



## HUMAN RESOURCES POLICY

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## **PURPOSE**

Providing safe working conditions is essential to protecting the employees and assets of Harnett County ("County"). For the safety of County employees and the public, the County seeks to allow only employees with a safe driving history to operate County vehicles. The term "County vehicles" shall include all vehicles owned, leased or rented by the County.

The purpose of the Vehicle Use Policy shall be to establish a policy on the use of County vehicles to ensure proper preventive maintenance procedures are being followed, that repairs are being handled correctly and cost efficiently, and that vehicles are being utilized correctly. The Vehicle Use Policy also addresses County employees' use of personal vehicles while conducting County business.

The Board of County Commissioners delegates to the County Manager the authority to deviate from this Policy as the Manager deems necessary to serve the best interests of the County. In addition, use of Sheriff's vehicles for law enforcement activities shall be at the discretion of the Harnett County Sheriff. Any such deviation from this Policy or discretionary use of vehicles must, however, comply with applicable law.

Violation of the Vehicle Use Policy is subject to disciplinary action.

## **NO PRIVATE USE**

The use of a County vehicle is governed by North Carolina General Statutes, the Internal Revenue Code and County policies. General Statute 14-247 states that "It shall be unlawful for any officer, agent or employee ...of a county...to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to ...any county..." As this statute explains, "It is not a private purpose to drive a permanently assigned state-owned [County owned] motor vehicle between one's official workstation and one's home..."

Harnett County may assign employees the use of vehicles for commuting purposes, between work and home, when it is necessary for the performance of duties related to the delivery of essential services. The Department Head must approve the commuting arrangement and obtain the County Manager's approval before an assigned vehicle may be taken home. County employees who live outside the County will be allowed to commute in County vehicles if it is in the best interests of the County as determined by the County Manager. Once the commuting arrangement has been fully approved, the Department Head must notify the County Finance Department.

Approved commuters are permitted the use of County vehicles assigned to them for: 1) travel between work and home (shortest, most direct route), or 2) to obtain meals and other work related necessities while on duty.

County vehicles shall be used for official County business only.

## **WITHHOLDING REQUIREMENTS FOR COMMUTERS**

The County of Harnett follows the Internal Revenue Code (the “Code”), located in IRS Publication 15-B, that requires the value of using a County vehicle for commuting to and from work to be taxed as income subject to Federal, State and FICA withholding requirements.

Personal use for commuting:

- The vehicle is owned or leased by the County.
- The vehicle is provided to the employee for “official” government use.
- The County requires the employee to commute in a County owned or leased vehicle due to a valid non-compensatory “official” government purpose.

If more than one employee is required to commute in the same County owned or leased vehicle for an “official” government purpose, THEN the “Code” commuting valuation shall apply to each employee in the vehicle.

Certain types of vehicles are specifically excluded from the “code” requirement of taxing the value of commuting in a County vehicle. These vehicles include all Sheriff’s Department Vehicles, all Emergency Services Department Vehicles, any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds, dump trucks (including garbage trucks), flatbed trucks and “qualified specialized utility trucks” which is defined as any truck (not including a van or pick-up truck) specifically designed and used to carry heavy tools, equipment, or parts, if shelves, racks or other permanent interior construction have been installed to carry and store such items. A pick-up truck with only a toolbox attached is therefore not exempt.

## **DRIVER QUALIFICATIONS**

Only County employees, or other individuals authorized by Risk Management to operate County Vehicles, who hold a valid North Carolina driver’s license and who meet the following Driver Qualifications, shall be allowed to operate County vehicles or drive their personal vehicles while conducting County business:

1. Must not have a suspension or revocation of their driver’s license within the last three years.
2. Have at least one year of experience in the class of vehicle to be operated or have received proper training in the operation of the vehicle, as approved by the Departmental Safety Officer, prior to use.
3. Must meet driver’s licensing requirements.
4. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of sale, handling, or use of drugs.

- Has automobile insurance canceled, declined or not renewed by a company for reasons related to unsafe driving practices.
- Has 12 or more points assigned to their driving record. Points are assessed by the Risk Manager for traffic convictions and automobile accidents occurring during business or personal use.

All County employees are required to report any Driving While Intoxicated (DWI) arrest, or any other drug or alcohol related arrest while driving, whether on or off duty, to their Department Head and the Risk Management & Safety Coordinator. The employee's driving privileges will be suspended until final disposition by the courts. Failure to report the arrest will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action.

The Risk Management & Safety Coordinator, or his or her designee, shall be responsible for securing motor vehicle records ("MVR Reports") for all employees at time of hire and for cause. MVR reports shall be secured every three years for employees either assigned a county vehicle or who drive any vehicle more than 10% of his/her work time.

## **DRIVERS' LICENSE**

Department Heads shall verify that all employees provide a copy of their driver's license to the Human Resources Department upon request. A visual check of the driver's license shall confirm the following:

- Signature matches the individual.
- Photo resembles the individual.
- Description and address fits the individual.
- The expiration date has not passed.
- The license has been issued within the state of North Carolina.

## **MAINTENANCE AND REPAIR**

All new County vehicles except *Emergency Services vehicles*, shall be delivered to the County Garage, and Garage personnel shall promptly forward to Facilities/Fleet Maintenance Department all papers transported with each vehicle. (*The Emergency Services Administrative Staff handles the vehicle information for Emergency Services Department*).

The assigned custodians, department heads, garage personnel and the facilities maintenance personnel shall be responsible for ensuring that the state vehicle inspection is timely performed each year and that regularly scheduled maintenance (changing oil, checking filters, brakes, all fluids, belts, air pressure in tires, and any physical condition that may present problems later) is performed. Regularly scheduled maintenance shall be performed on the earlier of either six (6) months or 5,000 miles. All operators of County vehicles shall check the tires of the vehicles they drive to ensure that the tires have adequate tread and that the tire pressure is maintained in accordance with the vehicle

specifications. Any unsafe County vehicle shall be reported promptly to the appropriate Department Head and taken to the County Garage for repairs.

All repairs involving incidents or accidents to a County vehicle shall be made through the Garage unless there is an emergency. No vehicles may be taken anywhere else for maintenance and/or repair unless appropriate County Garage personnel have referred them there. When the vehicle is brought to the Garage for repairs, the vehicle operator shall be required to fill out and sign a two part "Request for Repair Form" describing any problem with the vehicle. The Garage will keep one copy of the form to ensure that all necessary repairs shall be done, and the vehicle operator will return the other copy to his or her department.

In the event that an emergency arises during evening, weekend or holiday hours, the driver of the vehicle shall be allowed to have emergency repairs completed to the vehicle. However, the driver must notify his Department Head and the County Garage on the next business day. For these situations, an emergency shall be defined as the breakdown of a critical vehicle (resulting from mechanic failure, an accident, or otherwise) where there is not another vehicle available for use.

In the event that towing shall be necessary, the vehicle operator shall call the Garage and the Garage will notify the wrecker service.

Damages to County vehicle shall be reported to the County Garage, which will make the final determination on required repairs. If Garage personnel determine that repairs are required and the damages had not been previously reported to the Garage, the repairs shall be charged back to the respective Departments as a Preventable loss.

It shall be the responsibility of County Garage and Facilities/Fleet Maintenance personnel to establish a maintenance file on each County vehicle that will be used to maintain records to ensure that all County vehicles receive regularly scheduled maintenance. Each time repairs or maintenance are completed on a vehicle, a description of the work, the date, and the name of the mechanic who performed the work shall be entered into the appropriate vehicle maintenance file and in the maintenance software program installed in the Garage computer. Garage personnel shall also place a sticker on the inside of each vehicle they service that states the mileage and the service date for the next scheduled recommended service. It shall be the responsibility of County Garage personnel to maintain the vehicles according to the manufacturer's specifications. All repairs and/or maintenance shall be completed according to industry standards. It shall be the responsibility of the Garage personnel to check when servicing vehicles to see if the tires need rotating and or replaced.

Garage personnel shall provide the Risk Management & Safety Coordinator with copies of any repairs involving vehicle accidents for submission to the insurer for claim recovery.

## **REGISTRATION, TITLE AND TAGS**

Department heads are responsible for ensuring that license tags of vehicles removed from service are sent to garage personnel to be turned into DMV. The receipt that DMV gives for the license plate being turned in will be placed in the file of that vehicle.

All Harnett County vehicle titles shall be retained and filed in the office of Finance with the exception of community transportation van titles held by NCDOT.

Garage personnel shall make available all vehicle information on particular vehicles when requested to help determine which vehicles might need replacing to the Risk Management & Safety Coordinator so that all County vehicle additions and deletions, once reported, will be included on the annual update of the Fleet Schedule for the insurance provider to ensure adequate insurance coverage.

## **RECALLS AND WARRANTY WORK**

All manufacturers' vehicle recalls ("recalls") shall be submitted to the Risk Management & Safety Coordinator. The Risk Management & Safety Coordinator will notify the Garage of the recall. It shall be the Garage's responsibility to handle all manufacturers' vehicle recalls. Upon receiving a "recall" notice, Garage personnel shall contact the department head in the affected department and coordinate the taking of the vehicle to the appropriate dealership to have the "recall" repairs completed. Records of all recall repairs shall be placed in each vehicle's file and entered into the "Collective Fleet Software Program".

Garage personnel shall also be responsible for coordinating all warranty work to be done on County vehicles. Copies of warranty work invoices shall be placed in each vehicle's file and entered into the maintenance software program.

## **VEHICLE OPERATORS & ASSIGNED CUSTODIANS**

All County employees who operate County vehicles or their personal vehicles while conducting County business are required to operate them in a safe and lawful manner in accordance with the motor vehicle laws of North Carolina and any other governmental entity having jurisdiction. Approved commuters are responsible for making sure the County vehicle assigned to them is parked safely and securely when parked at the employee's home. The vehicle must be parked so that it is visible to the public.

## **ALCOHOL, DRUGS, TOBACCO AND FIREARMS PROHIBITED**

Possession, transportation, or consumption of alcohol or illegal drugs by anyone in a County vehicle is strictly forbidden, and no use of tobacco products via cigarettes, snuff, dips, chews, cigars, or pipes, or the use of devices or products that may be used to smoke or mimic smoking (including vaporizers, e-cigarettes, etc.) may be used in County vehicles. The possession of firearms or weapons, concealed or otherwise, is also prohibited in County vehicles except by sworn law enforcement officers.

## **PERSONAL VEHICLES USED ON COUNTY BUSINESS**

Individuals using personal vehicles on County business are required to carry the North Carolina statutory auto liability limits as evidence of financial responsibility. This is the primary insurance coverage for the employee's vehicle at all times, including when the vehicle is used on County business. These individuals are required to provide the Risk Management & Safety Coordinator with evidence of insurance upon request.

Only private passenger vehicles may be used while driving a personal vehicle on County business. Exceptions may be allowed by the Sheriff for approved events.

Refer to the County Travel Policy for uniform interpretation of payment or reimbursement for travel expenses pertaining to official travel and subsistence.

## **APPEARANCE**

It shall be the responsibility of the employee to which a County vehicle is assigned, department heads, garage and facilities maintenance personnel to keep the vehicle in a state of cleanliness. County vehicles are a direct reflection on the County and as such should portray a professional appearance.

## **TRAFFIC VIOLATIONS, INCIDENTS AND ACCIDENTS**

All County employees who are assigned a County vehicle or who drive any vehicle more than 10% of his/her work time are required to report any accident or other incident involving a County vehicle immediately, or as soon as possible, to their Department Head and the Risk Management & Safety Coordinator. In the event of an accident, the vehicle operator shall also:

1. Contact the appropriate investigating agency, regardless of the extent of damages.
2. Not discuss the circumstances of the accident with anyone other than the investigating officer, the County's insurance carrier, or persons conducting an internal investigation.
3. Make no attempt to reach a settlement.
4. Get the name, address, and phone number of all involved parties and witnesses.
5. Take photographs of the accident or incident scene if possible.

A County Vehicle Incident Report Form shall be filled out in its entirety by the County driver immediately after the incident or accident, or as soon as possible, and sent to the Risk Management & Safety Coordinator. If a police report is prepared, the driver, Department Head, or the Department Head's designee is responsible for picking up a copy of this report and providing it to the Risk Management & Safety Coordinator.

Failure to report traffic violations will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action. Fines imposed on a County employee for a traffic offense committed while on or off duty are imposed on the employee personally and payment thereof is the employee's personal responsibility.

The Risk Manager & Safety Coordinator shall maintain reports of vehicle accidents and distribute to the Department Heads quarterly.

## **VEHICLE INSPECTION CHECKLIST**

All EMS & HARTS vehicles in use shall be inspected daily by the driver before and after operation to assure that the vehicles, equipment and accessories are in safe operating condition. The Fire Marshall and Emergency Management vehicles are inspected weekly. All other employees who are assigned a County vehicle shall complete a Vehicle Inspection checklist (Appendix A) and provide a copy to the Department Head, or their designee, twice a year – January and July.

## **GAS STATIONS**

Only gas stations accepting Wright Express Gas Cards may be used. The driver shall input the correct odometer reading.

## **PASSENGERS**

Only passengers on County business are allowed in County vehicles, for example, local Government officials and contractual relationships.

## **CELL PHONE**

The use of a cell phone while operating a County vehicle or while operating a personal vehicle while conducting County business is discouraged except in emergency situations. Employees are encouraged to pull to a safe and responsible location when using a cell phone.

## **DEFENSIVE DRIVING TRAINING**

Each employee who is assigned a County vehicle or who drives any vehicle more than 10% of his/her work time, shall be required to attend a Defensive Driving course facilitated by the Risk Management & Safety Coordinator no less than once every three years.



# APPENDIX A

## VEHICLE INSPECTION CHECKLIST HARNETT COUNTY

Vehicle ID: \_\_\_\_\_ Driver completing report (Print): \_\_\_\_\_

Next Service Due: \_\_\_\_\_ NC Inspection Date: \_\_\_\_\_

### Pre-Start (if not applicable, state N/A)

_____ First Aid Kit	_____ Fire Extinguisher (properly charged)
_____ Oil Level	_____ Windshield Wiper Fluid
_____ Tires (Pressure and Wear)	_____ Coolant Level
_____ Spare Tire	_____ Jack/Lug Wrench
_____ License Plate	_____ Registration Card/Insurance card
_____ Seatbelts	_____ Horn

### Start Engine (if not applicable, state N/A)

_____ Oil Pressure	_____ Water Temperature
_____ Adjust rear view mirror	_____ Steering Operation
_____ Parking Brake	_____ Indicator Lights (High Beam, Brake, etc.)
_____ Defroster	_____ Air Conditioner
_____ Windshield Wipers	_____ Backup Alarm
_____ Turning Signals	_____ Head Lights (High and Low Beam)
_____ Emergency Signals	_____ Topped off with Fuel
_____ Reverse Lights	_____ Brake Lights

### \*\* LIFT VANS ONLY \*\*

Lift has been checked and run through full cycle (Yes/No) \_\_\_\_\_

### Cleanliness of Vehicle (check if clean)

\_\_\_\_\_ Exterior \_\_\_\_\_ Interior \_\_\_\_\_ Truck Bed \_\_\_\_\_ Toolbox

NOTE ANY ADDITIONAL PROBLEMS DISCOVERED DURING INSPECTION

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Signature of driver completing report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Head or Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX B**

### **HARNETT COUNTY VEHICLE ACCIDENT GUIDELINES**

This guide, while it is designed to assist in determining the preventability of vehicular accidents, cannot list every causal factor that may be involved in a given accident. It does cover the most common aspects of the principal causes of accidents, and as such, it can serve as a guide only when considering preventability. From time to time revisions may be necessary to improve accuracy to apply to the facts of a case.

#### **Struck While Parked**

##### **Non-Preventable if:**

1. Driver was properly parked in a location where parking was permitted.
2. Vehicle was protected by emergency warning devices as required by federal and state regulations, or if driver was in process of setting out or retrieving signals.

#### **Intersection Accidents**

##### **Preventable if:**

1. Driver failed to control speed so that he could stop within available sight distance.
2. Driver failed to check cross-traffic and wait for it to clear before entering intersection.
3. Driver pulled out from side-street in the face of on coming traffic.
4. Driver collided with person, vehicle or object while making right or left turn.
5. Driver, going straight through an intersection, collided with another vehicle making a turn.

#### **Striking Other Vehicle in Rear**

##### **Preventable if:**

1. Driver failed to maintain safe following distance and have vehicle under control.
2. Driver failed to keep alert to traffic conditions and note slowdown.
3. Driver failed to ascertain whether vehicle ahead was moving slowly, stopped or slowing down for any reason.
4. Driver misjudged rate of overtaking.
5. Driver came too close before pulling out to pass.
6. Driver failed to wait for car ahead to move into the clear before starting up.
7. Driver failed to leave sufficient room for passing vehicle to get safely back in line.

#### **Sideswipe and Head-On-Collisions**

##### **Preventable if:**

1. Driver was not entirely in the proper lane of travel.

2. Driver did not pull to the right and slow down and stop for vehicle encroaching on own lane of travel when such action could have been taken without additional danger.

### **Struck in Rear or Side by Other Vehicle**

#### **Preventable if:**

1. Driver was passing slower traffic near an intersection and had to make sudden stop.
2. Driver made sudden stop to park, load or unload.
3. Driver's vehicle was improperly parked.
4. Driver rolled back into vehicle behind.

#### **Non-Preventable if:**

1. Driver's vehicle was legally and properly parked.
2. Driver was proceeding in own lane of traffic at a safe and lawful speed.
3. Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal or the directions of a police officer or other person.
4. Driver was in proper lane, stopped and waiting to make turn.

### **Backing Accidents**

#### **Preventable if:**

1. Driver backed vehicle, causing accident, when such backing could have been avoided.
2. Driver failed to get out of vehicle and check proposed path of backward travel.
3. Driver failed to use a "spotter" if driver was in a position where the mirrors failed to show the hazard.

### **Accidents Involving Train**

#### **Preventable if:**

1. Driver attempted to cross tracks directly ahead of train or streetcar.
2. Driver ran into side of train or streetcar.
3. Driver stopped on or parked too close to tracks.

### **Accidents While Passing**

#### **Preventable if:**

1. Driver passed when view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
2. Driver attempted to pass in the face of closely approaching traffic.
3. Driver failed to warn the driver of the vehicle being passed.
4. Driver failed to signal change of lanes.
5. Driver pulled out in front of other traffic overtaking from rear.
6. Driver cut-in short returning to right lane.

## **Accidents While Being Passed**

### **Preventable if:**

1. Driver failed to stay in own lane, or hold or reduce speed to permit safe passing.

## **Accidents While Entering Traffic Stream**

### **Preventable if:**

1. Driver failed to signal when pulling out from curb.
2. Driver failed to check traffic before pulling out from curb.
3. Driver failed to look back to check traffic if driver was in position where mirrors did not show traffic conditions.
4. Driver attempted to pull out in a manner, which forces other vehicles(s) to change speed or direction.
5. Driver failed to make full stop before entering from side-street, alley or driveway.
6. Driver failed to make full stop before crossing sidewalk.
7. Driver failed to yield right of way to approaching traffic.

## **Pedestrian Accidents**

### **Preventable if:**

1. Driver did not reduce speed in area of heavy pedestrian traffic.
2. Driver was not prepared to stop.
3. Driver failed to yield right of way to pedestrian.

## **Mechanical Defects Accident**

### **Preventable if:**

1. Defect was of a type which driver should have detected in making a pre-trip or inspection of vehicle.
2. Defect was a type which driver should have detected during the normal operation of the vehicle.

## **All Types of Accidents**

### **Preventable if:**

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to yield right of way to avoid accident.
5. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.

6. Driver was in violation of County operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances.

### **Accidents Involving Animals/Debris**

#### **Preventable if:**

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
5. Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinance.

#### **Non-preventable if:**

1. Driver attempted to stop safely while maintaining control of the vehicle and stay in their lane of traffic.
2. Driver was operating at a speed consistent with existing condition of the road, weather and traffic.

**APPENDIX C  
HARNETT COUNTY  
REQUEST FOR REPAIR FORM**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Vehicle Info:**

**Unit Number:**

**Mileage:**

**Location:**

**Required Service:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Oil & Oil Filter Change Needed    | <input type="checkbox"/> Brake Inspection Needed | <input type="checkbox"/> Cooling System Inspection |
| <input type="checkbox"/> Primary Fuel Filter Replacement   | <input type="checkbox"/> Air Filter Replacement  | <input type="checkbox"/> Tire Replacement          |
| <input type="checkbox"/> Secondary Fuel Filter Replacement | <input type="checkbox"/> DMV Inspection          | <input type="checkbox"/> Tire Rotation             |
| <input type="checkbox"/> Transmission Inspection           | <input type="checkbox"/> Wheel Alignment         | <input type="checkbox"/> Heat - A/C Inspection     |

**Type of Service Needed:**

*Please note type of service performed:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DAMAGED VEHICLE HANDLING INSTRUCTIONS:**

**Towing** – if needed, vehicles should be towed to the County Garage at 1100 E. McNeill Street

**Estimates** – Johnny Stone (910.984.4247) or Chris Johnson (910.984.4173) should be contacted within 24 hours to obtain quotes for repairs

**\*Leave this completed form in the vehicle if towed to the County Garage or forward to  
Johnny Stone at the County Garage**

# County of Harnett Vehicle Use Policy

## **UNDERSTANDING AND ACCEPTANCE OF POLICY**

I \_\_\_\_\_, have received/had an opportunity to review a copy of the County of Harnett Vehicle Use Policy. I have read the policy in its entirety and have been provided the opportunity to ask questions about it. Furthermore, I fully understand and agree to comply with this policy. I also accept that it is my responsibility to seek clarification from my supervisor or HR staff if at any time I am unclear about the policy's requirements. I fully understand that failure to comply with this policy could result in disciplinary action, up to and including dismissal.

\_\_\_\_\_  
Employee's (Legal) Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date