Title: Administrative Policy Driving on County Business	**Policy No.** Part 5, Staff Policies Chapter 1, Rules Section 3
	Effective Date April 30, 2013
Policy Custodian County Administrator	**Adoption/Revision Date** April 30, 2013

Adopting Resolution(s): CC13-170

References (Statutes/Resos/Policies): CC01-515, CC08-169, CC09-451, Commercial Driver's License Policy

Purpose: To set standards for driving County Vehicles and/or Personal Vehicles for County business.

Policy: Driving on County Business

A. Definitions

1. County Driver is any person authorized to operate a vehicle on County business.

2. Motor Vehicle Record (MVR) is the state issued document of driving history.

3. Vehicle means any personal or County-owned automobile, truck, van or sport utility vehicle, motorcycle or motorized equipment requiring a license to operate.

4. Violation is any conviction of a vehicle-related crime or traffic infraction.

B. Applicability

1. Part F of this policy applies to all County Employees,.

2. The remainder of this policy applies to all Board of County Commissioner Departments and Divisions, as well as all Elected and Appointed Officials' Offices except the Sheriff's personnel, that use a County vehicle or their personal vehicle to conduct County Business.

C. Authorization to Drive on County Business

1. Authorization from Finance and Information Technology must be received prior to extending an offer of employment, if driving is a requirement of the position.

2. Employees and applicants are subject to an evaluation of their driving record.

   a. Finance and Information Technology shall review Motor Vehicle Records annually for compliance with the County's Driving Standards.

3. If an employee does not meet the County's Driving Standards, the employee can no longer drive on County business. Revocation of County driving privileges could also lead to dismissal from employment.

D. Employee Responsibility

1. County Vehicles

   a. Employees shall report any unsafe condition(s), mechanical problems, and any damage to Fleet Services Division immediately.

   b. Employees shall not let non-employees or unauthorized employees drive County vehicles.

2. Personal Vehicles

   a. An employee who chooses to drive their personal vehicle on County business, will be required to report any claims to their personal insurance. The employee's personal insurance shall cover damages. The County will not reimburse employees for deductibles on insurance policies.

   b. If a personal vehicle is to be used for County business, the employee shall:

      (1) maintain auto insurance in accordance with state law,

      (2) provide proof of insurance to Finance and Information Technology upon request,

      (3) maintain the vehicle in safe operating condition.

   c. Motorcycles may not be used for County business.

   d. County logos shall not be applied to personal vehicles unless otherwise approved by the Department Head.

3. County and Personal Vehicles

   a. Employees shall abide by the following safety rules:

      (1) Use child safety seats and seatbelts in accordance with State law when transporting children,

      (2) Require all occupants to use seatbelts,

      (3) Not use vehicles that are unsafe to operate,

      (4) Do not offer rides to hitchhikers,

      (5) Lock vehicle doors and remove keys when parked, and

      (6) Adhere to state and federal driving laws and obey warning signs.

4. Tickets
   The employee shall be responsible for any traffic or parking tickets incurred while on County Business, except load violations beyond the driver's control.

5. Notification

   a. Any employee who is required to drive on County business must immediately report to their Supervisor all Major Violations and DUI, DWI, or DWAI, received while driving on County business and received while driving on personal time.

   b. Supervisors shall immediately report all known Major Violations and DUI, DWI, or DWAI, to Finance and Information Technology.

   c. Employees who fail to report such Violations will be subject to disciplinary action that may include revocation of driving privilege or dismissal from employment.

6. Employees who will be driving on County business in either a County or personal vehicle and have an out-of-state license must obtain a Colorado Driver's license within 30 days of hire.

E. County Driving Standards

1. To be eligible to drive on County business, in the past three years, the employee shall not have a major violation(s) listed on their Motor Vehicle Record.

2. Major Violations include:

   a. Reckless driving

   b. Speed Contests

   c. Leaving the scene of an accident

   d. Fleeing or attempting to elude police

   e. Homicide, manslaughter or assault arising out of the use of a vehicle

   f. Any felony involving the use of Vehicle

   g. Violation of state or local laws relating to Vehicle traffic control arising in connection with a fatal accident

3. At the discretion of the Department Director, an employee may be eligible to drive on County business if there is not more than one conviction on their MVR during the last three years for any of the below:

   a. DUI, DWI, or DWAI (including driving while under the influence of any controlled substance) and/or refusal to take a blood alcohol content test, with the following limitations:

(1) If the incident took place during the performance of County business, a County employee may NOT drive on County business.

(2) Employees may be allowed to drive for County business but are NOT allowed to transport children until the employee's record is clear for a period of at least three years.

(3) If at any time, an employee's license is suspended or revoked for a moving violation, during that period of suspension or revocation, an employee may not drive on County business.

F. Mileage Reimbursement

1. Private Vehicle

a. The intent of the mileage reimbursement is to compensate the employee for out-of-pocket costs incurred (i.e. fuel, oil, wear and tear) while using their personal vehicle for County related business.

b. Mileage will be reimbursed only to the driver of the vehicle at the County's set mileage rate. A Claim Voucher, indicating the date, destination, purpose and mileage traveled must be submitted.

c. Mileage to and from a seminar, conference, training session or other County related business event will be reimbursed to the extent the distance exceeds the normal commute to the employee's work environment. For example if an employee normally travels 20 miles round trip to work, and the round trip distance to a conference is 30 miles, the employee may be reimbursed for 10 miles.

d. A Private Vehicle may not be used to travel if the estimated mileage will exceed the cost of round trip airfare.

e. Employees may not use a County Procurement Card or Travel Card to purchase fuel for their personal vehicle without advance, specific approval.

2. County Vehicle
The County will pay/reimburse for fuel, oil and maintenance costs associated with the use of a County owned vehicle. The County will not reimburse for mileage when a county vehicle is used.

G. Independent Contractors

1. Independent contractors must be authorized to drive through Finance and Information Technology and shall conform to the employee requirements stated in this policy.