

COUNTY OF KERN POLICY FOR COUNTY VEHICLE USE

The County's policy for use of private and County vehicles is located in Chapter 11 of the Kern County Administrative Policy and Procedures Manual. Section 1105 and 1106 specify employee's responsibilities when using a County vehicle, as follows.

1105. Vehicle Storage. Vehicles shall be stored at County compounds or, if authorized, at residences provided that reasonable vehicle security can be assured. (Rev. 03/10)

1106. Employee Responsibilities. Ordinance Code section 2.78.050 makes it unlawful for any individual to use, drive, employ, or operate any County vehicle for any purpose other than for official County business. Employees shall obey traffic laws and take proper safety precautions while driving a County vehicle. Travel shall be limited to the actual business destination only, except as necessary to secure lodging and meals.

.1 *Passengers.* County officers and employees shall not carry a spouse or any other person not engaged in official County business as a passenger in a County vehicle, unless the passenger is accompanying the employee to a meeting, conference, or seminar with the approval of the employee's department head. (Rev. 06/04)

.2 *License and Authorization.* A valid California driver's license and authorization through the department are required to operate a County vehicle. Authorization through the department signifies that a County employee has a valid California driver's license, the employee has signed both the County's Policy for County Vehicle Use (Exhibit A) and DMV Authorization for Release of Driver Record Information (Exhibit B), and the employee's driver's license information has been sent to Risk Management. (Rev. 01/19)

.3 *Accident Reporting.* Refer to Chapter 12.

.4 *Smoking.* Pursuant to the Board of Supervisors Resolution No. 95-033, smoking is prohibited in all County owned or leased vehicles. (Rev. 04/05)

.5 *Seat Belts.* Seat belts must be worn by all vehicle occupants when the vehicle is in operation, unless statutorily exempted. (Rev. 03/10)

.6 *Cellular Phone/PDA Use.* State statute prohibits the use of cellular phone(s) while driving unless a hands-free device is used. Departments should strongly discourage cellular phone/PDA use while driving, even if the employee is using a hands-free device. Employees are also prohibited from using a cellular phone/PDA for any other purpose such as text messaging, e-mail, running applications, etc. while operating a County vehicle or their own vehicle on County business. Employees are required to stop their vehicle prior to using a cellular phone/PDA if they do not have a hand-free device or to use any other functionality of a cellular phone/PDA. The County will not reimburse employees receiving a citation and paying a fine for violating the referenced statute. (Rev. 07/18)

.7 *Safe and Responsible Operation.* Any employee driving a County vehicle is required to:

- a) Comply with all State and local laws and regulations governing the operation of a motor vehicle, including possession of a valid California driver's license and authorization through the department to operate a County vehicle.
- b) Operate the vehicle and equipment in a safe, responsible, and careful manner.
- c) Ensure that the vehicle is in safe operating condition. Before driving a vehicle, drivers must visually check the vehicle for safety concerns, missing or malfunctioning equipment, and report any deficiencies or vehicle damage.
- d) Project a positive image to the public by driving in a professional and courteous manner at all times. (Rev. 07/18)

Employees assigned a County vehicle, whether as a home retention vehicle or on a temporary basis, including intermittent business trips, shall annually sign the acknowledgement below.

I, the undersigned County employee, hereby acknowledge that I have read and understand the County's policy for County vehicle use.

Dated: _____

Signature: _____

Printed Name: _____