



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 539
VERSION: 1

SUBJECT: USE OF COUNTY VEHICLES

POLICY:

LA COUNTY DHS POLICY 862.01 MUST BE FOLLOWED AT ALL TIMES

County vehicles are to be used for County business only. Employees who drive a County vehicle must possess a valid California driver license, pursuant to DHS Policy 704.1. Employees who drive a County vehicle must obey all traffic laws in accordance with the California Vehicle Code and any other applicable laws pertaining to the operation of a motor vehicle.

Employees driving a County vehicle must not pick up or drop off unauthorized passengers, equipment or supplies, nor pick up or drop off employees at their place of residence. The County vehicle is not to be used to run personal errands (e.g., pick up laundry/dry cleaning, MEALS, or drop off employment applications). Vehicles may not be driven outside of The County of Los Angeles, without prior permission from the facilities Manager or designee. County vehicles are designated as "non-smoking" vehicles. Any employee violating any part of DHS Policy 862.01 will be subject to disciplinary action, up to and including discharge.

PURPOSE:

To define The High Desert Health System (HDHS) Facilities departmental policy on the use of county vehicles.

PROCEDURE:

Each employee will be responsible for reading La County DHS Policy 862.01. County vehicle interior and exterior are to be maintained in a clean condition and all fluid levels are checked and maintained. Trash and other clutter must be removed from the vehicle upon return to the facility.

Fuel cards used to purchase fuel for County vehicles are only to be used by the employee for the County vehicle in which it is assigned and only for fuel purchases. Fuel cards are not to be used for personal reasons. Misuse of a fuel card will result in disciplinary action which may include discharge.

Vehicles must be signed out at the Facilities Office every time they are to be used. The driver must obtain a "Vehicle Trip Log Sheet" and properly fill it out.

When leaving the facility, the driver must enter:

- First and last name
- Departure time
- Purpose of the trip
- Current vehicle mileage

When arriving at the destination, the driver must enter:

- Arrival time
- Current vehicle mileage

If there are multiple destinations, then the above process must be repeated every stop.

REMEMBER:

- It is the driver’s responsibility to refuel the vehicle. The vehicle should never be left with less than ½ tank.
- The use of ANY hand held mobile device while driving is illegal in the state of California.
- In the event of a mechanical breakdown, the driver can contact the designated tow company (phone number is located within the vehicle), to have the vehicle towed to the nearest County garage.
- In the event of an accident, the driver is to notify the Facilities Office immediately and fill out the appropriate forms.
- If there are any serious injuries, the driver is to call 911.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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