
Vehicle Use

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for employees who use vehicles for county business. This policy does not create or imply any contractual obligation by the County to provide assigned vehicles.

Individual department heads may have additional policies for vehicle use to address specific vehicles (e.g., emergency vehicles) and duty assignments (e.g., law enforcement undercover work).

405.2 POLICY

The County authorizes the use of certain vehicles for official county business to enhance operational efficiency and requires that vehicles are operated in a safe and legal manner.

405.3 USE OF VEHICLES

405.3.1 VEHICLE ASSIGNMENTS

The Clerk Auditor's Office is responsible for maintaining an updated inventory list of county vehicles. The Building and Grounds Department is responsible for the maintenance of general fleet vehicles that are checked out for travel by various departments. Dept Heads are responsible for the vehicles assigned to their dept and enforcing policies regarding their workday use, maintenance, care, and preparing annual budget projections. The fleet may include cars, trucks, sport utility vehicles, trailers, All-terrain vehicles (ATVs), or other mechanical engineered vehicles. Vehicles and equipment specifically used by the sheriff's department, roads department, and landfill shall be managed by the appropriate department head or elected official for that department.

County vehicles may be assigned to individual employees at the discretion of the County Commission or the Department Head. Vehicles may be assigned for partial or full workday use and/or take-home use. Vehicle assignments may be changed or suspended at any time. Permission to take home a vehicle may be withdrawn at any time.

Vehicle assignments shall be based on the employee's job description, essential functions, and employment status. Vehicles may be reassigned or utilized by other county employees at the discretion of the County Commission or the authorized designee.

The Clerk Auditor or the Department Head is responsible for creating a vehicle assignment roster and for maintaining the rosters in accordance with the established records retention schedule.

Vehicle Use

405.3.2 OWNERSHIP RESPONSIBILITIES

Ownership of all county assets, including fleet vehicles and/or equipment, shall be in the name of Duchesne County. The Clerk Auditor, under the direction of the County Commissioners, manages the Fleet Management Program and assists department heads in making informed decisions. Once a vehicle is assigned to a county department, the department head is responsible for determining how that vehicle will be used to best meet the needs of the organization.

405.3.3 EMPLOYEE RESPONSIBILITIES

Employees operating a vehicle as part of their job with the County shall:

- (a) Possess a valid driver's license.
 - 1. Employees shall report any suspensions or revocations of their license and any changes to driving privileges as soon as possible and before any subsequent county vehicle use or personal vehicle use for county business.
 - 2. Employees must possess a valid commercial driver's license or special class license when applicable.
- (b) Provide the county with a driver's history report upon request.
- (c) Possess appropriate insurance as required for personal vehicles used for county business and provide annual proof of insurance to your supervisor who shall forward it to the Clerk Auditor.
 - 1. Employees shall notify a supervisor if their automobile insurance has been canceled, declined, or not renewed.
 - 2. The private insurance of employees using their personal vehicles under this policy shall be considered the primary insurance for any accidents or damage.
- (d) Notify a supervisor of any citations or arrests for motor vehicle-related violations or offenses as soon as possible.
- (e) Obey all traffic laws and all of the Duchesne County Policies.
- (f) Use of county vehicles for illegal activities is strictly prohibited and will result in disciplinary action.
- (g) Ensure compliance with Duchesne County Drug-Alcohol-Free Workplace Policy. See Policy 606 3.1.
- (h) Maintain any personal vehicles used for county business in safe working order.
- (i) Not use any personal or County-issued cell phone or PCD, while operating a County vehicle or a private vehicle when conducting County business.

While driving a County Owned Vehicle or personally owned-vehicle (POV) in the context of County business, County employees and volunteers are expected to drive defensively, minimize distractions, and obey the law. Human Resources may recommend to the Department Head sanctions and/or disciplinary action after conducting a review of any accident and consulting with the County Attorney's office. If, at any time an employee is found to be at fault in an automobile accident while working, whether operating a COV or a POV, as a minimum disciplinary action,

Vehicle Use

the employee shall be subject to at least one day without pay on the pay cycle following the determination of the at-fault accident.

405.3.4 INSPECTIONS

Employees shall be responsible for inspecting the interior and exterior of any assigned county vehicle. If the vehicle is assigned for the workday, it should be inspected before use and at the conclusion of the workday. If the vehicle is assigned for less than a workday, it should be inspected before use and upon conclusion of use. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

All county vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

405.3.5 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times to safeguard any county equipment prior to parking or leaving the vehicle.

405.3.6 VEHICLE LOCATION SYSTEM

At the discretion of the County Commission, county vehicles may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, employees are not relieved of their responsibility to use any required communication practices to report their location and status.

Employees shall not make any unauthorized modifications to the system. If an employee finds that the system is not functioning properly at any time, the employee should notify a supervisor as soon as possible.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require County Commission approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

405.3.7 KEYS

Employees who are assigned a specific vehicle should be issued keys for that vehicle. Employees shall not duplicate keys or share them with any person except another employee authorized to use that vehicle. The loss of a key shall be promptly reported in writing to the employee's supervisor.

405.3.8 APPROVAL PROCESS FOR COUNTY FLEET VEHICLES USE

- (a) Employees seeking authorization to commute or make personal use of a county vehicle must submit a written request detailing the justification for such use.
- (b) The department Head and the County Commission must review and approve the request.

Vehicle Use

- (c) Approved requests will be documented, and the employee will be informed of any specific conditions or limitations associated with the authorization.
- (d) The Department Head will give an approved copy to the Clerk/Auditor for the availability of fleet vehicles.

[See attachment: Duchesne County Fleet Vehicle Use Approved 02.10.2025.pdf](#)

405.3.9 AUTHORIZED PASSENGERS

Employees operating assigned vehicles shall not permit unauthorized persons to ride as passengers in the vehicle.

- (a) Use of county vehicles and/or motorized equipment to transport family members, other employees or private citizens for personal business, recreation, etc. is unauthorized. Family members who desire to travel with an employee on County business MUST sign a waiver and file it with the Clerk Auditor
- (b) All county employees and approved county volunteers conducting business are approved as passengers in a county-owned vehicle while being transported for official county business.
- (c) Unless granted explicit approval, no County-owned vehicle will be used to transport a passenger that has not been approved.

405.3.10 PARKING

Employees should obey parking regulations at all times.

County vehicles should be parked in assigned spaces. Employees shall not park personal vehicles in spaces assigned to county vehicles or in other parking areas that are not so designated unless authorized by a supervisor.

405.3.11 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions, or removal of any equipment or accessories from county vehicles without written permission from the County Commission or the authorized designee.

405.3.12 PERSONAL USE RESTRICTIONS

- (a) Personal use of County vehicles is generally prohibited, exceptions may be granted by the County Commission on a case-by-case basis.
- (b) Employees authorized to utilize a County vehicle are not permitted to use the vehicle for errands or activities with the following exceptions:
 - 1. While traveling outside Duchesne County, the employee may use the County Vehicle for personal reasons within 20-mile radius of the domicile where they will be staying or within that same radius of their County business destination.
 - 2. On the most direct route to the intended destination, the employee may use the County vehicle within a 5-mile radius of the route.

Vehicle Use

405.4 UNSCHEDULED TAKE-HOME USE

Employees may take county vehicles home only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the County.
- (b) Other reasonable transportation options are not available.
- (c) The employee lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the county limits.
- (d) The vehicle will be locked when not attended.
- (e) All portable county equipment will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

When such circumstances occur, the Department Head or the authorized designee shall document the unscheduled take-home use in a vehicle assignment log.

405.5 ASSIGNMENT OF TAKE-HOME VEHICLES

Assignment of take-home vehicles should be based on the location of the employee's residence, the nature of the employee's job, whether the employee performs work outside of regular business hours, the employee's employment status, and available resources.

Authorization to regularly take home a County vehicle may be granted under certain circumstances. The request must be in writing, approved by the County Commission, and placed in the employee's personnel file. Employees must meet at least one of the following requirements in order to receive authorization to regularly take a County vehicle home:

- (a) The employee has demonstrated, and continues to demonstrate, a need to respond to an average of five emergency situations or call-outs to work per month. This must be documented, submitted to their supervisor and presented to the County Commission.
- (b) The employee'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 employee may be called or sent to locations other than where his/her County vehicle is normally parked.

In compliance with IRS Publication 15-B, authorized employees under this Section who use the County vehicle to commute to and from work will be assessed \$1.50 each way (\$720.00 per year) for 48 weeks out of the year. This assessment takes into consideration two weeks of vacation and two weeks of holiday time away from work. The assessment will be reported on the employee's annual W-2.

Travel to and from the home will not be considered work time unless the employee is responding to and from an emergency as part of the employee's duties or is departing from their residence to travel to an off-site work training or event.

Vehicle Use

405.5.1 TAKE-HOME VEHICLE AGREEMENT

Employees shall sign a take-home vehicle agreement annually that outlines how the vehicle shall be used vehicle maintenance responsibilities, and any other appropriate requirements. The agreement should minimally provide that:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal reasons, unless special circumstances exist and the County Commission or the authorized designee gives prior authorization.
- (b) On the most direct route to the intended destination the employee may use the County Vehicle within a 5-miles radius of the route for personal use in a de minimis capacity.
- (c) If the vehicle is not secured inside a locked garage, all removeable county equipment shall be removed and properly secured in the residence.
- (d) Vehicles are to be secured at the employee's residence or the appropriate county facility, at the discretion of the employee's supervisor, when an employee will be away (e.g., on vacation) for periods exceeding one week.
 - 1. If the vehicle remains at the employee's residence, the County shall have access to the vehicle.

[See attachment: Vehicle Use Request.pdf](#)

405.6 DAMAGE, ABUSE, AND MISUSE

When any county vehicle is involved in a traffic accident or otherwise incurs damage, the involved employee(s) or persons on duty and actively engaged in county business shall:

- (a) Request that all parties concerned remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has arrived and released them.
- (b) File a report with the appropriate law enforcement agency.
- (c) Refrain from making statements regarding the accident to anyone other than the investigating law enforcement representative, appropriate county officials, and representatives of his or her own insurance company if the employee's privately-owned vehicle is involved. Statements made to investigating authorities should be factual information and statements made to the other party or parties involved in the accident should be confined to the exchange of driver's license and insurance information.
- (d) Immediately inform the department head, Clerk Auditor and Human Resources Director of the accident.
- (e) Forward a copy of all police reports, any statements attached there to and two bids for repair (unless the bid is from a designated UCIP preferred vendor, in which case only that one bid is required) to the Clerk Auditor's office immediately after completion of the investigation. The Clerk Auditor will report such accidents to the County Accident Review Board and to the county's insurance carrier.

Damage to any county vehicle that was not caused by a traffic accident shall be immediately reported during the shift or workday in which the damage was discovered and documented, which

Vehicle Use

shall be forwarded to the Clerk Auditor or the authorized designee. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

Any damage to the vehicle caused by negligence or non-compliance with fleet management rules shall be repaired and the cost of the repair shall be charged to the responsible department. If the vehicle operator is found to be negligent, he/she will be subject to discipline.

405.7 TOLL ROAD USAGE, FUEL, AND MILEAGE

Employees operating vehicles for county business shall pay the appropriate toll charge or utilize the appropriate tollway transponder.

With the exception of take-home vehicles driven to and from the employee's residence, employees may submit for reimbursement from the County for toll fees and expenses incurred in the course of official business. Employees may submit for reimbursement for mileage accrued on personal vehicles used for county business at the rate set by the IRS.

405.8 COMPLIANCE

Failure to comply with this policy may result in revocation of vehicle use privileges and disciplinary action, up to and including termination of employment.

Attachments

Duchesne County Fleet Vehicle Use Approved 02.10.2025.pdf

Duchesne County Fleet Vehicle Use Approval Form

Date of Request: _____

Time of Request: _____

Employee Name: _____

Department: _____

Description of Reason for Use:

Expected Duration of Use:

Start Date/Time: _____

End Date/Time: _____

Approval Signatures:

Department Head Approval:

Signature: _____

Printed Name: _____

Date: _____

Clerk/Auditor Received:

Signature: _____

Printed Name: _____

Date: _____

Vehicle Reserved Unit/Plate number: _____

Commission Approval:

Signature: _____

Printed Name: _____

Date: _____

Notes/Comments:

Instructions:

- This form must be completed and approved before using a County fleet vehicle.
- All signatures are required for final approval.
- Submit the completed form to the Clerk/Auditor's office for processing.

Vehicle Use Request.pdf

VEHICLE USE REQUEST

Department	Department Head	Employee's Name	Vehicle

Department Head Statement of Justification:

405.5 ASSIGNMENT OF TAKE-HOME VEHICLES

Assignment of take-home vehicles should be based on the location of the employee's residence, the nature of the employee's job, whether the employee performs work outside of regular business hours, the employee's employment status, and available resources. Authorization to regularly take home a County vehicle may be granted under certain circumstances. The request must be in writing, approved by the County Commission, and placed in the employee's personnel file. Employees must meet at least one of the following requirements in order to receive authorization to regularly take a County vehicle home:

- (a) The employee has demonstrated, and continues to demonstrate, a need to respond to an average of five emergency situations or call-outs to work per month. This must be documented, submitted to their supervisor and presented to the County Commission.
- (b) The employee'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 employee may be called or sent to locations other than where his/her County vehicle is normally parked.

In compliance with IRS Publication 15-B, most authorized employees under this Section who use the County vehicle to commute to and from work will be assessed \$1.50 each way (\$720.00 per year) for 48 weeks out of the year. This assessment takes into consideration two weeks of vacation and two weeks of holiday time away from work. The assessment will be reported on the employee's annual W-2.

The IRS does allow for some exceptions to this assessment dependent on the vehicle alterations or capabilities and intended use. Exceptions to the taxable assessment will be determined by the Board of County Commissioners on a case-by-case basis.

Travel to and from the home will not be considered work time unless the employee is responding to and from an emergency as part of the employee's duties or is departing from their residence to travel to an off-site work training or event.

This employee's responsibilities justify this recommendation for the following reasons:

Department Head Signature

Date

VEHICLE USE REQUEST

Terms and Employee Agreement:

I have read this recommendation for use of a County Owned Vehicle and policy 405 – Vehicle Use. I understand this vehicle is not for personal use and that I may only commute to and from the work location(s) to my place of residence. I agree to these terms and understand that I may face disciplinary action for violating this agreement. I also understand that I will be taxed on an assessed fee of \$3.00 per day and that this taxable amount will be reported on my W-2 statement, unless an exception for my assigned vehicle is approved. If approved, I understand that the benefit of having a county vehicle is to serve the best interest of the county and is provided at the approval of the County Commission which may be revoked at any time for any reason.

Employee's Signature

Date

Commission Approval:

Commissioner

Date

Commissioner

Date

Commissioner

Date

<i>Vehicle Make/Model</i>	<i>IRS Exemption Classification</i>	<i>Tax Assessment – Y or N</i>