

COUNTY AND PRIVATE VEHICLE USE

201. General Statement. The County Board provides vehicles to County departments to perform official functions. The purpose of this Chapter is to provide guidelines for the use of these vehicles and for private vehicle use while on County business.

202. Definitions.

.1 *Vehicle.* A motorized vehicle that requires State registration and a Illinois driver's license is required for operation.

.2 *Assignment.* The permanent assignment of a vehicle to a department as approved through the budget process.

.3 *Primary Assignee.* The department responsible for operation, maintenance, retirement, budgeting, and procurement of the vehicle.

.4 *Secondary Assignee.* The department using the vehicle to perform department functions.

.5 *Accident.* When a County vehicle is damaged by, or causes damage to, another piece of property, or when the operation of the vehicle causes injury or death to a person.

.6 *Home Retention.* The policy that permits an employee to drive a County-owned vehicle from the workplace to home and to store the vehicle at his/her residence.

203. Vehicle Assignment. Vehicles are assigned to primary assignees by budget action of the County Board. Vehicles may be transferred between primary assignees if approved by the supervisor of that department. The primary assignee shall have the authority to deny issuance of County vehicles to secondary assignees (departments) for noncompliance of policies and procedures outlined in this Chapter.

Vehicles will not be issued to employees while they are on vacation, sick leave, or leave of absence. Secondary assignees that cannot make adequate use of such vehicles during an employee's absence shall return them to the primary assignee for interim use.

204. Vehicle Storage. Vehicles shall be stored at County compounds or, if authorized, at residences provided that reasonable vehicle security can be assured. County vehicles will not be left on the streets, unattended, overnight.

205. Employee Responsibilities. It is unlawful for any individual to use, drive, employ, or operate any County vehicle for any purpose other than for official County business. Employees shall obey traffic laws and take proper safety precautions while driving a County vehicle. Travel

shall be limited to the actual business destination only, except as necessary to secure lodging and meals.

.1 *Passengers.* County officers and employees shall not carry a spouse or any other person not engaged in official County business as a passenger in a County vehicle, unless the passenger is accompanying the employee to a meeting, conference or seminar with the approval of the employee's department head.

.2 *License and Authorization.* A valid Illinois driver's license and an Authorization for Use of County Car card issued by the department head are required to operate a County vehicle. The authorization card signifies that the holder is a County employee or has received specific authorization from the Department Supervisor to use a County vehicle and that the employee has signed the County's Policy for County Vehicle Use (Exhibit A) and that the employee's signed DMV Authorization for Release of Driver Record Information (Exhibit B) driver's license number have been sent to Human Resources.

.3 *Accident Reporting.* A detailed description of all accidents that incur damages of \$250.00 or greater will be given to each department head. A copy will also be forwarded to Human Resources. See Property/Casualty Claim Report to be filled out (Exhibit C).

.4 *Smoking.* Smoking is prohibited in all County owned or leased vehicles.

206. Credit Cards. Each department head is responsible for obtaining approval from the County Board before obtaining fuel credit cards with major oil companies and for administrating the gasoline credit card accounts, including ordering and distributing cards, keeping accounting records, and process payments. Records of accounts and cards, along with a listing of each card and the employee to whom it is checked out are to be maintained.

.1 *Authorized Use.* Credit cards shall only be used to obtain oil or fuel or for emergency repairs of County owned or leased vehicles. Emergency vehicles repairs must be authorized by the County Board prior to using a credit card.

.2 *Employee Responsibilities.* Employees shall always use the "self-service" pumps when using credit cards. Prior to signing the charge ticket, employees are to verify the quantity of fuel or oil, the unit price, the total purchase price and the vehicle license number. Employees are to indicate on charge ticket the vehicle identification letter prefix, vehicle number and the current vehicle mileage. The customer copy of the ticket should be given to the appropriate department representative.

207. Vehicle Servicing and Repair. County vehicles will be regularly serviced, properly maintained and kept in best possible operating condition. Vehicle servicing and repairs is the responsibility of the primary assignees. Leased vehicles shall be serviced as specified in the lease agreement.

Secondary assignees shall deliver vehicles to Human Resources for servicing and repairs. Temporary replacement may be requested from the Department Supervisor. Servicing and minor

repairs by commercial firms in outlying areas must have the prior approval of the Department Supervisor. Vehicles that require commercial repair shall be sent out for repairs, must have a quote sheet that is approved by the Department Supervisor.

208. Registration and Identification. Human Resources will process the vehicle registration and other documents required for vehicle purchase and forward to the primary assignee the vehicle license plates and registration card. The primary assignee shall ensure that a copy of the registration card is retained in the vehicle and that vehicle license plates are affixed to the vehicle at all times.

.1 *Vehicle Identification.* County vehicles shall display identification decals and numbers. The numbers shall include letter prefixes or suffixes identifying primary assignees as follows.

- A County Board
- B Treasurer/Tax Collector
- C Assessor
- D States Attorney
- E Highway Department
- F Sheriff's Department
- G Animal Control Division
- H Emergency Management Agency

.2 *Unmarked Cars.* A department head may request an exemption from normal vehicle identification requirements if it is felt that public identification of a County-owned vehicle will impede performance of duties by personnel operative such vehicles or that it would expose employees to an unreasonable risk or danger to personal safety. Applications for authorization to use unmarked vehicles are filed with the County Board.

209. Alterations and/or Installations. Painting, drilling holes, bracket mounting, and equipment installation must be authorized and accomplished by the primary assignee. No personalized names shall be placed on any county vehicle.

210. Vehicle Home Retention. Home retention assignments of County vehicles may be authorized by department heads. The Sheriff's home retention policy is covered in section 1112 below.

.1 *Criteria Assignment.* Home retention assignments must meet on the following criteria. Department heads with assigned County vehicles are not subject to these guidelines.

.1.1 *Emergency Call Back.* Required return of employee to duty after normal working hours as a result of an unexpected situation or sudden occurrence of a serious and urgent nature, which demands immediate action. Scheduled return after normal working hours to complete work to meet deadline does not qualify as an emergency.

.1.2 *Proximity to Place or area of Work.* If an employee consistently uses a County vehicle on County business in areas closer to the employee's home than a County location where the vehicle would normally be parked, a home retention assignment may be more economical for the County. A cost/benefit analysis must show an advantage to the County for an employee to respond directly from home rather than from the County vehicle storage area.

.1.3 *Vehicle Security.* If the risk of damage to a County vehicle normally operated by an employee is less if parked overnight at the employee's home than the County location where the vehicle would normally be stored, a department head may authorize home retention.

.2 *Assignment Documentation.* For each County vehicle home retention assignment, the department head will establish and will retain on file for compliance auditing purposes, documentation explaining the basis under which the home retention determination was made. As applicable, documentation will contain justification relating to type of emergency, expected number of call backs, nature of after-hours County business, cost/benefit analysis, need for a special purpose vehicle, security risk analysis for a County parking area, etc. The department head will sign and date each document.

The employee will complete and submit to his/her department head each month the Home Retention Vehicle Usage Form (Exhibit D), which will be available for annual compliance auditing purpose and will provide data necessary for compliance with the 1984 Tax Reform Legislation requiring use of a home retention County vehicle to be reported as income. Employee assigned marked or unmarked emergency and/or law enforcement vehicles are exempt from taxation on home retention vehicles, but must complete the Home Retention Vehicle Usage Form for auditing purposes.

211. Sheriff's Department Vehicle Home Retention. Home retention assignments may be authorized by the Sheriff, subject to the following criteria.

.1 *Criteria.*

.1.1 *Emergency Call Back.* Required return of any employee to duty after normal working hours as a result of a serious and/or urgent nature that demands immediate action.

.1.2 *Proximity to Place or Area of Work.* An employee who consistently uses a County vehicle for official business in areas closer to the employee's home than a County vehicle storage area may be authorized home retention for economical purpose. The Sheriff shall have discretion to authorize home retention where it is shown to be advantageous for the department to have an employee respond directly from home rather than from a County vehicle storage area.

A home retention assignment may be authorized by the Sheriff for an employee who is required to attend frequent after normal working hours meetings (which would not qualify as after-hours "emergency" duties).

Subject to approval of the Sheriff and justified by particular job assignment, a home retention vehicle may be assigned to an employee who is responsible for the continuous twenty-four hours

per day, seven days per week, management or supervision of a major work unit having law enforcement emergency response or detention functions.

.1.3 *Vehicle Security.* When the risk of damage or unwanted observation to a vehicle (County owned or leased) is less if parked overnight at the employee's home than at a County vehicle storage area, the Sheriff may authorize home retention.

.1.4. Home retention of a vehicle is authorized under the Sheriff's Personalized Patrol Vehicle Program pursuant to written guidelines established by the Sheriff-Coroner.

.2 Assignment Documentation.

.2.1 *Sheriff Responsibility.* For compliance auditing purposes, the Sheriff will establish and retain on file the documentation explaining the basis for which home retention assignment were made. The compliance documentation will contain justification relating to the type of emergency call back responsibility, proximity to work place, nature of after-hours County business, identification of the major work unit requiring continuous management or supervision having emergency response or detention function, or the security risk to County owned or leased vehicles. The Sheriff or his designee will sign and date each document.

.2.2 *Employee Responsibility.* The employee will complete and submit the Departmental compliance form each month to the Sheriff or designee, which will be made available for annual audit.

212. Temporary Vehicle Home Retention. The County Board may authorize the temporary home retention of County vehicles when it is in the best interest of the County. In such instance, the County Board will notify the primary assignee, who shall be responsible for implementation of the necessary action. The assignment documentation requirements specified above apply.

213. Volunteers Driving on County Business. Volunteers in service to the County may drive County vehicles or may drive their own personal vehicles on County business with the prior written department head approval. If volunteers drive their own personal vehicles, mileage will be reimbursed at the same rate as employees.

All costs, including insurance losses, will be the responsibility of the department that authorized the volunteer to drive. Department heads are expected to exercise diligence and caution when granting permission to a volunteer to drive and must notify Human Resources of the authorization. All pertinent information necessary for a determination of the potential impact on the County's insurance will be provided.

This procedure does not apply to volunteers who are performing peace officer related duties for the Sheriff's Department, including but not limited to, reserve deputies, search and rescue, and posse.

.1 *Insurance Certificate.* Department heads will annually obtain a current copy of an Insurance Certificate, which shows that the volunteer has proper insurance in accordance with

State law with minimum liability coverage for \$15,000 per occurrence and \$30,000 in the aggregate. An annual report from the DMV on the driving history of the volunteer is also required.

.2 Authorization. If the volunteer will be permitted to drive a County vehicle, the department head will issue a temporary authorization to drive a County vehicle and verify that the volunteer has a current valid Illinois driver's license. They must sign the policy for County Vehicle Use (Exhibit A).

Operating departments will maintain a file of volunteers with their insurance policy number and expiration date, their driver's license number and expiration date, and the expiration date of the temporary authorization to drive a County vehicle.

.3 Department Procedures. Department heads will implement necessary departmental procedures in writing to effectuate these policies and procedures. The written procedures will include tasks and responsibilities for assuring that volunteers have a valid license as necessary to drive the vehicle they will be operating, have current insurance, and use proper care and caution while performing duties as a volunteer for the County.

214. Complaints. All complaints regarding reckless driving, vehicle misuse or discourteous drivers of County vehicles are to be referred to the County Board. It is the responsibility of the County Board to receive complete information from the reporting party, including where the incident took place, vehicle license and/or inventory number, nature of the incident, date and time of incident, description of the driver and any other information deemed to be helpful to investigate the incident. Ownership of the vehicle and the primary assignee of the vehicle if the vehicle is County property will be determined. If the vehicle is not County owned or operated, the County Board will refer the reporting party to the owner.

.1 Primary Assignees. A memorandum shall be submitted to the department head of the department for which the vehicle is permanently or temporarily assigned indicating all pertinent information regarding the incident. It shall be the responsibility of the department head to investigate the allegation, take appropriate action and make a complete report back to the County Board within 10 days after receipt of the report.

.1.1 All Other Fleets. When the County Board received a complaint of an incident involving a County vehicle assigned to another primary assignee, a memorandum shall be submitted to the department head indicating all pertinent information regarding the incident. It shall be the responsibility of the department head to investigate the allegation and take appropriate action.

215. Private Vehicle Use for County Business. Unless authorized under the provisions of this section, a private vehicle shall not be used while conducting County business.

.1 License and Insurance Requirements. To be authorized to use a private vehicle, the employee must possess a valid Illinois driver's license and carry minimum insurance for public

liability and property damage, as specified by the state, \$15,000/\$30,000 public liability; \$5,000 property damage. It is the responsibility of the department head to verify continuous compliance with license and insurance requirements. Verification of driver's license status shall be coordinated through County Counsel.

If applicable, department head shall submit a list of employees names, and driver's license numbers, who drive or have the opportunity to drive in the course of their employment to Human Resources. All information obtained shall be kept confidential except where necessary to ensure compliance with County requirements relating to driving or where disclosure is required by law. If a license is found to be expired, suspended or revoked, the department head will be notified. The employee's authorization must be immediately revoked and any claim submitted after the date of revocation will not be considered a charge against County funds. The employee shall be denied use of a County vehicle and will not be allowed to drive a privately owned vehicle in the course of their employment until the employee obtains a valid driver's license.

.2 Employee Responsibility. Employees are required to notify their insurance companies of their private vehicle use in the course and scope of their work, including routinely transporting other employees or clients/patients. Employees involved in traffic accidents or cited for an infraction shall report such to the employing department and Human Resources.

**WILLIAMSON COUNTY
POLICY FOR COUNTY VEHICLE USE**

Williamson County’s policy for employee county and private vehicle use is in Chapter 2 of the Williamson County Administrative Policy and Procedures Manual. Section 204 and 205 specify employee’s responsibilities when using a County vehicle, as follows.

204. Vehicle Storage. Vehicles shall be stored at County compounds or, if authorized, at residences provided that reasonable vehicle security can be assured. County vehicles will not be left on the streets, unattended, overnight.

205. Employee Responsibilities. It is unlawful for any individual to use, drive, employ, or operate any County vehicle for any purpose other than for official County business. Employees shall obey traffic laws and take proper safety precautions while driving a County vehicle. Travel shall be limited to the actual business destination only, except as necessary to secure lodging and meals.

.1 *Passengers.* County officers and employees shall not carry a spouse or any other person not engaged in official County business as a passenger in a County vehicle, unless the passenger is accompanying the employee to a meeting, conference or seminar with the approval of the employee's department head.

.2 *License and Authorization.* A valid Illinois driver's license and an Authorization for Use of County Car card issued by the department head are required to operate a County vehicle. The authorization card signifies that the holder is a County employee or has received specific authorization from the Department Supervisor to use a County vehicle and that the employee has signed the County's Policy for County Vehicle Use (Exhibit A) and that the employee's signed DMV Authorization for Release of Driver Record Information (Exhibit B) driver's license number have been sent to Human Resources.

.3 *Accident Reporting.* A detailed description of all accidents that incur damages of \$250.00 or greater will be given to each department head. A copy will also be forwarded to Human Resources. See Property/Casualty Claim Report to be filled out (Exhibit C).

.4 *Smoking.* Smoking is prohibited in all County owned or leased vehicles.

Employees assigned a County vehicle, whether as a home retention vehicle or on a temporary basis, including intermittent business trips, shall annually sign the acknowledgement below.

I, the undersigned County employee, hereby acknowledge that I have read and understand the County’s policy for County vehicle use.

Dated: _____

Signature: _____

Printed Name: _____

Employee Authorization for County and Private Vehicle Use

I acknowledge that the information contained in _____ County and Private Vehicle Use policy has been reviewed with me, and a copy of the policy has been furnished to me. As a driver of a company vehicle or a private vehicle on company business I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my Motor Vehicle Report to determine continued eligibility. In accordance with the law, I have been informed that a MVR will be periodically obtained on me for continued qualification and employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a MVR report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

Employee Name

Employee Signature

Employee' Signature Date

**Illinois Counties Risk Management Trust
Preliminary Property/Casualty Claim Report**

EXHIBIT C

Report Date: _____ Insured's Name: _____

What Are You Reporting (please circle one)?
Coverage Type (please circle applicable coverage):

Auto Accident	General Liability	Law Enforcement
Public Officials	Property/Inland Marine	Other: _____

Date of Occurrence: _____ Time of Occurrence: _____

Insured's Contact Name: _____ Phone Number: _____

Address/Location of Occurrence: _____

What Department Was Involved in Occurrence? _____

Description of Occurrence: _____

Type of Injury: _____

Injured Party's Name: _____ Phone Number: _____

Injured Party's Address: _____

Insured's Property Damaged: _____

Police Report Filed At: _____ Report Number: _____

Witnesses: _____

Additional Information for an Auto Loss:

Insured Vehicle?	Yes	No	Personal Vehicle?	Yes	No
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Insured Vehicle:	Make:	_____	Insurance Company:	_____
	Year:	_____	Model:	_____

Insured Driver: _____ VIN: _____

Other Vehicle:	Make:	_____	Model:	_____
	Year:	_____	VIN:	_____

Other Party Owner: _____ Phone Number: _____

Other Party Owner Address: _____

Other Property Damaged: _____

Additional Information or Specific Instructions: _____

Reported By: _____ Title: _____

Please fax report and additional information to 630-587-775

