



Policy Type: Board

Category: Vehicles

Policy Name: Comprehensive Vehicle Policy - Board Policy 3.52

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3.52 COMPREHENSIVE VEHICLE POLICY (Adopted 6-22-10; Amended 10-25-11; Amended 9-10-13; Amended 10-7-14)

3.52.1 Policy Overview

3.52.1.1 Applicability

All County agencies, departments, and offices shall apply this policy in the management of all County-owned or -controlled vehicles regardless of fund source. In addition, this policy applies to all County employees whether full time, part time, extra help, paid interns, unpaid interns, dependent contractors, or volunteers that drive County vehicles or their own vehicle in the conduct of County official business.

3.52.1.2 Definitions

- (A) "Assigned Take-Home Vehicle" as referred to in this policy is a County-owned vehicle that is used by a County employee for County official business and for commuting between the employee's home and work site.
- (B) "Assigned Vehicle" as referred to in this policy is a County vehicle assigned primarily to a department or County employee for County



official business, but not for employee commuting to and from the employee's home and work site.

- (C) "Business need" as referred to in this policy means the need of a County employee to use a County vehicle for official County business; as opposed to personal use of a County vehicle, including after business hours use, weekend use, and non-County business use during work hours. This specifically excludes assignment of vehicles based on an employee's rank, management status or other category that does not reflect vehicle use based on the employee's actual day-to-day duties. Business use is further defined as vehicle use that is required in order to perform functions that are necessary for the County department to fulfill its duties and responsibilities as authorized by the County Ordinance Code, and State and Federal law.
- (D) "County" as referred to in this policy is the County of Santa Clara.
- (E) "County departments" as referred to in this policy include all County agencies, departments, and offices.
- (F) "County drivers" as referred to in this policy include County staff, whether full time, part time, extra help, paid interns, unpaid interns, dependent contractors, or volunteers that drive County vehicles or their own private vehicle in the conduct of County official business.
- (G) "County vehicles" as referred to in this policy includes all County-owned or controlled motor vehicles and motorized equipment.
- (H) "Designated Parking Area" as referred to in this policy is a County parking facility or lot which has been identified by an employee's



department director as an acceptable overnight location for parking the assigned County vehicles.

- (I) "Assigned Work Location" as referred to in this policy is the office or site where a County employee normally reports to work and would park their personal vehicle should they commute to work.
- (J) "Official business" as referred to in this policy includes vehicle travel to directly perform the business needs of the department, including employee work assignments, parts/materials acquisition, meetings, training, authorized conferences or business related events, etc. County vehicles shall not be used for private or personal business unless otherwise indicated in this policy.

3.52.1.3 Purpose

The purpose of this policy is to:

- (A) Clarify roles and responsibilities as related to management of County vehicles;
- (B) Establish guidelines for the management of the vehicle fleet size and the utilization of County vehicles; and
- (C) Establish and maintain improved internal controls and accountability as related to operations and maintenance of County vehicles.

3.52.1.4 Other Policies/Procedures

- (A) This policy supersedes the following Board and Administrative policies, in whole or in part:



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- 407 - County Driver Permits;
- 407.1- Business Use of Private Vehicles;
- 461 - County Driver Permits;
- 4.20 - Ten Year Fleet Plan;
- 706 - Safe Driving Program;
- 706.1 - Vehicle Use - County Driver Permits;
- 706.3 - County Vehicle Use;
- 706.4 - Department Motor Vehicle Accident Review;
- 301 - Travel Policy;
- Office of the Sheriff General Order #13.06; and
- Department of Correction Policy 1.55 - County Vehicles Use and Control.

(B) The following remain in effect until modified by the Board of Supervisors:

- County Ordinance Code, Division A31-Travel;
- County Executive Management Master Salary Ordinance; and
- County Salary Ordinance.



3.52.1.5 Management Responsibilities

- (A) The County Executive shall oversee Department Heads' implementation of, and make recommendations for changes to, this policy.
- (B) Department Heads shall:
 - (1) Forward suggested changes of policies and procedures to the County Executive;
 - (2) Maximize the conduct of official business by using web meetings, conference calls, electronic mail, telephone, or other electronic/telecommunications means whenever possible, to minimize the need for County vehicles;
 - (3) Follow procedures outlined in this policy regarding the acquisition, replacement, utilization, and disposal of department assigned County vehicles;
 - (4) Create and implement any department specific supplemental guidelines necessary to address department specific needs while ensuring the effective and efficient management, operation, maintenance, and repair of County vehicles;
 - (5) Forward a copy of all implementing documents and guidelines to the following:
 - (a) County Executive or designee
 - (b) Facilities and Fleet Department (FAF)



- (c) Employee Services Agency (ESA)
- (d) Finance Agency
- (6) Include motor vehicle management in department internal audit programs.
- (C) The Facilities and Fleet Department (FAF) shall:
 - (1) Be responsible for revising this policy;
 - (2) Develop technical instructions for and provide guidance to County departments concerning the acquisition, replacement, rental, utilization, and disposal of County vehicles;
 - (3) In collaboration with the Procurement Department, acquire, lease, and dispose of all County vehicles;
 - (4) Provide guidance to County departments regarding renting vehicles;
 - (5) Provide maintenance, repair, and fueling services;
 - (6) Provide guidance to County departments regarding the operations, maintenance, repair, and fueling of County vehicles; and
 - (7) Provide ongoing desk reviews of departments' implementation of this policy starting Fiscal Year 2011.



(D) The Finance Agency shall:

- (1) Provide guidance to the departments on budget and financial accounting for County vehicles;
- (2) Provide guidance to FAF regarding conducting desk reviews of departments' implementation of this policy; and
- (3) Annually review the results of the desk review conducted by FAF to determine if a comprehensive audit of the County's compliance with this policy is warranted and if so, conduct the audit and report findings to the County Executive and the Board of Supervisors.

(E) The Employee Services Agency (ESA) shall:

- (1) Ensure labor agreements and salary ordinances are aligned to reflect the take-home vehicle provisions of this policy;
- (2) Ensure insurance coverage is in place for all County vehicles at all times;
- (3) Manage the County Driver authorization program including conditions for issuance, renewal, and suspension/revocation of County driver authorizations;
- (4) Administer the Accident Review process for accidents involving drivers of County vehicles, except for those County drivers employed by the Sheriff's Office, that result in damages greater than \$1,000; or any driver of County vehicles, with the exception



of the Office of the Sheriff, who demonstrates an inability to maintain a safe driving record or safe driving practice;

- (5) Revoke the County-issued driver authorization of any driver of a County vehicle, with the exception of the Office of the Sheriff, who demonstrates an inability to maintain a safe driving record or safe driving practice; and
 - (6) Compile and provide the Board of Supervisors a semi-annual report of all accidents, losses or damages involving County vehicles, including personnel actions and other steps taken to prevent similar occurrences in the future.
- (F) The Procurement Department shall:
- (1) Acquire, lease, and dispose of County vehicles, and acquire fleet parts and related services consistent with Board procurement policies and applicable legislation;
 - (2) Report net revenue from the sale of assets to FAF, which will in turn transfer those revenues to the Fund that supported the acquisition of the vehicle; and
 - (3) Provide information to FAF regarding acquisitions and disposals so that transactions are tracked within the Fleet ISF management information system as well as SAP.
- (G) The Office of the Sheriff shall:
- (1) Administer the Internal Collision Review Board (CRB) for all accidents for those County employees using County vehicles



employed by the Office of the Sheriff/Department of Corrections. The seven member CRB shall meet on a regular basis. The following representatives shall sit on the CRB: Assistant Sheriff ("chair"), Department Fleet Manager, Traffic Investigation Deputy, Administrative Sergeant from Patrol Division, Bargaining Unit Representative, Department Risk Manager and the Employee Services Agency Director or designee;

- (2) Impose corrective measures against Office of the Sheriff employees in an effort to prevent future accidents;
- (3) The Employee Services Agency Director will review CRB findings and recommendations to determine if the County-issued driver authorization of any employee of the Office of the Sheriff/Department of Corrections who demonstrates an inability to maintain a safe driving record or safe driving practice will be revoked; suspended or placed on a probationary period; and,
- (4) Compile and provide the Board of Supervisors an annual report of all accidents, losses or damages involving County vehicles driven by employees of the Office of the Sheriff, including personnel actions and other steps taken to prevent similar occurrences in the future.



3.52.2 Vehicle Acquisition/Replacement, Leases, Rentals, Outfitting, Modifications, and Disposal

3.52.2.1 Fleet Rightsizing, Acquisition, Outfitting, Disposal

- (A) The Annual Vehicle Fleet Plan, as described by Appendix A must include:
- (1) A recommendation for the optimization of the County vehicle fleet size and mix of vehicles as a whole and by each County department;
 - (2) A summary report of criteria used to make the recommendation is contained in Appendix B;
 - (3) A comparison of vehicle usage to the criteria to justify the ongoing asset costs;
 - (4) A summary of recommendations for repurposing and/or disposing of vehicles that do not meet the Board approved criteria; and
 - (5) A 5-YEAR FLEET PLAN update.
- (B) Department Heads shall:
- (1) Follow the procedures outlined in Attachment A, the Annual Fleet Plan;



- (2) Department Heads are responsible for determining the number and types of vehicles to meet the business needs of their department;
- (3) Establish internal standards for and develop comprehensive specifications (type, accessories, safety) of their vehicles. These standards shall be consistent with this policy and the County Climate Action Plan Emission Reduction Goals, and should take into account the operational requirements, occupant safety, and lowest overall ongoing cost to the County, and include consideration of alternative fuel vehicles and alternative fuel availability. In general, the following criteria will be used unless otherwise approved by the County Executive:
 - (a) Vehicles selected for an individual task must be the best one suited by virtue of size, configuration, availability, and economy of operation to include consideration of alternative fuel vehicles and alternative fuel availability;
 - (b) Vehicles will be commercially designed motor vehicles to meet general transportation requirements;
 - (c) Vehicles will be the least expensive trim line along with its standard option package for that trim line; and
 - (d) All vehicles will be white unless otherwise approved by the County Executive.
- (4) Ensure that all County vehicles are essential to performance of departmental missions and that those vehicles that are no longer necessary, not utilized to the fullest extent, have



according to FAF reached the end of their useful life, or require greater than 50 percent of their residual value for repair will be returned to FAF for reassignment, pooling, or decommissioning and removal from the inventory;

- (5) Submit all requests for procurement, leasing outfitting, and disposal of all County vehicles to FAF including adding vehicles through grants or donations; and
 - (6) Submit changes to their Departmental 5-YEAR FLEET PLAN.
- (C) FAF shall:
- (1) Implement the steps required to develop the Annual Fleet Plan as described in Appendix A;
 - (2) Annually review and modify as necessary the criteria that will be used as a basis for the Annual County Vehicle Fleet Plan, Appendix B, and submit the criteria to the Board for approval;
 - (3) In developing the Annual Fleet Plan, include all County vehicles and vehicle use, e.g. month-to-month rentals, short-term rentals, vehicles borrowed from others, grant-funded vehicles, and business use of private vehicles;
 - (4) Provide supplemental guidance to departments related to the development of the Annual Fleet Plan and the criteria;
 - (5) Provide the Board a quarterly report regarding disposition and assignment of the vehicle fleet as a whole.



- (D) Off-cycle replacement requests that result from vehicle loss due to collision or mechanical failure will be reviewed by the County Executive and approved by the Board of Supervisors.

3.52.2.2 Vehicle Leases

Departments shall include long-term vehicle lease requests for a period of 12 months or more as part of the Annual Fleet Plan.

3.52.2.3 Month-to-Month Rentals

Provided the Department Head has made a determination that no other solution will satisfy the transportation requirement, County departments may obtain vehicles for terms exceeding 30 days, but not exceeding 6 months by using the State of California Department of General Services Vehicle Rental Contract. Any combination of rentals that exceed more than 6 months in any 12 month period shall be reported and addressed as part of Finance Agency's desk audit and the FAF annual utilization review in preparation of the Annual Vehicle Fleet Plan.

3.52.2.4 Short-Term Rentals

- (A) To satisfy short-term travel requirements, temporary peak loads, unusual requirements, or emergencies, departments shall use the least expensive of the following options for vehicle rentals of less than or equal to 30 days:
- (1) FAF pool vehicle on a reimbursable basis, if available; or
 - (2) The State of California Department of General Services Vehicle Rental Contract using Purchase cards.



- (B) FAF shall provide departments guidance regarding the use and costs associated with each of the aforementioned options.

3.52.2.5 Other Sources of Motor Vehicles

Departments may use vehicles from Federal, State, local government agencies or nonprofit business entities for a period not to exceed six months in one 12 month period without approval of the Board of Supervisors. Such vehicles shall be consistent with departmental business needs. Use of such vehicles exceeding 6 months shall be considered as part of the FAF annual utilization review in preparation of the Annual Vehicle Plan.

3.52.2.6 Modification of Vehicles

Modification of vehicles shall not be performed without collaboration with FAF. The departments shall establish adequate configuration control to ensure vehicle modifications are limited to those required for safety, security, or accomplishment of their business needs. Limited modification for such purposes as providing wrecker service or two-way radio service, and for installation of emergency warning devices or auxiliary firefighting equipment, may be accomplished by FAF, but only after due consideration of the cost effectiveness of the action and with the approval of the County Executive.



3.52.2.7 Identification and Marking of Motor Vehicles

(A) General

- (1) This section contains guidelines and procedures for the marking of all County vehicles. County vehicles shall, unless exempted, display the County logo, Fleet Vehicle Identification Number (VIN), and license plate. Additional markings, decals, and temporary signage are strictly prohibited and will be removed by FAF during maintenance cycles on a reimbursable basis.
- (2) Vehicles that are less than 26,000 pounds gross vehicle weight and are rented from commercial sources are exempt from having to display a County logo.
- (3) Long-term leased vehicles are subject to other marking and license plate requirements as noted herein.

(B) Exemptions from Identification and Marking

- (1) Marked Sheriff Patrol and cold-plate vehicles are exempt from the identification requirements but must follow departmental guidelines.
- (2) Assigned take-home vehicles are exempt from having to have a County logo displayed.
- (3) Other specific department logos must be approved by the County Executive.



(C) Identification and Marking Procedures

Departments will implement all vehicle identification and marking through FAF. Standard County logos, VIN, and license plates are part of the normal FAF Fleet Management rates. Other identification and marking requirements will be reimbursable.

3.52.3 Operations, Maintenance, Repair, and Fueling

3.52.3.1 General Operations Requirements

(A) Department Heads shall:

- (1) Ensure that County employees are trained and reminded that operating a County vehicle is neither an employee's right nor privilege; rather it is a trust conferred to the employee to facilitate the necessary performance of departmental business needs that directly benefits the County;
- (2) Enable supervisors to determine, consistent with this policy, whether or not it is appropriate for an employee to operate a County vehicle;
- (3) Establish procedures to ensure vehicles are operated in a safe and serviceable condition, e.g. drivers are trained in accordance with the County Safe Driver Program, authorized, and licensed, vehicle maintenance is completed according to the FAF recommended schedule, vehicles are clean and ready for use, etc.;



- (4) Provide for rotation of vehicles, where practical and economical, to equalize the equipment usage and to ensure attainment of life-cycle utilization goals within the vehicle life expectancy;
- (5) Designate department primary point-of-contacts to coordinate vehicle maintenance and repair appointments with FAF and to be responsible for departmental pool vehicles;
- (6) Ensure that all records of title, registration, and the purchase of outside fueling, services, maintenance and repair, vehicle supplies shall be provided to FAF for information and compliance tracking purposes;
- (7) Ensure that all records related to short-term and month-to-month rentals are provided to FAF for information and compliance tracking purposes;
- (8) Ensure that all travel outside of the County is supported by a completed Travel Authorization Form;
- (9) Establish a Utilization Record of motor vehicle assignment which collects the name of the driver, date and time of assignment, return date and time, destination at time of checkout, mileage records (beginning and ending mileage), and contact number; and
- (10) Ensure that managers and supervisors at all levels are responsible and accountable for using maintenance and operations data to measure the effectiveness of County vehicle activities under their control.



- (B) FAF shall furnish the following information to Department Heads for placement in the glove compartment of each County-owned or -leased vehicle:
- (1) Vehicle Registration Information;
 - (2) Blank Vehicle Accident/Incident Form;
 - (3) County's evidence of financial responsibility for self-insurance;
 - (4) Vehicle Self Inspection Forms;
 - (5) Roadside assistance and towing programs;
 - (6) Fuel locations;
 - (7) Vehicle wash facilities;
 - (8) Maintenance and repair facilities; and
 - (9) FAF contact information.

3.52.3.2 County Driver Requirements

While driving a County vehicle, County drivers shall:

- (A) Remember that their actions represent the professionalism and character of all County employees to the citizens of the County and ensure their use of a County vehicle always leads to a positive perception by our citizens;



- (B) Be subject to applicable Local, State and Federal laws and be aware of new and existing laws;
- (C) Operate vehicles according to the official use of vehicles section set forth in this policy, drive defensively, anticipate emergency situations, follow the rules of the road, and make every reasonable effort to avoid accidents;
- (D) Know the mechanical and cosmetic condition of the County vehicle the employee is driving, promptly report any suspected equipment malfunctions, damage, or safety condition to his/her supervisor who will in turn notify FAF to schedule follow up repairs, and ensure that vehicles are promptly turned in for preventive maintenance and repair work;
- (E) Not transport family members or other passengers not engaged in County official business or required to be conveyed in the performance of duty;
- (F) Ensure that seat belts are to be worn by all occupants of a County vehicle while it is in operation, and children must ride properly buckled up in safety seats or boosters until they are at least 6 years old OR weigh at least 60 pounds;
- (G) Follow the anti-idling policy, Appendix C;
- (H) Keep vehicles clean and free of litter and debris;
- (I) Ensure that, absent emergency conditions, vehicles never have less than 1/4 tank of fuel in the event they are needed to assist in disaster response;



- (J) Be responsible for pre- and post-trip inspections. Documentation of these inspections shall be maintained at terminals as required by law for specific vehicle classes. Departments shall reference their specific procedures in the departmental policies and procedures;
- (K) Be responsible for any personal property stored or left in a County vehicle or private vehicle being driven on County business as the County assumes no such responsibility;
- (L) Ensure that no one smokes in a County vehicle;
- (M) Not eat or drink while operating the vehicle;
- (N) Excluding assigned take-home vehicles, not use a County vehicle to carry alcohol or firearms except in the performance of County official business unless otherwise approved by the County Executive;
- (O) Maximize the economical and efficient use of County vehicles by:
 - (1) Not driving vehicles unnecessarily;
 - (2) Taking the most direct route to, from or between job assignments;
 - (3) Ensuring tires are inflated properly;
 - (4) Removing equipment in excess of what is required to perform assigned duties for the purpose of obtaining optimum vehicle mileage; and



- (5) Not using quick acceleration or rapid braking.

- (P) Not use Drive-thru lanes with the exception of the Sheriff Transportation Division vehicles that are governed by the Sheriff's General Orders;

- (Q) Not be entitled to any expectation of privacy with respect to a County-owned vehicle and allow inspection/search of a County-owned vehicle by their supervisor/department;

- (R) Verify the following information is in the glove compartment of each County-owned or -leased vehicle prior to use:
 - (1) Vehicle Registration Information;
 - (2) Blank Vehicle Accident/Incident Form;
 - (3) County's evidence of financial responsibility for self-insurance;
 - (4) Vehicle Self Inspection Forms;
 - (5) Roadside assistance and towing programs;
 - (6) Fuel locations and guidance;
 - (7) Vehicle wash facilities locations and guidance; Maintenance and repair facilities locations and guidance; and
 - (8) FAF contact information.



- (S) Be held responsible for immediate payment of losses resulting from negligence, including impound/storage fees, replacement or duplicate key charges, roadside assistance resulting from low fuel or other non-mechanical related causes, and daily charges for non-permissive use;
- (T) Be familiar with Spill Prevention Procedures at County stations and must immediately report any spills to the Environmental Coordinator via the MAC Room. Contact information is prominently displayed at all fuel locations;
- (U) Follow the safety, accident prevention, and accident/loss/damage reporting requirements set forth in this policy;
- (V) Immediately notify their supervisor/department of receiving any moving violation and/or parking citations while driving a County vehicle and:
 - (1) Pay for all moving violations and/or parking citations for which he/she is responsible; and
 - (2) Clear citations including all fees and penalties on their own time.
- (W) Immediately notify their supervisor/department if their driver's license is revoked, suspended, or restricted in any way;
- (X) Maintain a current County driver authorization;
- (Y) Complete the County driver training Course every three years; and



- (Z) Follow other sections of this policy and any supplemental department guidelines.

3.52.3.3 Driver Selection, Training, Driver Responsibility Statement

Departments shall:

- (A) Before issuing a County driver authorization:
 - (1) Ensure their Fleet Liaison, in addition to their other duties, shall:
 - (a) Identify the County drivers within the organization that will need to read and sign the County Vehicle Drivers Responsibility Statement. Without exception this statement must be signed by all County drivers, whether full time, part time, extra help, paid interns, unpaid interns, dependent contractors, or volunteers that drive County vehicles or their own private vehicle in the conduct of County official business.
 - (b) Ensure County drivers are given reasonably sufficient explanation, briefings, and training regarding the Comprehensive Vehicle Policy and its implications.
 - (c) Obtain and maintain signed County Vehicle Drivers Responsibility statements acknowledging their briefing of this policy.
 - (2) Ensure that all County drivers complete and submit to their department Form 6409 - Request for Driver Authorization, and



DMV Form INF 1101-Authorization for Release of Driver Record Information.

- (3) Verify that County drivers have a valid California Drivers License for the type of vehicle to be operated.
- (B) Assist with enrolling the new County employee or volunteer in the County Driver Training Course.
- (C) Obtain driving records directly from the DMV for County drivers.
- (D) Enroll all County drivers into the DMV Employer Pull Notice Program.
- (E) Once notice is received from the DMV Employer Pull Program that a County driver's California license has been revoked or suspended, the department must not allow the County driver to drive while on County business.
- (F) Discipline County drivers who fail to notify the Department that their license or County driver authorization has been pulled or revoked and who continue to operate County vehicles or private vehicles in conjunction with work.
- (G) Refer to the Vehicle Accident Review Board for possible revocation of County driver authorization of any County driver, with the exception of the Office of the Sheriff, who demonstrates an inability to maintain a safe driving record or safe driving practice.
- (H) Remove from the DMV Pull Program County drivers once they separate from the County.



3.52.3.4 Official Use of Vehicles

- (A) Unless otherwise stipulated below, County vehicles are only to be used for County official business.
- (B) Generally, the determination as to whether a particular use is for official business is a matter of administrative discretion of the Department Head. In making determinations Department Heads shall consider all pertinent factors, including:
whether the transportation is the following:
 - (1) Essential to the successful completion of a County business need, function, activity, or operation; and
 - (2) Consistent with the purpose for which the motor vehicle was acquired.
- (C) Driving vehicles to commercial establishments for meals or breaks is prohibited unless:
 - (1) The County driver has an approved travel authorization for out-of-county travel and the reasonable and necessary mileage uses are subsequently approved by the department;
 - (2) The County driver is on official business and not within 10 minutes driving time to the driver's home work site or a County cafeteria/vending operation; or
 - (3) The County driver is a law enforcement officer driving a marked Sheriff's patrol vehicle that is governed by the Sheriff's General Orders.



3.52.3.5 Assigned Take-Home Vehicles

- (A) Only positions indicated within the County Salary Ordinance or the County Executive Management Master Salary Ordinance shall be eligible for assigned take home vehicles. ESA shall make annotations in the ordinances to indicate Board approved take-home vehicles and their approved use, e.g. "commuting only" or "commuting and personal use." Effective July 1, 2010, employees that are not made eligible through one of these ordinances will not be eligible or assigned take home vehicles.
- (B) Certain positions having take-home vehicles that are stipulated as part of existing labor contracts or customarily assigned by long term practice will remain in force until the contractual provisions are renegotiated. This provision is not intended to prohibit County Departments' review of the need for adjustments to the number of take-home vehicles assigned for after hours on-call work, but a reporting of all assigned take-home vehicles will be included in an annual report to the Board of Supervisors.
- (C) Regardless of the salary ordinances listed above, County take-home vehicles may be assigned to individuals who reside within the County and in the case of those residing outside the County, the commute must not be more than thirty-five (35) miles from the County Government Center, 70 West Hedding Street, San Jose.
- (D) Unless otherwise indicated by one of the salary ordinances, assigned take-home vehicles are for the use of County employees only. Non-County employee passengers other than County clients are strictly prohibited.



- (E) Unless otherwise indicated by one of the salary ordinances, assigned take-home vehicles may not be used for non-business related purposes, other than for commuting.
- (F) ESA shall provide an annual report to the Board of Supervisors regarding assigned take home vehicles including domicile zip code.
- (G) The Finance Agency shall provide annual guidance to employees concerning the valuation of their take-home vehicle for personal income tax purposes. Employees, however, are ultimately responsible for filing their tax returns and ensuring they comply with the law.
- (H) A person who is "acting" in a position of an official entitled to receive an assigned take home vehicle is not entitled to this benefit unless the position was vacated due to resignation, death, or removal.
- (I) Temporary assignment of a take-home vehicle may be authorized by the County Executive when an emergency exists. "Emergency" means circumstances that are immediate, unforeseeable, and temporary where there is a need specific to the performance of a County mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential service must be provided, and there is no other way to transport those employees. All temporary assignments must be reported with start and projected end dates to the Finance Agency.
- (J) Exceptions to Temporary Assigned Take-Home Vehicles include instances wherein departments utilize common sense and practical assignment of vehicles for employees travelling to out-of-County meetings, in such cases where there is greater efficiency by allowing



vehicles to be taken home the evening preceding the business meeting and retained the evening following the business meeting. In these cases the Travel Authorization Form shall be completed to reflect the temporary assignment, commute mileage shall be considered travel and the Travel Form shall be annually reported to the Controller.

- (K) All requests for assigned take-home vehicles shall be in writing and be approved by the County Executive or designee based on the nature of the on call assignment.

3.52.3.6 On-Call County Employees

County vehicles that are to be used by on-call employees may be assigned as take-home vehicles and are individually approved by the County Executive or designee based on the nature of the on-call assignment.

3.52.3.7 Business Use of Private Vehicles

- (A) Department Heads or their designee may authorize the use of private vehicles on County business.
- (B) Employees who utilize private vehicles to transact County business may apply for reimbursement at the rate established by the Internal Revenue Service.
- (C) In order to be reimbursed, employees shall make mileage claims according to the following:



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- (1) If the amount is expected to be greater than \$100, claims shall be submitted by the pay period following the end of any month; and
 - (2) If the amount expected is less than \$100, claims shall be submitted no later than the first pay period following the end of any fiscal quarter. The fiscal quarters end September 30, December 31, March 31, and June 30.
- (D) Liability associated with the operation of a private vehicle on County business is the responsibility of and primary to the County driver. The County will not be responsible for collision, comprehensive or liability losses for private vehicles; the reimbursement rate is the full and complete compensation for use of a private vehicle.
- (E) Prior to reimbursing County drivers using private vehicles on County business, departments shall ensure that drivers:
- (1) Maintain a current County driver authorization;
 - (2) Hold a valid California driver license;
 - (3) Maintain and provide to their department valid proof of vehicle liability insurance in accordance with Sections 16450 and 16451 of the California Vehicle Code and County Ordinance, Division A31, Section A31-12;
 - (4) Provide written notice to their department ten days prior to expiration, termination or material change of such insurance policy; and



- (5) Submit the Driver Responsibility Statement (Form 6448), to their department and receive approval on Form 6448 prior to driving a private vehicle on County business.

3.52.3.8 Use of Vehicles by Other Agencies

County vehicles may be furnished for short periods (less than 72 hours) of time to other local government agencies when the County use will not be impaired and the reason is one of the following:

- (A) An emergency, lifesaving situation;
- (B) Specifically authorized by the Board or statute; or
- (C) Direct support of a department function; provided the Department Head makes a determination that commercial transportation is not capable of satisfying the transportation requirement. In this case, reimbursement shall be computed to recover the total cost incurred by the County.

3.52.3.9 Contractor Operated Vehicles

- (A) Independent contractors shall ordinarily furnish motor vehicles needed in performing County contracts, meeting insurance requirements established in the contract or service agreement.
- (B) Motor vehicles may be provided to contractors in accordance with contract stipulations only under a cost reimbursement contract when:



- (1) The number of vehicles required for use by contractor personnel is predictable and is expected to remain fairly constant;
 - (2) The Contractor will bear the entire cost of the vehicle program;
 - (3) The vehicles will not be used on any contract other than for which the vehicles are to be provided;
 - (4) Prospective contractors do not have or would not be expected to have an existing and continuing capability for providing the vehicles from their own resources; and
 - (5) Substantial savings are expected.
- (C) The County Department sponsoring the contract is required to ensure that FAF is provided monthly reports that include vehicle make, model, fuel usage and mpg for emissions data and reporting purposes.

3.52.3.10 Maintenance and Repair

- (A) Departments shall use FAF maintenance and repair services for all County vehicles.
- (B) FAF shall:
 - (1) Coordinate maintenance and repairs for all County vehicles except for:
 - (a) Rentals; and



- (b) Private vehicles that are being operated to conduct County business.
- (2) Include routine maintenance and repair services as part of the annually approved standard vehicle fleet rates except for the following:
 - (a) Beginning Fiscal Year 2011, departments shall reimburse Fleet for vehicle repair costs resulting from misuse, negligence, or accident damage greater than \$500; and
 - (b) Vehicles established as reimbursable which will be billed on a time and material basis.
- (3) Notify departmental fleet liaisons when scheduled maintenance is due;
- (4) Establish safety thresholds on vehicle wear items, including minimum tire tread depth, minimum brake pad thickness, etc. When FAF finds that a vehicle does not meet established safety thresholds, FAF shall:
 - (a) Take the vehicle out of service to affect the necessary repairs, and
 - (b) If necessary, coordinate a replacement vehicle with the Department.
- (5) In general, pull a vehicle from the department when the cost of repairs exceeds more than 50% of the fair market value of a



vehicle and not perform repairs. FAF, working with the County department, will decide when it is no longer economically justifiable to make repairs and whether or not to dispose of the vehicle and, if necessary, pursue a replacement vehicle.

3.52.3.11 Private Vehicles

Private vehicles shall not be parked, garaged, or stored in any building except within designated parking areas. Private vehicles, vehicle units, parts, accessories, and equipment shall not be repaired, serviced, or manufactured in any County shop, garage, or other buildings. County owned vehicles, tools, modernized equipment, or supplies shall not be used to service or repair such private property.

3.52.3.12 Fueling

- (A) County vehicles may be fueled in one of three ways: County fuel pumps; County Credit Card; Reimbursement of employee fuel purchase. County employees shall make an effort to maximize the use of County fuel pumps.
- (B) Departments shall:
 - (1) Submit authorization for employee fuel privileges to FAF including the employee name, 5-digit employee number, department name and work phone number. Departments are responsible to report employee transfer and separation immediately to FAF; and
 - (2) Train all County drivers regarding Spill Prevention Procedures at County stations.



(C) FAF shall:

- (1) Document and post fuel credit card transactions on the County intranet site;
- (2) Administer requirements for direct-pay reimbursements of fuel including collection of receipts and explanations for failing to use County fuel pumps or credit card; and
- (3) Deactivate or cancel fuel card privileges of employees who have repeatedly failed, after notification by FAF, to comply with the County's established fuel card usage and accurate odometer reading reporting. FAF shall contact the employee's department before temporarily cancelling the fuel card and shall restore the card only after the Department takes corrective action to ensure that the employee complies with the established policies.

(D) County vehicles, with the exception of specific equipment, are authorized to use unleaded grade 87 or ultra-low sulfur diesel fuel only. Unauthorized transactions for fuel blends or products will be the responsibility of the employee.

(E) All employees that fuel vehicles must be familiar with Spill Prevention Procedures at County stations and must immediately report any spills to the Environmental Coordinator via the MAC Room. Contact information is prominently displayed at all fuel locations.



3.52.3.13 Anti-Idle

- (A) Idling creates harmful pollution and is a substantial source of carbon monoxide, toxic air contaminants and greenhouse gases. Idling results in wasted fuel expenses and creates unnecessary wear and tear on vehicles.
- (B) All County drivers shall turn off the engine upon stopping at a destination. Drivers may not allow an engine to idle at any location for more than 1 minute consecutively or a period or periods aggregating more than 5 minutes in any one-hour period.
- (C) The overview for the anti-idling policy, Appendix C, shall be prominently posted at each vehicle terminal, dispatch center or workplace that utilizes vehicles.
- (D) Departments shall:
 - (1) Train and inform staff of the anti-idling policy; and
 - (2) Investigate complaints and discipline violators.

3.52.3.14 Telematics

- (A) Departments shall coordinate with FAF for the installation of telematic devices or wireless information transponder equipment for selected vehicles.
- (B) Tampering, altering or removing these devices is prohibited by this policy. This equipment may be used to determine vehicle speeds,



location, routes, usage, idling frequency and on board diagnostic information.

3.52.3.15 Travel Authorization Requirements

Departments shall issue Travel Authorization numbers in accordance with the Travel Policy for all contract rentals and FAF pool not qualified as loaners for vehicles undergoing repair or maintenance.

3.52.3.16 Safety, Accident Prevention, and Accident/Loss/Damage Reporting

(A) Department Heads shall:

- (1) Within 24 hours of an accident, loss, or reported damage involving a County vehicle, make a report to ESA Risk Management and FAF;
- (2) Immediately identify the individual responsible for the custody and operation of the vehicle when an infringement, damage or loss occurs of all vehicles;
- (3) Within 10 business days submit all County vehicles involved in an accident to FAF for a vehicle damage estimate and/or repair;
 - (a) Vehicles with significant damages must be submitted directly to FAF;
 - (b) For vehicles with minor damages, a digital photo may be provided to FAF for a determination of whether or not



repairs are warranted. Departments can contact FAF for advice on determining extent of damage.

- (4) With the assistance of the Employee Services Department (ESA), FAF, and County Counsel, investigate and make a determination concerning the causes and surrounding circumstances of each accident, loss, or reported damage involving a County vehicle including steps taken to prevent similar occurrences in the future; and
 - (5) Ensure that all vehicle accident records are accurate and complete.
- (B) County drivers shall:
- (1) Report all accidents or losses for county vehicles to their immediate supervisor, regardless of fault, including undocumented damage;
 - (2) In the event of an accident, or loss, or upon discovering damage to a County vehicle, complete a Vehicle Accident/Incident Report Form (Form 1542) by the next business day and submit it to their supervisor; and
 - (3) Be responsible for contacting law enforcement to report all collisions and incidents involving other parties or property, and be responsible for recording file or case numbers on the Vehicle Accident Report Form.



(C) Vehicle Accident Review Board

- (1) All County drivers operating motor vehicles on County business are expected to drive defensively, to anticipate emergency situations, to know the mechanical condition of the vehicle they are operating, and to make every reasonable effort to avoid accidents. In order to prevent the occurrence and reoccurrence of vehicle accidents involving these drivers, the Vehicle Accident Review Board (VARB) will review all accidents reported to ESA Risk Management, except for the Office of the Sheriff, involving County vehicles in which total damages exceed \$1,000 or which involve circumstances of concern. The VARB will impose corrective measures against employees in an effort to prevent future accidents. The VARB will also review and impose corrective measures against employees who have accumulated excessive unresolved parking citations while in the possession of County vehicles. The responsibilities of the VARB consist of actions affecting employee County driver authorizations and supplemental employee driver training. The decisions of the VARB are appealable to the County Executive or designee, whose decision is final.
- (2) The eight-member VARB shall meet on a regular basis. One representative each from the District Attorney, FAF, Health and Hospital System, Office of the Sheriff, Parks and Recreation, Roads and Airports Department, and the Social Services Agency shall sit on the VARB. The Senior Loss Prevention Specialist with ESA Risk Management shall serve as the eighth-member and be responsible for administering the VARB. A Chairperson shall be elected in January each year.



3.52.3.17 Citations

- (A) The Department shall:
- (1) Be responsible for ensuring that County drivers clear all parking citations against County vehicles within 120 days;
 - (2) After 120 days, coordinate with the Finance Agency to transact wage garnishment for the value of parking citations;
 - (3) Will work with FAF to identify operators of confidential plate vehicles; and
 - (4) Refer County drivers having excessive parking citations while in possession of a County vehicle to the VARB.
- (B) The Finance Agency shall provide an annual report of unpaid citations to the Board of Supervisors.

3.52.4 Penalties for Misuse, Neglect, and At-Fault Accidents

- (A) Disciplinary Action. The unauthorized use or willful misuse of a County vehicle, or the negligence of a County driver, or other circumstances where the County driver is found at fault, or the violation of this policy may be cause for:
- (1) Disciplinary actions consistent with County Merit System Rules; and
 - (2) Administrative action including the revocation of the County driver's authorization.



- (B) Criminal Sanctions. Depending on the facts and circumstances, criminal sanctions of relevant laws and codes may apply.

3.52.5 Cost Accounting and Management Reporting

- (A) Department Heads shall provide uniform data necessary for the efficient and effective management of motor vehicle assets, to include operation and maintenance as required by the County Executive, FAF, ESA, and/or the Finance Agency.
- (B) Data shall include cost summaries and forecast budget implications so that the County fleet as a whole can be better managed.
- (C) Departments shall review the proposed budget for assigned vehicles and provide comment back to FAF.
- (D) Departments must notify FAF of vehicle reassignments, planned additions or reductions.
- (E) Departments are responsible to review the monthly fuel credit usage and report any discrepancies to the Finance Agency.

3.52.6 Appendix A - Annual Vehicle Plan

- (A) The Annual Fleet Plan shall include the following:
 - (1) A recommendation for the optimization of the County vehicle fleet size and mix of vehicles as a whole and by each County department;



- (2) A summary report of criteria used to make the aforementioned recommendation is contained in Appendix B;
- (3) A comparison of vehicle usage to the aforementioned criteria to justify the ongoing asset costs;
- (4) A summary of recommendations for repurposing and/or disposing of vehicles that do not meet the Board approved criteria; and
- (5) A 5-YEAR FLEET PLAN update.

(B) Definitions:

The following definitions will be used by FAF in determining the disposition of any County vehicle:

Under Utilized

Any vehicle that does not meet minimum use guidelines over a 12 month period.

Guideline

The use or economic point at which vehicles are considered candidates for action by FAF in collaboration with the operating department. The intent of the action is to ensure that the size and composition of the County fleet is consistent with the best interests of the County.



Retain

Disposition of a vehicle that has met minimum use criteria or that has been determined to be more cost effective than other alternatives.

Reassign

Disposition of vehicles that have not met minimum use guidelines in current assignment but have the potential to be more fully used elsewhere in the County.

Pool

Disposition of a vehicle that has not met minimum use guidelines but may be economically or of operational value to the County if retained in the Fleet Management pool for short-term rental.

Decommission

Disposition of a vehicle that does not meet minimum use guidelines and/or is no longer needed in County operations. Unit will be disposed through normal channels consistent with County policy.

(C) Procedures

(1) FAF shall:

- (a) Annually review and recommend any modifications to the criteria that will be used as a basis for the Annual County Vehicle Fleet Plan and submit the criteria to the Board for approval;



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- (b) Annually prepare an analysis that assess the use and replacement of all vehicles once each year according to established criteria and determine if each vehicle meets or exceeds the minimum use guidelines;
- (c) Determine the cost effectiveness of departmental assigned vehicles, as compared to pool and private vehicle costs;
- (d) Propose actions for those vehicles that fail to meet the minimum use guidelines and contact the departments regarding its determinations;
- (e) If the department agrees with a recommended disposition other than "retain", the department must surrender the vehicle to FAF within 30 calendar days;
- (f) Should the department disagree with the recommended disposition, the Department Head must notify FAF in writing within two weeks. The notification must state the nature of the disagreement and justification as to why the disposition should be altered. FAF may determine that the dispute cannot be resolved and in such case, FAF will arrange to meet the Department Head and the County Executive for resolution. The County Executive's decision will be final; and
- (g) FAF will finalize the Annual Fleet Plan and submit it to the Board of Supervisors for approval.



3.52.7 Appendix B - Vehicle Review Criteria

As a general rule, the criteria contained herein shall not be used as hard and fast rules to disposition a vehicle, but instead shall be used as performance indicators that trigger closer review and discussion between FAF and the user department for the purpose of exploring alternatives that will result in lower costs to the County compared to status quo.

FAF will annually review and propose modifications of these criteria to the Board based on benchmarks of similar agencies for number of departmental staff compared to number of departmental assigned vehicles.

Vehicle and Equipment Utilization Criteria

Vehicle Type	Meter Type	Annual Utilization Guideline
Sedans	Miles	8,000-10,000
SUV	Miles	8,000-10,000
Vans, Passenger	Miles	6,000-10,000
Vans, Cargo	Miles	3,500-10,000
Trucks, Light	Miles	5,000-7,000
Trucks, Utility, 1 Ton +	Miles	4,000
Trucks, Specialty	Miles	3,000
Construction Equipment	Hour	250
Mowing, Forklifts, Campus Vehicles	Hour	100



Vehicle Equipment Replacement Methodology

Replacement of County vehicles and equipment shall be based on the following:

- (A) Take the number of vehicles in each class, divided by the Age/Miles replacement criteria, to arrive at an average number of vehicles per year to be replaced;
- (B) Use the cost per mile analysis (summary of all costs associated with the vehicle including labor and parts, excluding collision repair, as compared to class averages) for primary criteria in evaluating which vehicles within each specific class range should be replaced;
- (C) Use age of the vehicle as secondary criteria; safety is a primary concern and older vehicles present significant challenges to acquire parts;
- (D) Use odometer miles as third criteria since high miles create excessive wear and tear on major system components;
- (E) Use safety features, fuel economy and vehicle emissions characteristics to prioritize replacement vehicles;
- (F) Overall priority for replacement will be given to vehicles within those departments whose services relate to public health and safety and law enforcement; and
- (G) Fund sources other than General Fund may accelerate replacements to achieve emission reductions or increased fuel economy as



recommended by the County Executive and approved by the Board of Supervisors Age/Mile Replacement Criteria.

Age/Mile Replacement Criteria

The targeted replacement cycles, in terms of years and miles for the current fleet, are as follows:

Note: These criteria are intended to be used for analysis; condition, value and safety are factored into the annual replacement recommendation. In some cases vehicles may exceed the published replacement criteria provided they are deemed safe by FAF and continue to demonstrate usefulness to the County.

Description Age and/or Miles

- (A) Sedans - 10 years and/or 100,000 miles
- (B) Law Enforcement Patrol - 5 years and/or 95,000 miles
- (C) Vans
 - (1) Passenger - 10 years and/or 100,000 miles
 - (2) Cargo - 10 years and/or 120,000 miles
- (D) Light Duty Trucks
 - (1) Sports Utility - 10 years and/or 100,000 miles
 - (2) Pickup and 4 x 4 - 10 years and/or 100,000 miles



- (E) Medium and Heavy Duty Trucks - 15 years and/or 150,000 miles
- (F) Buses - 15 years and/or 150,000 miles
- (G) Miscellaneous Equipment - By condition

3.52.8 Appendix C - Anti-Idle Policy Purpose

The purpose of this policy is to limit idling for all vehicles. The State regulation limits unnecessary idling for in-use off-road diesel vehicles. The regulation states "no Vehicles or engines subject to this regulation may idle for more than five (5) consecutive minutes."

This policy extends this requirement throughout the vehicle fleet, including on-road and off-road light, medium and heavy duty vehicles.

All County vehicle idling is limited to five (5) consecutive minutes or less.

General Procedures

All drivers of County vehicles or private vehicles while on County business shall turn off the engine upon stopping at a destination. Drivers may not allow an engine to idle at any location for more than one (1) minute consecutively or a period or periods aggregating more than five (5) minutes in any one-hour period.

Departments are responsible to label in-use off-road diesel vehicles with a dash board label that states "THIS ENGINE CAN NOT IDLE FOR MORE THAN 5 MINUTES. IT IS A STATE ENVIRONMENTAL REGULATION."



Employees that wish to report non-compliant idle activities in vehicles should contact their Supervisor or the ESA. Violators of the policy will be subject to disciplinary action including possible revocation of the County driver authorization.

Exceptions

The idling limit does not apply to:

- (A) Idling when queuing that at all times is beyond 100 feet from any restricted area;
- (B) Idling to verify that the vehicle is in safe operating condition as required by law and that all equipment is in good working order, either as part of a daily vehicle inspection or as otherwise needed, provided that such idling is mandatory for such verification;
- (C) Idling for testing, servicing, repairing or diagnostic purposes, including regeneration or maintenance of the exhaust emission control device during engine idling when the dashboard indicator light, if so equipped, is illuminated indicating that regeneration or maintenance is in process;
- (D) 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 for:
 - (1) Controlling cargo temperature, operating a lift, crane, pump, drill, hoist, mixer, or other auxiliary equipment;



- (2) Providing mechanism extension to perform work functions for which the vehicle was designed; and
- (3) Collection of solid waste or recycling material authorized by contract, permit, license or permit by a local government.
- (E) Idling required to bring the machine system to operating temperature, as specified by the manufacturer; and
- (F) Idling necessary to ensure the safe operation of the vehicle.

Allowable

Allowable idling includes:

- (A) Buses may idle for up to ten (10) minutes prior to passenger boarding, or when passengers are on board;
- (B) Idling when vehicle must remain motionless due to traffic conditions, an official traffic control device, or an official traffic control signal for which the driver has no control, or at the direction of a peace officer;
- (C) Idling due to immediate adverse weather conditions affecting the safe operation of the vehicle or due to mechanical difficulties over which the driver has no immediate control;
- (D) Idling when operating equipment such as a wheelchair or people assist lift as prescribed by the Americans with Disabilities Act;
- (E) Idling while in immediate response to a disaster event, crime scene or other official law enforcement activity or operation; and



- (F) Idling to support or create traffic control signal or directional indicator.

Related Policies

- County Vehicle Driver Policies and Training - <https://connect.sccgov.org/sites/policies/policyPages/Pages/County-Vehicle-Driver-Policies-and-Training.aspx>
- Parking and Transit Information - <https://connect.sccgov.org/sites/policies/policyPages/Pages/Parking-and-Transit-Information.aspx>
- County of Santa Clara Travel Policy - <https://connect.sccgov.org/sites/policies/policyPages/Pages/Travel-Policy.aspx>

Related Forms and Information

- Form 6409 – Request for County Driver Authorization - <https://connect.sccgov.org/sites/forms/esa/LiabilityandPropertyInsuranceCountywideForms/Driver%20Authorization%20form%206409.pdf>
- DMV 1101 – Authorization for Release of Driver Record Information - <https://connect.sccgov.org/sites/forms/esa/LiabilityandPropertyInsuranceCountywideForms/dmv%201101.pdf>
- Form 6448 – Driver Responsibility Statement - <https://connect.sccgov.org/sites/forms/esa/LiabilityandPropertyInsuranceCountywideForms/driver%20responsibility%20statement%206448.pdf>



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[nceCountywideForms/Driver%20Responsibility%20Statement_%20private%20vehicles%20form%206448.pdf](#)

History

Date	Changes Made
3/2/2018	County Driver Forms Added. (Kyle Larson)
3/3/2016	Related Policies Updated. (David Bruno)
11/12/2014	Policy Uploaded. (John Myers)
10/7/2014	Policy Amended. View legislative file.
9/10/2013	Policy Amended. View legislative file.
10/25/2011	Policy Amended. View legislative file.
6/22/2010	Policy Adopted. View legislative file.