT - VEHICLE USE & MAINTENANCE POLICY

I, _____ (print name) acknowledge receipt of the Boise County Travel Policy, amended and approved on _____ and effective immediately.

Please initial each statement below if it is true.

____ I understand that it is my responsibility to read and understand the contents of this Policy.

____ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work whether or not I choose to read the Policy.

____ I understand that this Policy may be modified without prior notice to me.

____ I understand that should this Policy be modified that I will be provided with a copy of the modification.

DATE: _____

(Employee signature)

I, _____, provided a copy (either electronically or by paper) of the Travel Policy, as adopted by the governing Board on _____ to _____, on this _____ day of _____, 20__.

(Name - Title - Department)

Vehicle Inspection Checklist

Before driving this vehicle do a walk around visual check of: Windshield, Windows, Mirrors, Tires, Dashboard Warning Light Assessment, Head and Tail Lights, check for Fluid Leaks, Fuel. Note any issues in comment section below and notify your Supervisor.

Weekly Vehicle Checklist.

Vehicle Check	Date	Date	Date	Date
Windshield Wiper				
Oil Level				
Washer Fluid				
License Plate Expiration				
Air Conditioner				
Seat Belts				
Radio Check				
Defrosters				
Insurance				
Registration				
Accident Report Forms				
Flash Light				
License Plate Expiration				
First Aid Kit				
Fire Extinguisher				
Warning Reflectors				
Spray Equipment Check				
Motor Fuel				
Motor Oil				
Leaks Hoses				
Leaks Tank				
Leaks Hand Gun				
Clean Strainer				
Spill Kit				
SDS Book				

COMMENTS:

BOISE COUNTY Department _____

Use this column when routine maintenance is required.

Date	License#/Equipment Number	
Odometer/Hour Meter		
Next Oil Change Due		
Employee Name		Supervisor Signature
General Maintenance Check / Comments		
	<input checked="" type="checkbox"/>	
Lubrication		
Oil Filter		
Air Filter		
Fuel Filter		
Brakes		
Drive Belt		
Tires		
Power Steering		
Washer Fluid		
Clutch		
Battery		
Front/Rear Diff.		
Transmission		
Lights		
Hydraulic		
Coolant		
CV Boots		