

SECTION 16  
VEHICLE USE POLICY

**A. General Purpose:**

Employees may be assigned County vehicles in the course of their normal duties or to fulfill standby or other assignments. These vehicles shall only be used for the purpose of County business and shall not be used for personal business unless stated differently in this policy. With the exception of law enforcement, County vehicles shall not be used to transport persons who are not County employees unless such transportation is in the course of the duties of the employee.

County employees who drive a private vehicle in the normal course of their duties shall receive payment for mileage driven on authorized County business but shall not be paid to cover commuting mileage between an employee's residence and their customary work site. (Enacted 3/11/08, Res. 2008-03)

**B. County Vehicle Assignment:**

County vehicles may be assigned to employees requiring vehicles of specialized function, for example, emergency vehicles, building inspectors, maintenance personnel, etc. Approval shall be obtained from an Elected Official or Department Head and the County Commission for assignments of vehicles and the designation of which employees are assigned County vehicles.

- a. All employees or volunteers who drive County vehicles shall have a current Utah driver's license
- b. To assure proper vehicle maintenance, each employee assigned a vehicle will be accountable for its service and repair.

Except for incidental, emergency, or for authorized commuting, personal use of any County vehicle is prohibited. This does not apply to any County department; i.e. law enforcement or Emergency Management, which has a separate policy related to the personal use of vehicles owned or managed by that department. The policy must be in writing and approved by an Elected Official or Department Head and the County Commission.

Unless authorized by the County Commission, and with the exception of a designated law enforcement vehicle or as noted differently in this policy, no County vehicle may be taken home or used for normal commuting between home and work.

No person may provide authorization to him/herself to take home a County vehicle.

Employees shall be reimbursed mileage at the IRS standard mileage rate when mileage is incurred for "call-out" time. Mileage shall begin at the employee's residence for any emergency call-out.

Employees may use a County vehicle outside the County only to the extent they have received prior authorization from an Elected Official or Department Head.

Authorization to use a County vehicle outside the State, with the exception of Wendover, Nevada, must be approved by an Elected Official or Department Head and the County Commission. The request must be documented with the following information and kept in the department personnel file:

- a. The name of the person authorized to use a County vehicle;
- b. The time frame during which the authorization is effective;
- c. The purpose of the use;
- d. Any other terms relevant to the authorization; and,
- e. Signatures of the authorizing Elected Official or Department Head and the County Commissioner assigned to that department.

Incidental personal use of a County vehicle is permitted when such use is a de minimus distance from the route of official use of the vehicle and when such use does not adversely affect the vehicle or the public perception of the County.

Authorization to take home a County vehicle may be considered under certain circumstances. The request must be in writing, approved by the County Commission, and placed in the employee's personnel file. Said circumstances may include:

- a. The user has demonstrated, and continues to demonstrate, a need to respond to an average of five (5) emergency situations or call-outs to work per month. This must be documented on an "On-Call Form." This form must be submitted to their supervisor with a copy to the County Commission.
- b. The user's nature of work requires immediate response to situations that require a vehicle with specific capabilities or specific safety or emergency equipment that cannot reasonably be carried in the user's personal vehicle.
- c. The user may be called or sent to locations other than where his/her County vehicle is normally parked. (Enacted 3/11/08, Res. 2008-03)

**C. Exceptions:**

County vehicles may be used for personal use in emergency situations related to serious medical problems or property damage where the user of the County vehicle must respond quickly. Any emergency personal use of a County vehicle must be reported to the user's supervisor within two business days, or as soon as practical, following the emergency use.

Situations may arise when it is impractical or uneconomical for a user to acquire or return a vehicle the same day of the authorized use due to the time or distance required to do so. Permission may be given in such circumstances for the user to take the vehicle home prior to or immediately following the authorized use. (Enacted 3/11/08, Res. 2008-03)