

Issue Analysis Form

Date: September 11, 2018
Item: Administrative Policy Revisions
Lead Department(s): Human Resources
Contact Person(s): Corrie Hurt



Description and Current Status

Staff has reviewed the Administrative policy entitled County Vehicle and has a recommendation to update that policy effective September 11, 2018.

This policy was cleaned up and revised due to the July adoption of the Drugs and Intoxicants policy revision. The changes would strike the reimbursement of expense for choosing to drive a personal vehicle in lieu of a County vehicle. Under 110.2 (number 6) – this was not a policy that has ever been followed and with a more stringent Drugs and Intoxicants Policy now in place, staff has recommended that this be stricken from policy. In section 110.2 (number 12) – staff felt that this was a policy that could not be enforced with cell phone usage; particularly transmitting or answering phone calls unless for official duties. We are all aware that this is impossible to enforce with as many employees drive continuously in the nature of their positions. The County Attorney's office revised this to reflect that employees shall observe all traffic and motor vehicle laws and ensure that they are not distracted while operating a County vehicle. Most other changes are just cleaning up of the wording and striking what is no longer up to date information.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Fiscal Impact Statement

None.

County Impact

By revising and consistently keeping current the personnel & administrative policies, it demonstrates that the County is striving to hold its employees accountable for their actions.

Notes

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 11th day of September, 2018.

Present:

Alan R. Carmichael, Chairman
Donald R. Hunter, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-1

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE
COUNTY ADMINISTRATIVE (PERSONNEL) POLICY;
SECTIONS 110.01 THROUGH 110.6 ENTITLED *COUNTY
VEHICLE*

WHEREAS the Prince George County Administrative (Personnel) Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *County Vehicle* be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 11th day of September, 2018 does hereby amend the Prince George County Administrative (Personnel) Policy revising the policy entitled *County Vehicle* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 110.1 through 110.6	Page 1 of 8
	SUPERSEDES: May 5, 2016	DATE ISSUED: August 11, 2016
SUBJECT: County Vehicle	AUTHORIZATION: Percy C. Ashcraft, County Administrator	

110.1 General Provisions

The objective of Prince George County is to establish administrative regulations to govern the use of County-owned vehicles. Prince George County is committed to promoting safe and responsible driving for all employees. The County requires all employees who operate County-owned vehicles to do so in a lawful and safe manner. As the County has the sole discretion in determining who may operate County vehicles, the County has the right to review any appropriate documents including, but not limited to, driving records and proof of a valid license. Supervisors must be made aware of any driving violations, changes to driver information, and driver status within one working day.

110.2 Vehicle Use

The regulations and procedures outlined in this policy are to apply to all County-owned vehicles, ~~and to all privately owned vehicles used to conduct County business for which reimbursement is requested. It is the policy of Prince George County to provide vehicles for business use, and to reimburse employees for business use of personal vehicles for special situations that have prior approval by the County Administrator, and in accordance with the following guidelines: The following guidelines apply to the use of county vehicles:~~

1. County vehicles will be assigned to those departments that have demonstrated a continuing need for them. Employees who require transportation in the course of their normal job tasks may be assigned a County vehicle for that use. All other employees needing transportation for County business may use vehicles assigned to their department or those from the ~~motor pool fleet~~.
2. All County vehicles, except unmarked vehicles used for law enforcement or special investigations, will be appropriately marked with a vehicle unit number and will display a County seal or other appropriate County identification, unless exempted by the County Administrator or County policy.
3. Employees who operate a County-owned vehicle must possess and maintain a valid Virginia driver's license and will maintain a driving record that is acceptable to the County's insurance carrier and ~~the County Administrator that meets the requirements of the Personnel Policy Manual. Employees must inform their~~

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~~Department Director or Constitutional Officer of any changes that may affect their driving record or their ability to meet the standards of this policy.~~

4. Employees who are assigned County vehicles are responsible for ensuring proper operation ~~and maintenance~~. Maintenance will be provided by County maintenance facilities or as otherwise authorized by vehicle maintenance staff.
5. Appearance of a County vehicle and equipment shall be the responsibility of the employee to whom it is assigned. County vehicles shall be locked at all times when not in use. Employees shall refrain from altering the mechanical or electrical equipment of the County vehicle. Employees desiring to install additional radios, telephones or other equipment not issued by the County must receive written permission from the Fleet Manager and Department Director, Constitutional Officer, or County Administrator. Placement of unauthorized stickers and decals on windows, bumpers and other locations is forbidden.
6. In addition to requirements of State law, accidents, theft, or damage involving any County vehicle must be reported to the Police Department as soon as possible, not to exceed 24 hours following the incident, and to the Department Director or Constitutional Officer and County Administration staff within one working day. ~~A drug and alcohol test will be required in conjunction with DOT guidelines when an accident results in any personal injury, and may be required when other circumstances warrant such testing.~~ A written letter of explanation detailing the circumstances will be given to the Department Director or Constitutional Officer and ~~County Administration~~ Finance Department Personnel within one working day. ~~This information will be forwarded to the County's Vehicle Accident Review Committee. Their findings will be reported to County Administration.~~
7. Employees are responsible for any traffic violations for which they are at fault. ~~that are the result of operator error or neglect.~~
8. Employees may request the use of a County vehicle for County business; ~~however, the employee may choose to use his/her personal vehicle for which mileage will be reimbursed at the mileage rate as established by the County Administrator. A travel reimbursement form shall be submitted to the Department Director or Constitutional Officer by the employee for reimbursement, including specific dates and locations of traveled miles.~~
9. Under no circumstances are alcoholic beverages to be consumed or transported in County vehicles, ~~except in the performance of law enforcement duties. This does not apply to law enforcement in the performance of official duties.~~
10. Employees utilizing County vehicles are representatives of the County and are expected to maintain a high level of professionalism and follow the County's policies and procedures.

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11. Employees shall ensure that all occupants, including himself/herself, wear safety belts when the vehicle is in operation, except where State law indicates otherwise.

~~12. Any person operating a County vehicle shall observe all traffic and motor vehicle laws and shall ensure that he/she is not distracted while operating a County vehicle. No County employee or volunteer shall operate a County vehicle while using a hand-held personal communications device to:~~

- ~~a. Manually enter text or letters; or~~
- ~~b. Read e-mails or text; or~~
- ~~c. Transmit or answer phone calls unless for the purpose of performing official duties.~~

~~— Employees and volunteers may not use personal listening devices with earphones while operating a County vehicle.~~

~~12.~~

13. The County is not obligated to place an employee who has a suspended or revoked driving license, or fails to maintain a driving record that is acceptable to the County's insurance carrier, into a non-driving position or otherwise accommodate such an employee.

14. Employees may request to take a vehicle to their residence temporarily, on an as needed basis, for off hours, overnight travel, or other unusual circumstances if approved by the Department Director, Constitutional Officer, or County Administrator. Any such request in excess of six days shall be approved by the County Administrator.

15. For the purposes of this policy, "within a five-mile perimeter of Prince George County" is deemed to mean within a five-mile driving distance from the Prince George County boundary line; and, "within a fifteen-mile perimeter of Prince George County" is deemed to mean within a fifteen-mile driving distance from the Prince George County boundary line.

110.3 Take Home Vehicles

Vehicles will be assigned on the basis of functional requirements of an employee's position and should not be construed as being a substitute for other compensation or a cash fringe benefit. Vehicles are assigned, and certain privileges and their usage are granted, only as a means of providing effective management of County functions. All County vehicles shall bear markings to identify them as County vehicles with the exception of unmarked law enforcement vehicles and specified investigative vehicles. Vehicles shall be assigned when all qualifying requirements of the particular class have been met.

1. Class I

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These vehicles are authorized for use in accordance with employment contract constraints.

2. Class II

These vehicles are assigned to employees whose job responsibilities justify a take home vehicle because of public safety requirements. These individuals include, but are not limited to, sworn law enforcement officers, and Fire and EMS personnel. Director of Fire and Emergency Medical Services, Deputy Director of Fire and Emergency Medical Services, and Coordinator of Emergency Services. These vehicles, by their nature, must be marked with appropriate emergency equipment, response markings, to include rooftop bar lights, to include rooftop bar lights.

Qualifying Requirements:

- a. Employees must reside within a five-mile perimeter of Prince George County.
- b. As marked police and sheriff's vehicles will likely increase safety in their particular neighborhoods, these marked vehicles are allowed for commuting within a five-mile perimeter of Prince George County. Employees having these vehicles are allowed to perform errands during scheduled or unscheduled work time if the travel is of an incidental nature and occurs within a five-mile perimeter of Prince George County.
- c. Employees will have a memo approved by the County Administrator to that effect in their personnel file.

3. Class III

These vehicles are assigned to Department Directors or Constitutional Officers whose job responsibilities justify a take home vehicle but who are not entitled to Class I vehicles as part of their compensation packages.

Qualifying Requirements:

- a. The Department Director or Constitutional Officer is subject to frequent after-hours call back.
- b. Call back responses are to locations other than the Department Director or Constitutional Officer's normal workstation.

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- c. The Department Director or Constitutional Officer's return to the normal workstation to retrieve the necessary vehicle would result in an unacceptable delay in the response.
- d. The Department Director or Constitutional Officer must reside within a five-mile perimeter of Prince George County.
- e. The Department Director or Constitutional Officer will have a memo approved by the County Administrator to that effect in their personnel file.

4. Class IV

These vehicles are assigned to employees who are subject to after-hours call back. This classification includes law enforcement vehicles that are unmarked, the Chief Deputy Sheriff, ~~and~~ Police Captains, Utilities, General Services, and Animal Control.

Qualifying Requirements:

- a. The employee is subject to frequent after-hours emergency call back or other unscheduled work.
- b. Such unscheduled work involves an immediate response to a real or present threat to life or property or be considered a critical service.
- c. Specialized vehicles, tools, or equipment are required for the performance of emergency duties.
- d. The employee must reside within a five-mile perimeter of Prince George County; however, employees who live outside the five-mile perimeter of Prince George County may park their vehicles at a secured location with the approval of the Department Director or Constitutional Officer and the County Administrator.
- e. During a week when an ~~an~~ Division of Public Safety employee is on call, the ~~public safety~~ employee may drive his/her County assigned vehicle home provided he/she lives within a fifteen-mile perimeter of the County and receives written approval from the ~~Chief of Police~~ Department Director and County Administrator.
- f. Employees will have a memo approved by the County Administrator to that effect in their personnel file.

5. Class V

These vehicles are assigned to employees who have varying work hours at locations other than the County Complex. Employees may be allowed to take

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home vehicles when they have irregular hours, split shifts, or other extenuating circumstances when it would be in the County's best interest to allow the commuting.

Qualifying Requirements:

- a. The employee lives within a five-mile perimeter of Prince George County.
- b. Employees will have a memo approved by the County Administrator to that effect in their personnel file.

110.4 Use of Assigned County Vehicles

County vehicles taken home should not be used for personal business, with the exception of minimal errands along the route between the job site and the employee's residence. These errands may include picking up or dropping off passengers within the reasonable route to work. Because employees who drive County vehicles to and from work have no other form of transportation available during work hours, these employees are allowed to:

1. travel to and from lunch within one road mile of the perimeter of Prince George County
2. travel to and from medical appointments within Prince George County
3. perform errands during scheduled breaks provided the travel occurs within Prince George County
4. respond to bona fide family emergencies

All employees provided a vehicle shall comply with IRS rules regarding the use of County vehicles to commute to and from work by accurately reporting days and mileage.

110.5 County Volunteers

Individuals providing volunteer services to the County may use County vehicles only on official County business, upon approval of the responsible Department Director ~~and; Constitutional Officer, Fire Chief, or Emergency Crew Captain.~~ While commercial liability insurance coverage is provided for volunteers when they operate County vehicles, the Department Director ~~and; Constitutional Officer, Fire Chief, or Emergency Crew Captain~~ shall ensure that the planned operation is covered under the scope of the commercial liability policy prior to granting approval for volunteers to operate County vehicles.

Travel to and from their home to their work location must be approved by the County Administrator. This approval will be contingent upon the home and work locations

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being within Prince George County or within the first run area; furthermore, the individual must be permitted to respond to emergency calls from work and be able to perform all functions associated with the equipment on the vehicle. Any other use of the County vehicle is prohibited.

Approved volunteers will be provided vehicles for business use in accordance with the following guidelines:

1. Volunteers who operate a County-owned vehicle must possess and maintain a valid Virginia driver's license, and will maintain a driving record that is acceptable to the County's insurance carrier and the County Administrator. Volunteers must inform within one working day, their Department Director ~~and/or~~, Constitutional Officer, ~~Fire Chief, or Emergency Crew Captain~~ of any changes that may affect their ability to meet the standards of this policy.
2. Volunteers who are assigned County vehicles are responsible for ensuring proper operation and maintenance. Maintenance will be provided by County maintenance facilities or as otherwise authorized by vehicle maintenance staff.
3. Appearance of a County vehicle and equipment shall be the responsibility of the volunteer to whom it is assigned. County vehicles shall be locked at all times when not in use. Volunteers shall refrain from altering the mechanical or electrical equipment of the County vehicle. Volunteers desiring to install additional radios, telephones or other equipment not issued by the County must receive written permission from the Fleet Manager, ~~and~~ Department Director ~~and/or~~, Constitutional Officer, ~~Fire Chief, or Emergency Crew Captain~~. Placement of unauthorized stickers and decals on windows, bumpers and other locations is forbidden.
4. ~~Accidents, theft, or damage involving any County vehicle must be reported to the Police Department as soon as possible, not to exceed 24 hours following the incident, and to the Department Director ~~or~~, Constitutional Officer, ~~Fire Chief, or Emergency Crew Captain~~ and ~~County Administration staff~~ the appropriate Finance Personnel that handles vehicle claims within one working day. ~~A drug and alcohol test will be required in conjunction with DOT guidelines when an accident results in any personal injury, and may be required when other circumstances warrant such testing.~~ A written letter of explanation detailing the circumstances will be given to the Department Director or Constitutional Officer and ~~County Administration Finance Personnel~~ within one working day. ~~This information will be forwarded to the County's Vehicle Accident Review Committee. Their findings will be reported to County Administration.~~~~

4.

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5. Volunteers are responsible for any traffic violations that are the result of operator error or neglect.
6. Under no circumstances are alcoholic beverages to be consumed or transported in County vehicles. ~~This does not apply to law enforcement in the performance of official duties, except in the performance of law enforcement duties.~~
7. Volunteers utilizing County vehicles are representatives of the County and are expected to maintain a high level of professionalism and follow the County's policies and procedures.
8. Volunteers shall ensure that all occupants, including himself/herself, wear safety belts when the vehicle is in operation, except where State law indicates otherwise.

~~9. Any person operating a County vehicle shall observe all traffic and motor vehicle laws and shall ensure that he/she is not distracted while operating the County vehicle. No County employee or volunteer shall operate a County vehicle while using a hand-held personal communications device to:~~

- ~~a. Manually enter text or letters; or~~
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- ~~c. Transmit or answer phone calls unless for the purpose of performing official duties.~~

~~Employees and volunteers may not use personal listening devices with earphones while operating a County vehicle.~~

- ~~9.~~
10. Volunteers may request to take a vehicle to their residence temporarily, on an as needed basis, for off hours or overnight travel or other unusual circumstances if approved by the Department Director ~~or~~ Constitutional Officer, ~~Fire Chief, or Emergency Crew Captain~~. Any such request in excess of six days shall be approved by the County Administrator.

~~110.6 Distribution of Vehicle Policy to County Employees; Employee Acknowledgement~~

~~A copy of the Vehicle Policy shall be distributed to each County employee with an Employee Acknowledgement. Each County employee shall acknowledge receipt of the Policy by signing and dating the Employee Acknowledgement form in the presence of a witness who shall also sign and date the Acknowledgement. The executed Employee Acknowledgement shall be returned to the Department of Human Resources for filing in the respective employee's personnel file.~~

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