

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 4/09, Rev. 1/11	Page: 1 of 3	Number: 3.2
	Reviewed by/Reviewed Date: CSA Exec Team 7/6/09, Rev 1/11	Replaces:	Category: Travel Related
Title: <b>Driving on County Business</b>		Approved: 1/24/11	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

The Community Services Agency (CSA) sets forth the minimum requirements for employees/volunteers authorized to drive on County business.

**Definition**

A CSA employee/volunteer driving on a daily or weekly frequency must register with CSA Human Resources (HR) to sign up for the driver authorization program prior to driving on County business. Employees/volunteers are also expected to adhere to driving performance standards. Please refer to the CSA Driving on County Business/CSA Fleet handbook.

**Procedure**

Supervisors may request driving privileges for an employee/volunteer who is required to drive while conducting County business in order to perform their assigned job duties. It is the supervisor’s responsibility to ensure that employees/volunteers driving on County business, whether a County or privately owned vehicle, are authorized drivers.

- A. Supervisor and Employee/Volunteer Responsibilities:
  1. The supervisor will contact CSA HR to request that an employee/volunteer become an authorized driver.
  2. Once an employee/volunteer has been authorized, they will be added to the authorized drivers list. The Chief Executive Office (CEO)/Risk Management will also add the employee/volunteer to the pull notice program which allows DMV to notify CSA when driving privileges have been revoked or suspended.
  3. Employees requesting mileage reimbursement must be an authorized driver.
  4. An employee/volunteer will automatically be denied driving privileges when CEO/Risk Management notifies us of an invalid, suspended or revoked license.
  5. Employees/volunteers are required to immediately report a suspended or revoked driver’s license. Those who fail to do so will be subject to disciplinary action which may include suspension, demotion, or termination.
  6. Supervisors will notify CSA HR when an employees/volunteers assigned job no longer requires them to drive for County business.
  7. Will follow and obey all traffic laws.
  8. Attend training within the first year and every 4 years after initial training as required. Drivers, who have had vehicle accidents (either in a County vehicle or

personal vehicle) while driving on County business and where they are at fault, must attend the driver safety course within ninety days of the accident. (County Safety Manuel, Tab 3, Section XI, paragraph B). Authorized drivers must immediately notify CSA HR and their Supervisor of a change in the status of their Drivers License or any traffic related tickets issued to that driver.

B. Authorized Driver requirements:

1. Provide CSA HR with a valid California Driver's License.
2. Maintain a current California Driver's License for the type of vehicle driven.
3. Employees/volunteers driving a privately owned vehicle must provide proof of insurance to certify they have minimum liability insurance coverage as required by the Financial Responsibility Law of the California State Vehicle Code (*California Insurance Code §11580.1b*).
4. Privately owned vehicles are required to have current California license plates.
5. Family members, friends or unauthorized co-workers are forbidden in County or privately owned vehicles while conducting County business. (Exceptions may include attending a conference. See your manager for clarification.)

C. Operating County Vehicles for County Business:

1. Employees/volunteers may sign out a County vehicle at the Motor Pool desk by the employee entrance. When checking out a vehicle employees/volunteers will be given the vehicle keys along with a packet of information. Operating hours are 7:30 am – 5:00 pm Monday through Friday.
2. When returning after operating hours, vehicle keys and packet can be returned to the drop box at the Motor Pool desk. Employees/volunteers not able to enter the building after hours may use the drop slot located in the tower door.
3. County vehicles are not to be returned with less than ½ tank of gas. Gas station locations are included in the information packet.
4. Complaints regarding operating condition, need for repair, or vehicle cleaning is to be reported to Motor Pool upon return of the vehicle.
5. The driver of a County vehicle involved in an accident is responsible for completing a Vehicle Accident Report. These reports are kept in the glove compartment of each County vehicle and need to be submitted to CSA HR immediately.

D. Operating Privately Owned Vehicles

1. Employees are responsible for purchasing their own fuel. Do not use the Pacific Pride Card, the County Purchasing Card, the Voyager Card or any other County card, requisition, or purchase order to pay for fuel, oil or repairs of privately owned vehicles. Do not use the County pump at Morgan Road/Public Works.
2. Privately owned vehicles shall be in sound mechanical condition and equipped with working seat belts.
3. The driver of a privately owned vehicle involved in an accident is responsible for completing a Vehicle Accident Report and having an accident report prepared

by a law enforcement agency. Employees are required to bring a Vehicle Accident Report with them when using a privately owned vehicle for County business. These reports need to be submitted to CSA HR immediately.

4. Employee/volunteers shall not transport customers in a privately owned vehicle.

**No one is authorized to drive on County business without a valid California Drivers License. For additional information please refer to the County Safety Manual and County Vehicle Use Policy.**