



SECTION 8. ADMINISTRATIVE SERVICES

8.10 VEHICLE USE POLICY

A. PURPOSE. To establish operational guidelines and policies related to the operation of County vehicles, permanent 8-hour vehicle assignments, 24-hour vehicle assignments, and utilization of private vehicles to conduct official County business and to maximize utilization of all County vehicles to ensure the highest return available for capital, operating, and maintenance dollars.

B. ORGANIZATIONS AFFECTED. All departments and divisions with County employees who utilize sedan/compact vehicles, station wagons, pickup trucks, vans, panel and utility trucks for County business.

C. PROCEDURES.

(1) Departments or divisions are responsible for submitting requests for vehicle purchases and replacements.

(2) In consultation with Department Directors, Administrative Services shall be responsible for developing a prioritized list of new and replacement vehicle purchases; developing specifications to include type, size, suitability, durability, overall cost and fuel mileage; and implementing those purchases after they have been adopted as part of the annual budget. With coordination of affected Department and Division Heads, evaluate and prepare specifications for both additional and replacement equipment which:

- Meet the real requirements of the task to be performed.
- Encourage the competitive bidding process; and
- Minimize purchase price and/or total life cost.

(3) Administrative Services shall be responsible for developing and maintaining a comprehensive list of vehicle assignments. The County Manager shall have the authority to assign vehicles and to transfer vehicles between departments to ensure optimum utilization of the County fleet. Special care should be taken to maintain proper accounting records between general and enterprise funds. The vehicle assignment list shall include information on daily and take-home assignments.

(4) The County Manager must authorize all increases to the County fleet, take-home assignments, and regular overnight parking of vehicles at a location other than the employee's official headquarters.

(5) The assignment of a County-owned vehicle on a 24-hour basis as a condition of employment for any position must be authorized by the County Manager.



(6) As a part of the budget process, Fiscal Services shall be responsible for reviewing the new and replacement list developed for the various Departments and after approval by the County Manager, Fiscal Services will incorporate any recommended purchases into the annual budget, subject to the availability of funding.

D. MONITORING UTILIZATION OF VEHICLES.

(1) Department/Divisions have primary responsibility to ensure proper utilization of their assigned County vehicles. Administrative Services will generate a monthly vehicle report inclusive of accumulated vehicle mileage, monthly mileage, and fuel cost per mile. The report will be submitted to Department Directors for their review. Inappropriate use of a vehicle may result in disciplinary action as deemed necessary by the Department Director.

(2) Vehicle assignments-daily and/or take-home are authorized based on the requirements of a specific position not an individual. When an employee leaves the position to which a vehicle is assigned (i.e., transfer, promotion, resignation), at the option of the County Manager, the vehicle assignment may remain with the position, but does not follow the employee.

(3) For tax purposes, the Department Director must notify Administrative Services of any personnel changes associated with vehicle take-home assignments.

E. REVIEW/REPORTING. It is the responsibility of the affected Department Director and the County Manager to monitor and control the utilization of all County-owned vehicles. All permanent vehicle assignments shall be reviewed annually and those not meeting the established criteria shall be revoked. A vehicle assignment utilization report shall be prepared by Administrative Services and be forwarded to the Department Director for review and input prior to forwarding to the Fiscal Services Department and the County Manager as part of the annual budget process. Department Directors shall recommend to the County Manager 24-hour vehicle assignments for the next fiscal year.

F. ASSIGNMENT GUIDELINES FOR ALL COUNTY VEHICLES FALL INTO THESE FIVE (5) CLASSIFICATIONS:

(1) 8 hour assigned County vehicles.

(a) The assignment of an 8-hour vehicle will be determined by the Department Director.

(b) Criteria for assignment must meet one of the following:

(i) Vehicle is subjected to frequent abnormal, excessive, or hazardous conditions which cannot be avoided.

(ii) Vehicle is required to carry special equipment, parts and tools, or emergency response equipment.



(iii) Employee's position is one of inspection, deliveries, enforcement, investigation, community outreach directly associated with daily authorized work programs, grounds, equipment maintenance, facilities, or road maintenance in which 70% of the employee's work day is spent at a site other than their reporting location.

(2) Department Motor Pools. As required for efficient use of personnel and equipment, departments may maintain a small motor pool at a location as designated by the Department Director. Employees requiring a vehicle for a day or portion thereof will request such vehicles from their departmental motor pool through the Department Director or Division Manager who will make assignments from the motor pool as available.

The department is responsible for maintaining accurate motor pool records; insuring a regular preventative maintenance schedule for each vehicle; and for the cleaning and washing of vehicles on an as needed basis.

(3) County-wide Motor Pools.

(a) A small County-wide motor pool is maintained for the convenience of authorized County personnel to use on an as needed basis at the following location: Seminole County Services Building.

(b) The County-wide pool is intended to serve the needs of those employees who have a need for occasional official transportation and cannot obtain needed transportation from a departmental source.

(c) Keys will be issued to authorized personnel requiring County vehicles by the designated personnel within the Support Services Division. When receiving keys to a vehicle, the user must complete and sign the motor pool dispatch records.

(d) Before vehicles are returned to Support Services, they will be in reasonably clean condition, windows rolled up, doors locked, and the key returned to Support Services. The user must log the odometer reading and the time in on the motor pool dispatch record. If the tank is less than one-half full, the tank must be refilled at the Five Points fueling facility by the user before returning to the Support Services Division.

(e) The Support Services Division is responsible for insuring a regular preventative maintenance schedule for each vehicle and making sure the vehicle is cleaned and washed on an as needed basis.

(4) Vehicles Required for Extended Overnight.

(a) County vehicles required for authorized extended or overnight trips may be obtained by contacting his/her respective Department Director.



(b) For overnight and travel beyond 125 miles radius the user should have the vehicle serviced prior to departure. The use of additional fuels and lubricants shall be the responsibility of the user department. Any towing charges or emergency repairs needed and incurred against the vehicle during out to County trips shall be the responsibility of the Fleet Maintenance Contractor. Any emergency repairs exceeding \$150 must be pre-approved by the Fleet Maintenance Contractor.

(c) When operationally practical, and when agreed to by the employee, the County may authorize the use of a personally owned vehicle for official use in this category. The County will reimburse the employee using personal vehicles for County business at the rate established in Chapter 112, Florida Statutes.

(5) Assignment on a twenty-four hour basis.

(a) The County Manager shall be the approving authority for all 24-hour vehicle assignments.

(b) Take home vehicles will not be assigned out of the County without specific authorization from the County Manager.

(c) In order to provide a greater margin of protection for the County's vehicle and equipment from collision, damage, or theft, all employees approved for overnight assignment of vehicles shall be required to have off-street parking available on which to park said vehicles at their residence when not in use.

(d) The assignment to an employee for use of a County vehicle on a twenty-four hour basis may be made if one or more of the following criteria are met:

(i) An assigned on-call employee is called out for bona fide emergencies on an average of four (4) times per month for the preceding three (3) month period. The on-call employee must be specifically on call for emergencies and require transportation and tools or equipment on board the vehicle to perform his or her emergency duties.

(ii) Use of a marked 24-hour County response vehicle will reduce the County's liability during a bona fide emergency response affecting Public Safety in the areas of fire suppression, emergency medical response, accidents, severe weather, loss of roadway, loss of traffic signals or barricades, or severe water or sewer disruption, or stormwater washouts. In every case this need will attempt to be filled by assigning a minimum rotating staff to an on-call assignment with a County vehicle.

(iii) The employee is in an administrative or executive position which requires regular weekend and/or evening attendance at public meetings or functions.

(iv) The employee has been provided with a County vehicle as part of an employment agreement or contract as approved by the County Manager.



G. THE FOLLOWING GENERAL POLICIES SHALL APPLY TO THE USE OF COUNTY VEHICLES IN ALL FIVE (5) CLASSIFICATIONS.

(1) General policies on use of County vehicles.

(a) The Department/Division specifically assigned a non-motor pool vehicle is responsible for maintaining the vehicle in a clean condition. Washing of the vehicle will be accomplished using private car wash facilities and paid for out of departmental petty cash funds with all appropriate receipts and proper accounting procedures used.

(b) Any employee operating a County vehicle or a privately owned vehicle utilized in conducting County business has to possess and maintain the appropriate Florida Driver's License and shall observe all traffic regulations and anti-littering regulations.

(c) All County vehicles will have the vehicle registration and insurance carrier card in the vehicle at all times.

(d) Upon completion of a trip and before returning the vehicle to its assigned location, the vehicle shall be topped off with fuel at the Five Points fueling facility.

(e) Personal use of the vehicle is restricted to the time the employee is enroute to or from work (8-hour and 24-hour vehicles only). Brief stops, such as at convenience stores on route, are permitted. Using the vehicle to go to a business establishment or other location after returning home is not permitted, unless it is an assigned County function or meeting, or unless the employee has been specifically instructed by the County Manager to have the vehicle in his/her possession for immediate response because of special, unique circumstances. Any visit to a legitimate business site while enroute to or from work should be brief and should not subject the vehicle to undue danger, nor should said business establishment be illegal or lend discredit to the County Government or its operations.

(f) Vehicles being driven home as authorized in Section F(5), "24-hour assignment", may deviate from the direct route to and from work or assigned location only for the purpose of picking up County employees in an authorized car pool which requires only minimal deviation from the direct route between work and the residence of the driver.

(g) Under no circumstances will a County vehicle be driven by persons not employed by the County, except in case of an emergency.

(h) Employees who are assigned to operate a County vehicle to perform official duties shall be permitted to take all authorized breaks and lunches within the assigned area, but shall not leave the assigned area without authorization from their immediate supervisor.



(i) Anyone failing to comply with the County's Vehicle Use Policies or with State or local traffic regulations will be reported to the Department Director for appropriate action.

(j) In addition to warranted discipline, the Department Director or County Manager shall have the right to deny, until remedied, the use of a County vehicle to anyone found violating rules contained herein.

(2) Liability for Vehicle Use: Reporting Requirements.

(a) Any damage to a County vehicle or personally owned vehicle used for County business will be reported to the immediate supervisor and Department Director upon occurrence. The supervisor will initiate the appropriate accident report and notify the Insurance Office. Any police accident report will also be submitted. A copy of the police and the County's accident form shall also be submitted to Fleet Headquarters at Five Points along with the vehicle. The supervisor will also notify the Safety Office for possible investigation of the accident on the County's behalf.

(b) Major accidents involving significant damage to vehicles or property or injury to employees or to the public shall be immediately reported to the County Manager for his information.

(c) All vehicles which are in non-serviceable condition, or which are found to have unsafe equipment, will be reported verbally, or in writing to the immediate supervisor or Department Director for initiation of the appropriate corrective action including pick up or delivery to the Fleet Maintenance facility for inspection or repair.

(d) Employees consensually operating personal vehicles in the performance of duties shall maintain basis insurance as required by the State of Florida. Seminole County reserves the right to request, from the employee, verification of insurance coverage.

(3) Employee Responsibilities.

(a) All employees are expected to comply with these vehicle policies as they exist herein, or as they may be amended.

(b) All employees who operate County vehicles are expected to exercise reasonable care in the safekeeping, use and maintenance of County vehicles to which they are assigned. Accordingly, negligence in the use and care of County vehicles, including but not limited to, abuse, misuse, willful or negligent loss, and/or destruction will result in disciplinary action up to and including termination. Serious cases of negligence may result in the filing of a civil and/or criminal action against the employee.

(c) Operate all vehicles in a safe manner. Comply with all State and local traffic regulations including safety restraint laws for driver and all passengers and



including not littering from the vehicle. Employee should display safe and courteous driving habits which reflect favorably on Seminole County and its employees.

(d) Comply with Internal Revenue Service requirements regarding vehicle assignments. (Not applicable for Public Safety or marked emergency vehicles).

(e) Have off-street parking available at their residence to park the County vehicle when not in use (24-hour vehicle assignment only).

(f) Possess and maintain the appropriate Florida Driver's License for the classification of County vehicle they operate. The Human Resources Department will conduct periodic verifications of all County vehicle operators' drivers' licenses.

(g) Comply with the requirements imposed by the issuing legal authority for citations issued while operating a County vehicle and notification to their immediate supervisor of the infraction and the effect (if any) that the penalty may have on the employee's ability to maintain the required driver's license.

(h) Promptly report driver license restrictions, expiration, denial, suspension, or revocation immediately to their supervisor.

(4) Recordkeeping.

(a) The County Manager shall be responsible for allocating 24-hour vehicle assignments. These assignments shall be reviewed in January of each year by having Department Directors submit or resubmit the "Request for 24-hour Vehicle Assignment" form to the County Manager.

(b) Administrative Services shall be responsible for maintaining a comprehensive list of 24-hour vehicle assignments. Departments shall be responsible for maintaining a comprehensive list of all of their 8-hour vehicle assignments.

(c) It will be the responsibility of the Department Directors to monitor and control the utilization of all County-owned vehicles in their areas. An annual vehicle assignment utilization report shall be prepared by Administrative Services and submitted to affected Department Directors for their review prior to submission to the County Manager. Department Directors shall annually submit requests and supporting documentation to the County Manager via Administrative Services of 24-hour vehicle assignments.

(d) Operators of County vehicles (except 24-hour assignments) shall log mileage at the beginning and end of each shift or vehicle assignment.



H. VEHICLE ALLOWANCE CRITERIA.

(1) Florida Statute 112.061 provides that privately owned vehicles used for official travel in lieu of publicly owned vehicles or common carrier may be authorized at a fixed rate per mile. Reimbursement for operation, maintenance, insurance, ownership of a vehicle cannot be allowed according to Florida Statutes, except for incidental expenses such as bridge, road, ferry, and tunnel fares and storage or parking fees.

(2) Florida Statute 112.061 also provides for the establishment of vehicle allowances (in lieu of a County vehicle assignment). The allowance takes into consideration the customary use of a vehicle and expenses incidental to the operation, maintenance, and ownership of a vehicle. The County Manager will have the authority to consider and grant vehicle allowances, in accordance with budget restrictions, to those who qualify for said allowance. Mileage allowances in excess of those established under Section 112.06 (7) (d) (1) may be exceeded by enactment of ordinance or resolution by the BCC. TWO (2) VEHICLE USE CLASSIFICATIONS HAVE BEEN ESTABLISHED FOR VEHICLE ALLOWANCE.

(a) Casual User. The casual vehicle user is an employee who periodically uses his or her private vehicle for County business. The casual vehicle user is reimbursed on a flat fee per mile basis equal to the standard mileage rate as established by the Federal Internal Revenue Service from time to time. A travel log form must be completed monthly or within thirty (30) days of any travel for official County business.

(b) Continuous User. The continuous vehicle user is one who averages 400 miles or more per month, excluding miles driven to and from work from the employee's residence during normal business hours. The continuous vehicle user shall be paid a fixed allowance of \$225.00 per month.

(i) It will be the employee's responsibility to report any vehicle allowance in accordance with Internal Revenue Service Regulations.

(ii) Authorization for the monthly vehicle allowance negates the use of a County vehicle for any local travel by the employee for official County business.

(iii) Any employee receiving a vehicle allowance may not utilize fuel from a County facility.

(iv) Employees must maintain his/her own insurance policies in full force and effect at those minimum levels required by State law.

I. AUTHORITY. Resolution 2007-R-42 adopted March 13, 2007
Resolution 2005-R-216 adopted November 15, 2005
Approved by the BCC April 14, 1992.