

8-16-60-1

RESOLUTION NO. 289-16 8-23-16 COL Vehicle Policy Amend

**Amending the Cayuga County Vehicle Policy No. 57 for County Employees**

BY: Hon. Ryan Foley, Chairman Government Operations

WHEREAS, the County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and

WHEREAS, the County wishes to amend the Vehicle Policy No. 57, by adding the following, in section 6. Private Vehicle Use: No. 4) Under no circumstances will a county employee drive his or her own vehicle while on county business when the operator is legally impaired due to drugs, alcohol, or other medications, legal or illegal; now therefore be it

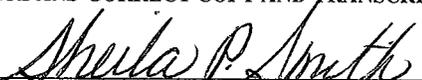
RESOLVED, the County Legislature does hereby adopt the attached amended Vehicle Policy; and be it further

RESOLVED, that said amended policy number 57 in the County Policy Manual be distributed by the Clerk of the Legislature to all County Department Heads; and it is further

RESOLVED, that this resolution will take effect immediately upon adoption.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 23rd DAY OF AUGUST 2016 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

8-24-16 7:45AM

  
CLERK, CAYUGA COUNTY LEGISLATURE

**CAYUGA COUNTY POLICY MANUAL**  
**Section 57 - Vehicle Policy**

**Effective Date:** 8-23-16

**Resolution No.** 289-16

**Supersedes Policy of:** 5/25/10; Res. 255-10 and 4-28-15 Res. 129-15

**Objective:** It is the mission of the Cayuga County Legislature, through its Government Operations committee, to establish a vehicle policy for Cayuga County that will serve as a stringent guideline for the proper administration of the Cayuga County automotive fleet. This policy shall include procedures relative to the purchase, identification, assignment, proper use, maintenance, record keeping, and disposal of all Cayuga County owned or leased passenger vehicles and light/medium duty vans and trucks.

**Policy:**

1. **Purchase of Vehicles:** All purchases or leases of county vehicles shall be made by the Cayuga County Purchasing Department, subject to the approval of the appropriate Oversight Committee, the Ways & Means Committee, and the Cayuga County Legislature, and within budget appropriations. A proposed replacement schedule for vehicles shall be prepared annually by the County Administrator and presented to the Ways & Means Committee of the County Legislature. At budget time a concise listing of all vehicles to be purchased, and disposed of, will be made available to each Legislator, broken down by department, and further, this document shall be made part of the budget. A vehicle may be leased if it is proven advantageous to the County, and that it is cost effective and/or it is a specialized vehicle used for a specific need. Any purchase or lease request for other than compact or mid-sized vehicles must be fully justified.
2. **Vehicle Identification:** All County vehicles, with the exception of the Sheriff, Undersheriff, and Sheriff Department vehicles used for undercover work, and any other specifically approved and documented by the Legislature, shall be permanently and clearly marked and detailed as below:
  - 1) Both front doors are to be marked with a Cayuga County decal, depicting the County seal, and the assigned number of the vehicle will be located on the rear bumper, driver side of the vehicle. Leased vehicles shall have markings in the rear window.
  - 2) The Superintendent of Highways shall be responsible for the markings of all vehicles, with the exception of the Sheriff Department vehicles, and any others specifically approved and documented by the Legislature.
  - 3) No personal accessories or emblems are to be attached to any County owned or leased vehicles.
3. **Vehicle Maintenance:**
  - 1) If any major problems occur while the vehicle is in use, the operator shall contact his/her department head/designee, if possible, to determine the most efficient manner to affect repair. The operator shall contact the department head/designee as soon as possible. At no time will the operator of any vehicle attempt to repair a county vehicle that has major problems. Any vehicle covered by a manufacturer's warranty is to be

repaired by a qualified warranty servicer for repairs covered by said warranty. Operators may be subject to discipline, or may be held responsible for the cost of road service, towing, or vehicle repair as a result of the willful abuse, misuse, or negligence in the care and operation of a county vehicle. The operator of any vehicle shall keep assigned vehicle(s) in clean condition with only those items required to do assigned duties stored in passenger or trunk area.

- 2) The "M Fund" shall bill each department on a monthly basis for service and maintenance rendered for the vehicles assigned to each department.
- 3) Each vehicle shall have a log, which will include checks at regular intervals of normal fluids, coolant, oil brake fluid, windshield washer fluid, and transmission fluid. At that time each vehicle will be checked in regards to condition, mileage, ID number, and the individual assigned to the vehicle. In the event the actual vehicle numbers, assignments, or conditions differ from the computer report, the Superintendent of Highways shall contact the department head.
- 4) Each vehicle will be issued a gasoline key (employee will receive a code) to use at County owned facilities. Operators will not be reimbursed for gas and oil purchased from private sources except when the vehicle has been authorized for an official trip outside the county, Sheriff's vehicles, or in cases of emergency subject to department approval. Employees that have been authorized for an official trip outside of the county will need to get a gas card and PIN number from the County Auditor prior to their trip, gas card will need to be turned in upon return from trip. Each department will be billed monthly for gas and oil usage.

**4. Driver's Responsibilities:**

- 1) It is expected that all operators of county owned or leased vehicles shall at all times operate the vehicle in a safe manner and in accordance with all appropriate motor vehicle laws and regulations.
- 2) Operator must at all times be in possession of a valid New York State driver's license. Any operator shall report immediately any loss of license, or restrictions placed on individual by the Motor Vehicle Department, Judge, Justice of Peace, or a voluntary surrender of license, to the appropriate department head. Operators must agree to periodic checks of driver's license status and will give any authorization necessary to accomplish this.
- 3) The operator shall maintain vehicle in a clean, neat, and orderly condition.
- 4) County vehicles will be used to transport passengers, and/or clients of the County, and county employees on county business only. Exceptions may be granted for spouses attending conferences and carpooling at conferences. Department heads and management personnel will be allowed limited discretion.
- 5) Any/all moving violations and/or parking tickets are the responsibility of the driver of the County vehicle and further, the department head must be notified of the aforementioned violations on the next business day.
- 6) In the event of an accident, the department head and the Clerk of the Legislature shall be notified as to the nature of the accident and the extent of the damage. A police report must be filed and brought to the Clerk of the Legislature Office as soon as possible as this must be sent to the insurance office for all accidents involving county vehicles regardless of seriousness or fault.

- 7) Seat belt of certified or approved child safety or booster seat use is mandatory of operators and passengers while driving or riding in a county vehicle.
- 8) Under no circumstances is a county vehicle to be driven when the operator is legally impaired due to drugs, alcohol, or other medications, legal or illegal.
- 9) Traveling nights, holidays, and weekends, unless it is incidental to Official County business is strictly prohibited.
- 10) No private use of a county vehicle is authorized at any time. Transporting themselves, family members or any other non-county employee while the employee is off duty is not permitted.
- 11) Each individual using a county owned or leased vehicle shall complete a vehicle log showing the following information for each trip (including commuting miles for those authorized to do so). **See attached form.**
  - Start Mileage
  - End Mileage
  - Operator's Signature Daily
  - Fuel and Oil Purchases
  - Destination and Reason If Outside County
  - After Hours "Call-Out Usage of Vehicle"
- 12) Daily logs shall be maintained in the vehicle and submitted monthly to the appropriate department head/designee who shall review and initial logs. Logs shall be retained for one year and made available should the Government Operations Committee request to review same.
- 13) Employees using county vehicles are expected to drive and maintain vehicles as if it were their own. Employees will be personally responsible for the proper and courteous operation of the vehicle and will promptly report vehicle or traffic problems.

#### **5. Policy Implementation:**

- 1) No vehicle will be assigned to management employees, unless specifically listed in the financial package and approved by the Department's Oversight Committee, Ways & Means Committee, and the full Legislature.
- 2) County vehicles are generally not to be used for commuting purposes, unless there is a special necessity for this, or an overriding county benefit to be realized. In all cases any request for permission to use a county owned or leased vehicle for commuting purposes must be made by the Department Head and approved by the Oversight Committee and the Ways & Means Committee. **Such requests are to be made in writing on the attached form, and will be for a maximum period of one year, with reauthorization by the Oversight Committee and Ways & Means Committee required on an annual basis.**
- 3) The daily implementation of this policy will be the responsibility of each Department Head with assigned vehicles, with oversight responsibility of this policy being directed to the County Chairman.
- 4) Where employees have the overnight use of a county vehicle, the vehicle shall be located in a safe area at the employees' residence.

#### **6. Private Vehicle Use:**

- 1) If it is necessary for any employee to use a private vehicle for official use, they may be reimbursed by the County according to the rates set by the

IRS pursuant to resolution 729-09, and for any business parking and toll costs incurred. This reimbursement must be authorized by the individual's Department Head.

- 2) There will be no reimbursement for commuter miles. Commuter miles are miles driven to and from the employee's residence to the employee's primary workplace for work.
- 3) Each employee who is authorized to commute with a county vehicle will be assessed according to applicable IRS rules and regulations. These rules and regulations shall be monitored by the Chief Fiscal Officer of the County. There will be absolutely no use of a county vehicle unless in an emergency situation.
- 4) **Under no circumstances will a county employee drive his or her own vehicle while on county business when the operator is legally impaired due to drugs, alcohol, or other medications, legal or illegal.**

**7. Disciplinary Procedures:**

- 1) It is recommended that the first incident of unauthorized use of a county owned or leased vehicle will result in a written warning from the Department head, a second incident will result in the loss of the use of the vehicle for 30 days. A third incident will result in the permanent loss of the vehicle.
- 2) Any disciplinary action taken against a person pursuant to these policies shall be in accordance with appropriate disciplinary procedures established by law and/or collective bargaining agreements.
- 3) Any disciplinary action taken against management personnel will be reviewed and decided upon by the Ways and Means Committee.
- 4) The Department's Oversight Committee, as to Department Heads; and Department Heads as to other county employees, are authorized to suspend or terminate driving privileges herein, based upon the following:
  - a. Conviction of driving while intoxicated or while one's ability is impaired. Such conviction may be the basis for the initiation of discipline up to, and including, termination of employment.
  - b. Loss of driver's license by a person required to operate a vehicle as a part of his/her normal duties will be the basis for the initiation of discipline up to and including termination of employment.
  - c. Excessive accumulation of points on driver's license, where the County's insurance carrier deems the employee to be an unacceptable risk.

8. **Vehicle Disposal:** All County-owned or leased vehicles, when replaced by another unit, will be removed from service. If such vehicle has not been used as a trade-in on another unit, it shall be transferred to the Clerk of the Legislature for disposal. Disposal of vehicles shall be by generally accepted practices as prescribed by law and/or county policy.

9. **Policy Review:** It shall be the responsibility of the **Government Operations Committee** to review this policy periodically and to recommend changes on an "as needed" basis. Such recommendations shall take into consideration, but not be limited to, the most cost effective use of vehicles to the County.

The County of Cayuga hereby reserves unto itself the right to amend, modify, alter or repeal the Vehicle Policy at any time in order to provide for the efficient and effective provision of public services on an economical basis.

**COMMUTING VEHICLE  
TAKE HOME REQUEST FORM  
PLEASE PRINT**

Date: January\_, 20\_\_

Department Head Requesting: \_\_\_\_\_

Employee Requesting: \_\_\_\_\_

Employee Position: \_\_\_\_\_

Proposed Vehicle Storage Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State Reason take home vehicle (commuting vehicle) is Necessary and Benefit to the County:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Period Requested (Maximum Duration One Year -Renewable Annually):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Department Head Approval: \_\_\_\_\_

Oversight Committee Approval: \_\_\_\_\_

Ways and Means Committee Approval: \_\_\_\_\_

Employee will need to get Department Head, Oversight Committee Chair, and Ways & Means Chair approval and bring/send original document to the Clerk of the Legislature Office, no later than January 15.