

COUNTY OF VENTURA	<del>2017</del> <b>2018</b> ADMINISTRATIVE POLICY MANUAL	VEHICLES, TRAVEL & TRANSPORTATION CHAPTER III
Originating Agency: GSA Policy: CEO	Last Issued <del>2013</del> Revised <del>2018</del> <del>2017</del> <b>2019</b>	<u>Policy No. Chapter III-01</u>
Procedure: GSA	<del>2013</del> <del>2017</del> <b>2019</b> <del>2018</del>	ASSET MANAGEMENT OF COUNTY VEHICLES INCLUDING VEHICLE ACQUISITION, REPLACEMENT, ASSIGNMENT AND USE
Forms (if any) <del>N/A</del>	N/A N/A	
Policy Change Requires:	<del>( )</del> <b>(x)</b> Board of Supervisors Approval ( <del>x</del> ) CEO Approval	
Procedure/Forms Change Requires:	( x ) CEO approval	

## **GENERAL POLICY**

This general policy and its attendant specific policies on acquisitions, assignments and use of County vehicles provide consistent, reasonable and consolidated guidelines for effectively managing the County's fleet of vehicles in an environmentally and financially sound manner.

The Fleet Services Department (Fleet Services) of the General Services Agency (GSA) is responsible for the life-cycle management of County vehicles, including specification writing, purchase, initial configuration, asset numbering, motor vehicle registration, maintenance/repair, salvage and replacement. Fleet Services also operates the County Motor Pool and manages the County fuel system. (The Fire Protection District is subject to its own vehicle policy except for the Engine Idling policy described herein or as otherwise specified.)

Fleet Services ~~will be~~ **is** responsible for performing vehicle acceptance inspections. All vehicles shall be inspected by Fleet Services prior to acceptance. This inspection will determine that all specifications have been met and that the ~~dealer has properly performed the~~ pre-delivery inspection has been performed.

Fleet Services ~~will be~~ **is** responsible for marking all County vehicles with the County seal and vehicle number, as directed by the Deputy Director – Fleet Services. Vehicles registered with nonexempt license plates (i.e., "cold" or undercover plates or Fire Protection District-owned vehicles) are exempt from this requirement. No other markings, decals, bumper stickers, etc. shall be placed on a County vehicle without prior written approval of the Deputy Director – Fleet Services.

Fleet Services ~~will be~~ **is** responsible ~~to for~~ **for** registration ~~of~~ all County vehicles, vessels and pieces of equipment that are required by law to be registered with the California Department of Motor Vehicles. The Deputy Director – Fleet Services shall assign County asset numbers to all County vehicles and vessels. (The Fire Protection District will administer its own registration program and its own vehicle asset numbering program.)

County vehicles shall be serviced and repaired only by Fleet Services, unless a repair for a vehicle breakdown has been authorized.

Motor vehicles represent a major expense in their acquisition, operation and maintenance. Therefore, the County will maintain the smallest fleet necessary to meet operational requirements, comprised of the lightest, smallest, most fuel efficient and lowest emission vehicles that fully meet customer requirements. Alternate ~~fuel technology~~ vehicles shall be purchased and used in the County fleet when such vehicles are cost-effective and meet performance requirements.

To promote shared use of vehicle assets, the primary source for general use passenger vehicles shall be through the County's Motor Pool. Motor Pool vehicles shall be stationed at various County facilities to maximize their availability and effective use.

Specific assignment of general use vehicles to ~~an agency/department agencies, departments~~ or individuals in lieu of using Motor Pool vehicles shall be the exception, limited to situations where such assignment is in the best interest of the County. The use of privately owned vehicles for County business is discouraged, but may be authorized by agency/department heads or their designated representatives.

To reduce fuel usage and vehicle emissions, County employees shall combine trips and share rides when there are opportunities to do so and shall employ technology such as video teleconferencing and web meetings to avoid vehicle use entirely when that option is appropriate.

County-owned vehicles shall be used only to conduct official business. No County officer or employee shall use or permit any County-owned vehicle to be used other than for the conduct of official business. No County officer or employee shall transport persons in any County-owned vehicle unless such transportation is necessary in the conduct of official business. The use of County vehicles for private purposes is prohibited except for vehicles permanently assigned in accordance with the Management Resolution.

Employees who fail to comply with these policies may be subject to disciplinary action and/or loss of their County motor vehicle driving privilege.

## **I. VEHICLE ACQUISITION AND REPLACEMENT**

The acquisition of all County vehicles shall be coordinated through Fleet Services in cooperation with GSA Procurement. ~~The acquisition of new additional vehicles shall also require a completed Vehicle Justification Form to be routed through the Deputy Director—Fleet Services and to the County Executive Office (CEO) EO-Analyst prior to purchase approval. The Vehicle Justification Form can be found at the end of this policy is attached to this policy and is also available from Fleet Services.~~ The Fire Protection District shall coordinate vehicle acquisition directly with GSA Procurement. ~~The Deputy Director—Fleet Services shall have flexibility in the application of age and mileage standards for vehicle replacement.~~

The purchase of County vehicles for an agency/department shall be made by consolidating its annual requirements for vehicles ~~to affect savings through volume buying~~. Purchase price is just one factor in the

buying decision. Total life-cycle costs, including anticipated fuel, operating, and maintenance costs, will be considered, as well as residual value at end of service life. Acquisition of vehicles should be from the most cost-effective source, which may be by purchase, commercial lease or any other method least costly to the County. Acquisition of seized/forfeited and donated vehicles will be governed by the Administrative ~~Manual policy entitled Policy Manual VII (B) – 13, Seized and Forfeited Assets, (Chapter VII (B) – 13).~~

Surplus vehicles from various sources may be acquired and added to the fleet. Authorization from the ~~County Executive Officer (CEO)~~ is required in order to acquire any surplus mobile equipment. ~~In addition, such equipment shall be inspected and approved by Fleet Services prior to being placed in service.~~ Procedures governing surplus equipment are further defined in the Administrative ~~Manual policy Policy Manual VII (B) – 9, on Donated Cash or Assets (Chapter VII (B) – 9) Policy and chapter VII (B) – 10, and the policy on Acceptance or Purchase of Surplus Property from an Outside Source (Chapter VII (B) – 10).~~

All acquisitions that occur outside of Fleet Services (including seized/forfeited and donated vehicles) must be coordinated through Fleet Services to ensure that all licensing, titling, and regulatory requirements are complete. Fleet Services will submit all paperwork to the California Department of Motor Vehicles (DMV) for title and license. Requirements include:

- A. Fleet Operations inspection of assets: Fleet Operations will be responsible for performing the initial safety, regulatory and serviceability inspections to bring the asset into the County's of Ventura's Fleet. All assets shall be inspected by Fleet Operations prior to coming into the fleet for safety, regulatory compliance, and future serviceability.
- B. Vehicle Justification Form completed and signed by the agency/dDepartment Hhead, GSA Fleet Services, and CEO Analyst.
- C. Required DMV Ppaperwork:
  - i. Certificate of Title or Certificate of Origin: the top portion that is sent to the DMV by the seller/donor must state: "County of Ventura, GSA Fleet Services, 11201-A1 Riverbank Drive, Ventura, CA 93004".
  - ii. Bill of Ssale signed by the seller and Purchasing Agent.
  - i.iii. Copy of Invoice or Agreement to Ddonate.

Standardized general use fleet vehicles promote efficient and effective management of the County's fleet and shall be acquired whenever possible. Standard general use vehicles are ~~compact sedans as classified by the manufacturer.~~ and colors may be mixed factory standard paint colors. The Deputy Director – Fleet Services may approve requests for special colors as required for law enforcement and other specific use.

Acquisition of non-standard vehicles shall only be considered when justified by a unique requirement and must be approved by the CEO. Requests for a non-standard vehicle shall be based on economy, safety, efficiency, and suitability of the vehicle for the purpose intended. Requirements considered include: the use of alternate technologies; unique operational capabilities; special terrain requirements; maintenance and service available; fuel efficiency and emissions; and vehicle safety. The Vehicle Selector List (see below) will be used as a guideline for sizing of vehicles.

Requests for policy exceptions shall be signed by the agency/department head or delegated authority. The names and signatures of designees, countersigned by the agency/department head, shall be provided to

the Deputy Director – Fleet Services. The Deputy Director – Fleet Services shall forward such requests to the CEO for an approval/disapproval decision.

<u>VEHICLE SELECTOR LIST</u>	
<u>Application</u>	<u>Vehicle Standard</u>
<u>Basic Transportation: 1-4 passengers</u>	<u>Compact, Intermediate Sedan</u>
<u>Basic Transportation: 5 passengers</u>	<u>Full-Size Sedan</u>
<u>Basic Transportation: up to 7 passengers</u>	<u>Mini van</u>
<u>Basic Transportation: up to 5 passengers w/ light cargo capacity</u>	<u>SUV, quad cab pickup truck</u>
<u>Light Hauling - uncovered</u>	<u>Pickup truck (appropriately sized to match load and towing capacity)</u>
<u>Light Hauling - covered</u>	<u>SUV, cargo van</u>
<u>Off-road</u>	<u>Pickup truck (4x4), SUV (4x4)</u>

Non-standard vehicles include:

- A. Sport Utility Vehicles (SUVs) including 4-wheel drive (4WD) and all-wheel drive (AWD) vehicles. SUVs shall not be assigned unless they meet the criteria established in this policy. SUVs shall not be acquired to enhance the comfort or prestige of any individual, regardless of position or title. Requests for SUVs shall include the following:
1. Confirmation that the need cannot be met through shared use of existing agency/department ~~department~~ vehicles.
  2. Description of operational need, as demonstrated by frequently recurring special terrain requirements, performance criteria, or other demonstrable unique circumstances where a standard vehicle would not be adequate.

B. Passenger ~~v~~Vans (mini-vans or full size) are generally more expensive to purchase, own and operate than other general use passenger vehicles and are higher in emissions. Therefore, they should only be considered when they will be used, primarily, as high occupancy vehicles for the predominance of their trips, or where special circumstances of passenger access exist. When high occupancy trips are rare but occasionally needed, vans may be rented from the Motor Pool or commercially. High occupancy is defined as follows:

1. Mini-vans (7 passenger), five or more occupants
2. ~~Full~~Full-size vans (12 passenger), eight or more occupants

C. Alternate ~~Fuel~~technology ~~v~~Vehicles are characterized as possessing new technologies that enhance fuel economy and emissions reduction. The Deputy Director – Fleet Services shall stay up to date with trends in the automotive industry so that proven new technologies can be leveraged without undue risk. The Deputy Director – Fleet Services shall evaluate all new and replacement vehicles for potential purchase and/or lease of alternate fuel technology vehicles. Exceptions to this policy will be made in cases where alternate fuel technology vehicles do not meet established performance criteria, such as vehicles configured and used primarily in a law enforcement pursuit role. Policy exceptions shall be supported with written documentation maintained by the Deputy Director – Fleet Services.

Vehicle replacement criteria including vehicle age, usage miles/engine hours, severity of service, reliability, and total maintenance/repair costs ~~age standards~~ are used to schedule the replacement of vehicles. These criteria are incorporated into a replacement database kept by Fleet Services and made available to all agencies ~~DD~~. The Deputy Director – Fleet Services shall have flexibility in the application of these age and mileage standards. If a vehicle becomes eligible for replacement reaches the standard age and can still be operated safely and economically while continuing to meet operational requirements, the Deputy Director – Fleet Services may keep the vehicle in service, reassigning it if necessary. If a vehicle has not yet become eligible for replacement reached the standard age but fails to meet the safety, economic or functional requirements, the Deputy Director – Fleet Services may designate the vehicle for early replacement or reassignment, as appropriate.

#### Vehicle Type and Replacement Age

Passenger Cars	8 years
Pickup Trucks and Vans	8 years
Light Duty Trucks	8 years
Patrol Cars	3 years
Special Investigation Vehicles	4 years

## **II. VEHICLE ASSIGNMENTS**

Based on criteria established in this policy, County vehicles may be assigned to the Motor Pool for general use; to a specific agency/department ~~agency or department~~, either permanently or temporarily based on need; or to an individual under certain limited circumstances. All assignments require annual validation of continuing need.

The criteria for evaluating the need for an assigned vehicle shall include a determination of whether the Motor Pool can meet the requirement; whether the vehicle is designed for specialized use or must contain specialized fixed equipment not of general use by other agency/department~~departments~~; or whether operational efficiencies exist (i.e., job site, frequency of use, recurrent need to have plans, charts, tools, etc., stored in the vehicle, or similar circumstances) which make the regular use of Motor Pool vehicles impractical.

A. Motor Pool. General use passenger vehicles shall primarily be assigned to the Motor Pool except where it has been determined by the CEO that an agency/departmental or individual assignment is necessary to most effectively and efficiently conduct County business.

B. Agency/Department Assignment. When the requirement cannot reasonably be met by the Motor Pool, general use passenger vehicles may be assigned to a County agency/department. The vehicle is expected to be utilized more than 50% of its/their available time and/or driven above the minimum distances set for each vehicle class (table below). ~~of 7,200 miles per year (may be waived when the vehicle will make regular, low mileage trips).~~ Available time is generally defined as an 9 hours per day of a 5-day work week. ~~An agency/department agency~~ assigned vehicle shall not be driven exclusively by one employee and must be made regularly available to other persons in the agency/department~~agency~~. The Deputy Director – Fleet Services may approve agency/department~~departmental~~ requests for temporary vehicles for a period not to exceed one year. All requests for a permanent vehicle assignment or for the use of a temporary vehicle beyond one year require CEO approval.

<u>Vehicle Type</u>	<u>Annual Distance Threshold (miles)</u>
<u>Pickup Trucks</u>	<u>6,500</u>
<u>Sedan</u>	<u>4,750</u>
<u>Sedan (Law Enforcement)</u>	<u>8,000</u>
<u>SUV</u>	<u>5,500</u>
<u>SUV (Law Enforcement)</u>	<u>10,000</u>
<u>Truck</u>	<u>5,000</u>
<u>Vans</u>	<u>6,500</u>

B-C. Individual Assignment. General use passenger vehicles may be assigned to an individual employee in accordance with the Management Resolution or if an employee's job requires response on a 24-hour call using specialized equipment. Vehicles assigned under this paragraph are expected to be utilized more than 50% of its available time and/or driven above the minimum distances set for each

~~vehicle class (table above). driven a minimum of 7,200 miles per year (may be waived when the vehicle will make regular, low mileage trips).~~ Individual vehicle assignments shall not be made for the purposes of prestige or as a job perquisite. For vehicle stationing considerations see the section below addressing Vehicle Use.

C.D. New Requests for Vehicle Assignment. Requests for newly assigned vehicles shall be made to the CEO, via the Deputy Director – Fleet Services. Justification shall be provided to support the request, including expected annual mileage, frequency of use, special equipment needed, and confirmation that the need cannot be met through use of the Motor Pool or other vehicles already assigned to the ~~agency/department~~agency.

1. If approved, the Deputy Director – Fleet Services shall determine if the new request can be met with existing inventory in lieu of a new purchase.
2. The Deputy Director – Fleet Services shall review the information provided by the requesting ~~agency/department~~agency and related documents and determine the best method to acquire the vehicle.
3. Purchases of additional assets and upfit must be prefunded by each ~~agency/department~~department via a cash transfer or Board-approved General Fund loan by the requesting ~~agency/department~~Department. No equity position is created by the prefunding of a vehicle as the asset will be owned by Fleet Services. The ~~agency/department~~department will then be charged a monthly rental rate for the additional asset to ensure that capital is available for the replacement of that vehicle. Fleet Services will then work with the ~~agency/department~~department on specifications and order the vehicle/equipment, including the creation of the purchase requisition. Once the invoice is received, GSA Fiscal will work with the ~~agency/department~~department to transfer the funds.
4. If a vehicle is being obtained under a grant, the above paragraph applies, with the exception that a monthly rental fee will not be charged. Therefore, each time a grant vehicle is renewed, the asset must be prefunded by the ~~agency/department~~department.

D.E. Annual Validation of Assigned Vehicles. Annually by January 31<sup>st</sup>, each ~~agency/department~~agency shall revalidate its assigned vehicles based on utilization against established standards, and submit the revalidation to the Deputy Director – Fleet Services. GSA Fleet will provide each agency/department agency and respective appropriate CEO Analyst department with a vehicle utilization report to initiate the annual validation process. ~~This assessment will flag agency/department agency vehicles not meeting minimum time or distance utilization requirements thresholds (by vehicle class) and shall include a recommendation determination of whether the Motor Pool and/or other assigned agency/department agency vehicles can facilitate the reduction of the agency/department agency department's assigned vehicle inventory. and whether the type and model of the vehicle remain appropriate to meet current departmental needs.~~ The Deputy Director – Fleet Services is available for consultation during this process.

- ~~1. Vehicles that have not met the minimum annual mileage (7,200 miles) or frequent use (short but frequent daily trips) standard shall be turned in to the Deputy Director – Fleet Services by June 30<sup>th</sup> of that year.~~



- ~~2. Vehicles approaching replacement shall be reviewed to ensure the requirement still exists and they are of the proper class. Underutilized vehicles will not be replaced.~~
1. Requests for an ~~annual exception~~ exemption of these requirements for specific vehicles shall be made in writing to the Deputy Director – Fleet Services, including justification. The ~~Deputy Director – Fleet Services~~ will review the justification and ~~revert forward a retain/relinquish recommendations~~ to the respective CEO Analyst for final determination. A ~~standardized annual justification~~ Vehicle Justification Form decision of the Deputy Director – Fleet Services may be appealed to the CEO. ~~form shall be~~ must also be provided. No vehicles shall be relinquished without the approval of the CEO Analyst.
- ~~3.2.~~ Vehicles approaching replacement eligibility shall be reviewed to ensure that a replacement vehicle is justified, and that the replacement vehicle is of the proper class. Opportunities to fulfill vehicle replacement demand with underutilized vehicles from within the ~~agency/department~~ agency shall be exhausted prior to approving a new vehicle purchase. Underutilized vehicles shall not be replaced.
4. Exemptions to minimum ~~utilization~~ mileage thresholds include:
  - ~~5.3.~~
    - a. Law enforcement ~~and public safety~~ vehicles configured for and primarily used in that capacity.
    - b. Work vehicles such as utility trucks, dump trucks, etc., that fulfill specific work requirements.
    - c. Vehicles that are mandated by grant requirements or that have a dedicated or specialized purpose.
    - d. Rapid response vehicles required for immediate or rapid response
- ~~6.~~ As part of the annual validation (or if an assignment change has been made), all ~~agency/department~~ departments shall prepare ~~and maintain~~ and provide the Deputy Director – Fleet Services a list of assigned vehicles that are garaged at a location other than the ~~agency/department~~ department's primary facility. ~~All agency/department~~ departments will also provide the Deputy Director – Fleet Services a separate list of all assigned vehicles authorized for take-home use, including the primary off-duty location where the take-home vehicles are garaged. ~~This list shall be updated within 30 days of any changes.~~ The list shall be maintained within the ~~agency/department~~ department and shall be provided to the CEO or Deputy Director – Fleet Services upon request. The list shall include:
  - ~~7.4.~~
    - a. Vehicle address (residence or County facility) or if vehicle moves on a rotational basis.
    - b. Vehicles temporarily assigned to employees during a declared emergency. Take-home privileges expire within 48 hours of deactivating the Emergency Operations Center or the resumption of normal operations.

### III. VEHICLE USE

- A. Driver Responsibilities: Authorized drivers of County vehicles include County employees as well as contractors conducting County business and specifically directed by the agency/department head to use a County vehicle. Passengers in County vehicles must be County employees or non-County



employees directly involved in County business, unless the vehicle is assigned in accordance with the Management Resolution. All drivers of vehicles used for County business, whether County-owned or privately owned, must possess a valid California driver's license. For privately owned vehicles, employees must also possess proof of current registration and valid automobile liability insurance and ensure that their vehicle meets all applicable requirements for operation on California roads. Employees and other authorized drivers shall immediately inform their supervisor in the event that their driver's license is suspended, revoked or otherwise restricted in a way that impacts their ability to perform their job. Agency/department Department/agency management is required to verify that employees have the proper license and insurance requirements as detailed in this section.

When driving County vehicles, employees are representatives of the County and must conduct themselves with professionalism at all times. Vehicles must be operated in a safe, responsible, courteous, and prudent manner in accordance with all state and local laws. Seat belts shall be properly worn by the driver and all passengers while the vehicle is being operated.

Drivers shall drive defensively and in a way that maximizes efficiency and vehicle life, avoiding rapid accelerations, hard braking, speeding, etc. Drivers shall avoid distractions such as eating, drinking, or other activities while driving. Refer to the County's cell phone policy for hands-free communications.

Prior to County vehicle use, drivers shall plan the trip to ensure efficient routing, ensure there is sufficient fuel to complete the trip and conduct a visual inspection to ensure that the vehicle is safe before operating. If the vehicle is not in safe operating condition, the driver must contact Fleet Services. Drivers shall remove all personal property and trash from County-owned vehicles after each use.

Drivers are responsible for all fines and/or fees related to citations and/or tickets issued for moving or non-moving violations while driving County-owned vehicles and personal vehicles while on County business unless, after review by the Deputy Director – Fleet Services, the infraction involves deficient equipment on a County-owned vehicle. Infractions involving deficient equipment must be reported to the Deputy Director – Fleet Services immediately and the vehicle taken out of service until repaired.

Report all vehicle accidents and/or damage involving County vehicles to Fleet Services and to CEO Risk Management. Report any vehicle accident involving the public to CEO Risk Management. Personal injuries sustained by County employees shall be reported to the Human Resources Division.

Driving a vehicle on official County business while under the influence of alcohol, drugs or other intoxicants is strictly prohibited. Smoking or use of tobacco products including smokeless tobacco is prohibited in County vehicles pursuant to Ventura County Ordinance No. 4502, Ventura County Comprehensive Smoke-Free Ordinance.

County-procured fuel costs less than fuel purchased commercially. Therefore, County vehicles shall be fueled at County fueling stations whenever possible. When commercial fueling is required, County fuel credit cards shall be used ~~(refer to County Administrative Policy No. Chapter VII (A) – 2 Gasoline Credit Cards)~~, and only at self-service pumps. Other County credit cards (Travel or Procurement), personal credit cards or cash shall not be used. For gasoline vehicles, only regular unleaded grade shall be purchased unless specifically required by the vehicle manufacturer.

In the event of a vehicle breakdown, or problems with fuel credit cards, drivers shall contact ~~the Deputy Director – Fleet Services~~ or his or her designated representative to authorize use of alternate repair facilities. To obtain approval, contact ~~the~~ Fleet Services ~~dispatch~~ office at 805-672-2060. If approved, reimbursement claims shall be sent to the Deputy Director – Fleet Services. Charges for anything other than emergency repair (e.g., car wash, food, sundries and personal items) are prohibited. -All receipts and invoices are to be forwarded to the Deputy Director – Fleet Services for approval.

Internal Revenue Service (IRS) Reporting. Employees who drive a non-exempt vehicle (as defined in IRS Publication 15-B) to their home may be subject to the IRS fringe benefit taxable reporting rules. Annually, those employees must complete and submit the personal use of vehicle statement issued by the County Auditor-Controller.

- B. Responsibilities of Agencies/Departments/Individuals with Assigned Vehicles: It is the responsibility of those with an assigned vehicle, whether the assignment is to an ~~agency/department~~ ~~agency,~~ ~~department~~ or individual, to contact Fleet Services and schedule a preventative maintenance service ~~to occur~~ within 30 days of the intervals determined by the Deputy Director – Fleet Services. In addition, the assignee shall notify Fleet Services of any equipment failures and shall schedule the needed repairs as soon as possible. If a vehicle is not serviced on or within 45 days after a scheduled maintenance service goes 45 days beyond a scheduled maintenance service, the Deputy Director – Fleet Services will notify the Agency/department of the delinquency and place the vehicle out of service until the required maintenance service is complete.

**No modifications shall be made to any vehicle without prior approval of the Deputy Director – Fleet Services.** Tampering with County-owned vehicle equipment is prohibited.

Agencies/departments are responsible for having their assigned vehicles washed and cleaned on a regular basis (at least monthly, or more frequently, if needed).

Vehicle Stationing: Vehicles assigned to ~~agency/department~~ ~~departments~~ shall be stationed at the principal worksite. Vehicles assigned to individuals shall be stationed at the principal worksite except as follows:

- a. Individuals on 24-hour call may, at the determination of the agency/department head, station their assigned vehicle at a County facility nearest the employee's residence.
- b. Individuals not on 24-hour call may, if the agency/department head determines that it is in the County's best interest to do so, station their assigned vehicle at a County facility nearest the employee's residence.
- c. Employees may be authorized take-home vehicles when they are required to be on call 24 hours a day, 7 days a week, with regular call-outs (minimum of two per month) making it more economical to the County; when employees' jobs require them to respond to emergencies on a 24-hour call using specialized equipment when that equipment cannot be garaged at a County facility within a reasonable distance of the employee's home; or when the ~~agency/department~~ ~~department/agency~~ director deems such an assignment to be the most effective way to conduct County business.

Law enforcement personnel are exempted from this requirement.

Requests for take-home vehicles shall be made to the CEO. An employee whose principal residence is located outside of Ventura County and who is authorized a take-home vehicle shall station the assigned vehicle at a Ventura County facility nearest the employee's residence.

C. Use of Personal Vehicles for County Business: Although the use of personal vehicles may be authorized in some instances, it is typically a more expensive option than using County vehicles. When Motor Pool vehicles are available and convenient, employees are expected to utilize them to conduct County business.

1. Employees who are authorized to use their personal vehicle for County business shall be reimbursed at a rate equivalent to the standard mileage rate established by proclamation of the IRS. Such authorization must be established by the employee's agency/department head after considering the availability and convenience of Motor Pool or agency/department ~~agency-~~ assigned vehicles. (See ~~also the policy Policy IX – 5, on “Personal Auto Property Damage Reimbursement.” – Automotive” contained in this Manual).~~
  - a. It is occasionally expedient for employees to combine personal trips (e.g., meals or shopping) with County business and therefore use their personal vehicles. Mileage reimbursement must only include the direct route distances between County business stops.
  - b. Employees on official out-of-area travel may wish to use their personal vehicles in order to combine personal travel with their official travel. Mileage reimbursement must only include the distances traveled for official business. Consistent with the County's Administrative Policy Manual VII (C) – 1, ~~Employee Expense Reimbursement~~ of Employees' County Business Expenses Policy, employees shall not claim nor be reimbursed at an amount that exceeds what the cost of a County vehicle or County-approved flight with a rental car or taxi cab would have been.
2. Employees who choose, purely for their own convenience when not authorized by their agency/department, to use their personal vehicle for County business shall not be reimbursed. This provision is waived if an employee requires special equipment for the accommodation of a physical disability, in which case the full IRS rate will be paid.
3. If there are no Motor Pool or agency/department ~~agency-~~ assigned vehicles available during the required period, employees may then use their personal vehicles for County business and be reimbursed at the full IRS rate.

Mileage reimbursement shall be in accordance with Administrative Manual Policy Chapter No. VII ~~(C) – 1~~ Reimbursement of Employees' County Business Expenses.

D. Use of Rental Vehicles for County Business. When rental vehicles are needed for travel or local transportation, employees are encouraged to use companies with which the County has an established

contract for favorable rates and adhere to the size and class restrictions inherent to those contracts. Contact GSA procurement at (8705) -654-3718 for a list of current established contracts.

- E. Motor Pool Eligibility: All County employees, or other authorized persons, are eligible to use vehicles from the Motor Pool provided they have a valid California driver's license and have been authorized to do so by their agency/department head. The authorizing agent is responsible for verifying that proper licenses are in order prior to authorizing any person to utilize a County or personal vehicle for County business.

#### **IV. ENGINE IDLING**

Vehicle idling is prohibited for ALL County vehicles, except as provided below.

- A. Gasoline Vehicle Idling Requirements. A driver of a County vehicle must turn off the engine upon stopping at a destination and not cause or allow an engine to idle for:
1. More than one minute consecutively; or
  2. For a driver of a vehicle transporting the elderly or youth on behalf of the County, more than 10 minutes in any one-hour period to maintain passenger comfort while non-driving passengers are on board.
- B. Idling Exceptions for Gasoline Vehicles. The idling limit does not apply when:
1. The vehicle must remain motionless due to traffic conditions, traffic signal, or at the direction of a peace officer.
  2. Weather conditions affect the safe operation of the vehicle.
  3. Necessary to verify that the vehicle is in safe operating condition.
  4. Necessary for testing, servicing, repairing or diagnostic purposes.
  5. Necessary to accomplish work for which the vehicle was designed (such as operating a crane) or to power auxiliary equipment other than a heater or air conditioner (e.g., hoist, lift, computers, safety lighting).
  6. Required to bring the machine system to operating temperature.
  7. Authorized emergency vehicles are providing services.
  8. Required by traffic conditions, over which a driver has no control, including stopping in a line of traffic, stopping at a railroad crossing or stopping at a construction zone.
  9. The vehicle is not expected to restart due to mechanical or electrical problems.
  10. Necessary to operate defrosters, heaters, air conditioners or other equipment to prevent a safety or health emergency, but not solely for the comfort of the driver or passengers.
  11. Necessary to cool down a turbo-charged heavy-duty vehicle in accordance with the manufacturer's recommendation.
- C. Diesel Vehicle Idling Requirements. The driver shall not idle the primary diesel engine for greater than five minutes at any location. First-time violators of the idling requirements will be assessed a minimum civil penalty of \$300 with subsequent penalties up to \$10,000. This section applies to diesel-fueled

commercial motor vehicles that operate in the State of California with gross vehicle weight ratings of greater than 10,000 pounds and mobile off-road diesel-fueled equipment. This is pursuant to Air Resources Board regulations codified at Title 13 to the California Code of Regulations, including sections 2449(d)(2) and 2485.

D. Idling Exceptions for Diesel Vehicles. The idling limit does not apply to:

1. A primary diesel engine meeting the optional NOx idling emission standard and properly labeled for such use.
2. Idling when the vehicle must remain motionless due to traffic conditions, an official traffic control device or an official traffic control signal over which the driver has no control.
3. Idling when positioning or providing a power source for equipment or operations, other than transporting passengers or propulsion, which involve a power take off or equivalent mechanism and is powered by the primary engine.
4. Idling of the primary diesel engine by authorized emergency vehicles while in the course of providing services for which the vehicle is designed.

County vehicles and equipment shall not be parked with the engine operating for more than **60 seconds** unless it is essential for law enforcement, public safety or vehicles with power take off units (PTOs) and/or other accessories to accomplish the assignment of work. When engines must be left operating, the operator must remain with the vehicle or equipment.

INSERT ATTACHMENT A – VEHICLE JUSTIFICATION FORM (ELECTRONIC PDF FILLABLE FORM)