AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Policy Update; Motor Pool & Vehicles #4.3.3

Action Requested: Motion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Please see the attached redline and clean versions of this policy. This additional language has also been added to the Employee Handbook.

Fiscal Impact: N/A

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:
ok db 3/27/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 3/27/2019 Certificate of Insurance Required

Yes ○ No ◉

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 3/27/2019

◉ Consent Agenda ○ Regular Agenda ○ Worksession Time Allotted: 0

Agenda Date: 4/2/2019

Revised April 2015

Policy Name:	Motor Pool and Personal Vehicle Policy			Policy Number:	4.3.3
Approval Authority:	Gunnison County Board of County Commissioners			Adoption Document	Resolution #2018-8
Date of Initial Adoption:	3/6/2018	Effective Date:	3/6/2018	Policy Custodian:	Public Works Department
Last Review / Revision Date:	4/2/2019	Review Frequency:	Every five (5) years.	Next Review Due:	~~3/6/2023~~4/2/2024

PURPOSE

This policy outlines the Gunnison County Motor Pool and Personal Vehicle Policy, including reservation procedures and exceptions, documentation requirements, and vehicle uses, procedures and prohibitions.

SCOPE

This policy applies to all Gunnison County employees who utilize motor pool or personal vehicles to conduct official business.

DEFINITIONS

- Gunnison County Employee: Any elected or non-elected person who has been hired to perform services (for hourly wage, salary or pursuant to an employment contract) for Gunnison County.
- Non-County Employee: Any person other than a Gunnison County Employee who drives a County motor pool vehicle.
- Motor Pool Vehicle: Any vehicle owned or leased by Gunnison County.
- Smoking: The act of releasing particles into the air from the use of pipes, cigars, cigarettes and/or electronic smoking devices.

POLICY STATEMENTS

Employees are required to use motor pool vehicles from the Public Works Department (Public Works) motor pool for work-related travel, whenever possible. All employees who operate motor pool or personal vehicles for work-related travel must provide a current copy of their driver license upon initial employment, prior to travel, and if specifically requested at any time by Public Works or Human Resources. Employees should immediately report, in writing, to their supervisor the loss/suspension of their driver's license.

Motor Pool Vehicle Reservations

All departments requesting use of a motor pool vehicle must submit a Motor Pool Reservation Form to Public Works. Reservations are made on a first-come first-served basis, and requests should be made as far in advance as possible via: 1) Fax (970-641-8120); 2) Email (nburke@gunnisoncounty.org or dferchau@gunnisoncounty.org); or 3) The County website online form. Employees needing to pick up a vehicle within 24 hours of submitting the request should call Public Works (970-641-0044) to ensure that the request has been received and that a motor pool vehicle is available.

- Monthly/Weekly Reservations. Public Works staff will create recurring monthly reservations for employees who utilize motor pool vehicles on a regular basis. Monthly rentals must be returned to the Public Works shop at the beginning of each month for a mechanic review. Monthly rentals should also be washed by the user, as needed, and may be brought to the Public Works wash bay for cleaning. Monthly rentals must be used at least three days each week during the month, and weekly rentals must also be used on at least three days during the week.
- Personal Vehicle Exception. Any use of a personal vehicle to perform work-related duties must be pre-authorized. Unauthorized use will not qualify for mileage reimbursement.

- Within Gunnison, Crested Butte and Lake City Areas. Employees who make regular and frequent home visits that are short in duration, require the transport of supplies and/or equipment, or need to perform an emergency transport when Public Works is closed will be allowed to use personal vehicles for this type of work-related travel. Travel should be limited to work conducted within the Gunnison, Crested Butte and Lake City areas. Request for authorization from the employee's supervisor will be reviewed by Public Works, and authorization is limited to the approved personnel listed on the Motor Pool Exemption List.
- Unavailable Motor Pool Vehicle or Extenuating Circumstances. Employees experiencing extenuating circumstances which may require use of a personal vehicle may submit a Motor Pool Exemption Form for consideration. The same procedure must be followed if a motor pool vehicle is not available for use. Exemption requests will be approved/denied by the Public Works Director or designee, and a signed copy will be returned to the requesting employee. The signed form must be attached to any travel reimbursement request submitted.
- Insurance Requirements and Responsibilities. Pursuant to Section 5-9(f) of the Gunnison County Employee Handbook, privately owned vehicles used for work-related duties must have all insurance coverage required by law, and employees must provide to Public Works proof of such coverage each January and prior to any travel that is eligible for mileage reimbursement. The County is not responsible for any damages or expenses associated with a personally owned vehicle used in the conduct of County business involved in an accident. If an accident does occur, any employee medical costs will be filed with the County Workers' Compensation carrier, but the employee should file a claim with the insurance carrier that covers the vehicle for any vehicle damage and/or expenses for others involved. Employees are advised to inform their insurance agent of the use of their personal vehicle for County business.

Motor Pool and/or Personal Vehicle Uses and Procedures

- Safety and Laws. Pursuant to Section 5-9 of the Gunnison County Employee Handbook, all operators and passengers of motor pool or personal vehicles used for County business are required to use safety belts as equipped for that particular vehicle in accordance with state or federal law. Drivers must obey all traffic laws, and they must have, on their person, a valid driver's license while operating vehicles. County employees who operate motor pool and/or personal vehicles for County business must attend and complete all driver safety courses currently required by the Public Works Department, and they must have a valid training certificate issued no more than 24 months prior to travel. Additional training may be required for drivers involved in automobile accidents while conducting County business.
- Fueling Motor Pool Vehicles. Each motor pool vehicle should be fueled prior to pick up and have a County gas card in the glove box for use during travel. The gas card holder will include the information necessary when fueling (odometer and driver identification numbers). Vehicles are not required to be returned to Public Works with a full tank of gas, but should not be returned empty.
- Mileage Costs and Allowances. Employees traveling overnight to an out-of-town location for meetings and/or trainings are allowed and additional 25 miles per day in excess of the distance to and from their destination. Departments are billed for mileage based on the current IRS rate, which includes the cost of any fuel purchased with a fleet fuel card.
- Accident Procedures. In the event of an accident involving a motor pool vehicle, the employee should contact a local law enforcement agency and Public Works. If a vehicle needs towed in the Gunnison area, contact Gunnison Dispatch, who will contact Public Works. Each vehicle will have an insurance card, registration information, accident forms and contact information in the glove box. See the Personal Vehicle Exception section (above) for information and procedures related to accidents in personal vehicles.
- Travel Expense Forms. Following use of motor pool or personal vehicles for work-related purposes, employees must submit the appropriate Travel Expense Form(s) with all other required documentation to Finance. Departments will be billed monthly for all motor pool use.

- Motor Pool Vehicles Taken Home. Motor pool vehicles may be taken home to facilitate an early morning departure or a late-night return. The reservation must convey accurate pick up and return dates and times.

Motor Pool and/or Personal Vehicle Prohibitions

- Authorized Licensed Drivers. Operation of motor pool and personal vehicles in the course of work-related duties is limited to Gunnison County employees and authorized non-employees (see below for authorization criteria).
- Drug/Alcohol Influence. At no time will an employee operate a County vehicle or a private vehicle used for County business if the employee is or is reasonably suspected of being impaired by drugs and/or alcohol.
- Pets. Due to the additional cleaning time required before vehicles can be made available to other users, as well as common user allergies to pet hair and dander, pets are not allowed within motor pool vehicles.
- Smoking. Smoking is prohibited within motor pool vehicles.

Use of Motor Pool Vehicles by Non-County Employees

Persons who are not employed by the County may only operate motor pool vehicles if they:

1. Have a current Colorado driver's license; and
2. Have an insurance policy covering the operation of a motor vehicle; and
3. Have verbal consent from a County employee to operate the motor pool vehicle.

Motor Pool Pick-Up, Cancellation and Return Procedures

- Pick Up. Reserved vehicles may be picked up from Public Works (195 Basin Park Drive) at the pre-arranged time during business hours (M-F, 7:00 am to 12:30 pm, and 1:30 to 4:30 pm). Vehicles required earlier than 7:00 am must be picked up during the previous business day, and the reservation request must reflect this need.
- Cancellation. Unused vehicle reservations that are not cancelled within 24 hours of the start of the approved reservation time will result in a $50 no-show fee charged to the reserving department.
- Return. Vehicles must be returned no later than the date and time indicated on the approved reservation. Vehicles returned after 4:30 pm should be locked and left in the Public Works parking lot with the keys placed under the driver-side floor mat or the driver seat. Vehicles should not be kept overnight or over the weekend unless scheduled to do so. Personal items and trash should be removed from vehicles prior to return. If excessive cleanup is required, additional fees may be charged.

COMPLIANCE

This policy shall be complied with in all respects. Revisions to this policy may occur and every attempt will be made to provide prior notice of any such change. However, when deemed necessary in order to fully protect the County's interests, the interest of the public, and to more fully protect the safety of the public, including employees governed by this policy, this policy may be changed without notice.

APPLICABLE LEGISLATION AND/OR RELATED REGULATIONS, POLICIES AND FORMS

- Gunnison County Employee Handbook (http://gunnisoncounty.org/DocumentCenter/View/1341)
- Gunnison County Travel Policy #4.3.6 (http://gunnisoncounty.org/DocumentCenter/View/5172)
- Reservation and Exemption Forms (all updated by Public Works as needed)
    - Motor Pool Reservation Form (http://gunnisoncounty.org/motorpool or Public Works)
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- Travel Expense Forms (all updated annually by Finance, http://gunnisoncounty.org/travelforms)
    - Mileage Only Reimbursement
    - Travel Expense and Transportation
    - Out-of-State Travel Expense and Transportation
- IRS Mileage Reimbursement Rate (updated annually, http://gunnisoncounty.org/travelforms)

Policy Name:	Motor Pool and Personal Vehicle Policy			Policy Number:	4.3.3
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