

SALT LAKE COUNTY  
COUNTYWIDE POLICY  
ON  
VEHICLES

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**1.0 PURPOSE**

- 1.1 The purpose of this policy is to establish a set of guidelines by which the County operates, manages, finances and sells vehicles that it owns or that are used for official county purposes.
- 1.2 This policy replaces Countywide policies numbers 1022, 1026, 1027, 1302, 1320, 1325, and 4009.

**2.0 DEFINITIONS**

- 2.1 **“Authorized Event”** means a conference, seminar, hearing, presentation, activity, or other event that an individual has received approval from their supervisor to attend. Attendance by the individual at the event must be anticipated to provide a benefit to the County.
- 2.2 **“Board”** means the Fleet Management Board.
- 2.3 **“Council”** means the Salt Lake County Council.
- 2.4 **“County Mileage Rate”** means the rate per mile, as established by the Council, at which persons using non-County Vehicles for Official Use are eligible to be reimbursed. If the Council does not establish such a rate during a given year, the County Mileage Rate will be the IRS Mileage Rate.
- 2.5 **“County Vehicle”** means a Vehicle owned, leased, or rented by Salt Lake County and used for an Official Use.

- 2.6 **“County”** means Salt Lake County, including any department, division, or office thereof, including each office under the direction of an Elected Official.
- 2.7 **“Elected Official”** means each person currently holding office in Salt Lake County as Assessor, Auditor, Clerk, Council Member, District Attorney, Mayor, Recorder, Sheriff Surveyor, or Treasurer.
- 2.8 **“Emergency Response Equipment”** means original and/or after-market equipment on vehicles that requires a special license or statutory permission to operate, such as lightbars, sirens, specialized radio communication equipment, decals, etc.
- 2.9 **“Employee”** means any individual employed by the County, including merit, elected, appointed, part-time, temporary, and seasonal employees.
- 2.10 **“Fleet”** means the County Fleet Management Division.
- 2.11 **“Fund”** means the set of established County general ledger accounts used to segregate money for budgeting and accounting purposes under generally accepted accounting principles (GAAP) and to comply with state law. Examples include the General Fund 110, Municipal Services Fund 230, etc.
- 2.12 **“IRS Mileage Rate”** means the rate per mile that reflects the cost of operating a vehicle, as determined by the United States Internal Revenue Service.
- 2.13 **“Large Passenger Van”** means any motor vehicle designed to carry between 10 to 15 occupants. This term does not include busses that meet the applicable school bus safety requirements established by Federal Motor Vehicle Safety Standards.
- 2.14 **“Major Accident”** means an accident resulting in death, personal injury, or property damage exceeding \$3,000.
- 2.15 **“Non-Participating Organization”** means an organization that owns and operates Vehicles and has elected to not use some or all services provided by Fleet in connection with some or all of the Vehicles its operates.
- 2.16 **“Official Use”** means the use of a Vehicle during the course and scope of a User’s duties with the County, or during the performance of an authorized service to benefit the County, or while driving to or from an Authorized Event. Official Use includes driving de minimus distances from the route of Official Use for Personal Use. Commuting between home and work before or after the regular work day, or when otherwise on a leave from work, is not Official Use unless specifically authorized by this Policy.
- 2.17 **“Personal Use”** means the use of a County Vehicle for any non-Official Use.
- 2.18 **“Preferred Vehicles”** means a vehicle that has been deemed to be the best value in its classification category.
- 2.19 **“Public Agency”** means any government funded public agency, including states, counties, municipalities, special districts, fire and police departments, etc.
- 2.20 **“Public Safety Vehicle”** means a vehicle containing Emergency Response Equipment and operated by an authorized emergency responder.
- 2.21 **“Risk Management”** means the Division of Risk Management.
- 2.22 **“User”** means any Employee, Volunteer or other person authorized to use a County Vehicle.
- 2.23 **“Vehicle Replacement Program”** means a program maintained by Fleet to make available a cost-efficient mechanism for providing and replacing vehicles to participating organizations.
- 2.24 **“Vehicle”** means any vehicle that may be legally driven on Utah’s highways and must be licensed by the State of Utah. The term includes cars, trucks, vans, motorcycles, dump trucks, snow plows, etc. The term does not include equipment items such as boats, snowmobiles, trailers, cranes,

lawnmowers, graders, scrapers, bulldozers, compactors, steam rollers, bobcats, or ATVs.

- 2.25 **“Volunteer”** means a non-Employee who performs an authorized service for the County under the direction of an authorized Employee.

### 3.0 FLEET MANAGEMENT BOARD

- 3.1 **Purpose.** The purpose of the Board is to provide independent oversight of operations and decisions affecting County Vehicles, and to enforce provisions of this policy. The Board shall be guided by the overarching principle of acting in the best interest of County taxpayers, with particular emphasis focused on providing cost-effective, efficient, and safe fleet vehicles and operations.

#### 3.2 Board Membership

- 3.2.1 Board membership shall be established by the Ordinance.

- 3.3 **Board Areas of Responsibility.** The Board will have primary responsibility within the County for the following items:

- 3.3.1 Approve any expansion in the number of vehicles that will be managed by Fleet;
- 3.3.2 Approve any request by a user organization to purchase a vehicle that is not a Preferred Vehicles;
- 3.3.3 Approve an organization’s withdrawal from participation in the Vehicle Replacement Program;
- 3.3.4 Ensure that County Vehicles have a justifiable business need by assessing the justification therefore on at least an annual basis;
- 3.3.5 Establish a list of preferred vehicles to be used for County purposes;
- 3.3.6 Monitor appropriateness of Fleet Fund and Vehicle Replacement Program cash balances;
- 3.3.7 Review and approve implementation of the Vehicle Replacement Program, including replacement cycles, purchasing practices and charges assessed to user organizations;
- 3.3.8 Review appropriateness of maintenance charges assessed to user organizations;
- 3.3.9 Review motor pool operations;
- 3.3.10 Review operations of, and make recommendations to, Fleet and Non-Participating Organizations regarding their vehicle use;
- 3.3.11 Review procedures, activities and documentation related to the disposal of County Vehicles;
- 3.3.12 Review and make recommendations to Fleet, user organizations, and the County Council regarding vehicle utilization and the enforcement of this Policy.

- 3.4 **Reporting.** Fleet shall report the Board’s decisions to affected organizations.

- 3.5 **Implementation.** Each affected organization shall implement Board decisions.

#### 3.6 Review of Board Decisions.

- 3.6.1 Any elected official may appeal any action taken by the Board to the County Council.
- 3.6.2 The County Council may supplant or overturn any action taken by the Board.

### 4.0 VEHICLE SELECTION AND PURCHASING

- 4.1 **Purpose.** Reducing and standardizing the types of vehicles in the County fleet should lead to more efficient and cost-effective administration and maintenance of vehicles. This section is to provide guidelines on how a standardized fleet should be achieved.

- 4.2 Preferred Vehicles.** On at least an annual basis, the Board shall prepare a list of Preferred Vehicles that represent the best value for the County in their respective classifications.
- 4.2.1 Classification categories.** The Board shall identify as many classification categories as it deems appropriate for which to select a Preferred Vehicle. Such categories may include: compact, mid-size sedan, Sheriff's cruiser, light-duty pickup truck, heavy-duty pickup truck, etc.
- 4.2.2 Input.** The selection of classification categories and Preferred Vehicles shall only be made after allowing input from user organizations and Contracts and Procurement.
- 4.2.3 Timing.** The selection of classification categories and Preferred Vehicles for the following year shall be completed by August 1 each year.
- 4.2.4 Selection criteria.** The Board shall use the following criteria to select Preferred Vehicles:
- 4.2.4.1 Low cost.** This component would incorporate as many aspects of the cost of owning a vehicle as practicable, including but not limited to: purchase price, after-market equipment, preparation of vehicles, installation and removal of after-market equipment, fuel consumption, value of warranties, maintenance and repair costs, residual value, self-insurance value, time to sell vehicle, etc.;
  - 4.2.4.2 Safety.** This component would recognize that more expensive vehicles may be considered, within reason, to the extent that they incorporate safety features or designs that would benefit the vehicle user and/or the public;
  - 4.2.4.3 Environmental Impact.** This component would recognize that more expensive vehicles may be considered, within reason, to the extent that they incorporate environmentally friendly features or designs that would benefit the public;
  - 4.2.4.4 Public Image.** This component would recognize that the public has a legitimate interest in limiting, within reason, the types of vehicles that are used at taxpayer expense.
  - 4.2.4.5 Other Criteria.** The Board may consider other criteria that it deems to be in the best interest of the County.
- 4.3 Justification for purchasing from classification.** Any organization that purchases a vehicle must be able to justify the proper classification category from which it purchases a vehicle.
- 4.4 Purchasing from classifications that have Preferred Vehicle.** Where a classification category for a Preferred Vehicle exists, County money used to purchase a vehicle in that classification category may only be used to purchase the Preferred Vehicle, unless prior Board approval to purchase another type of vehicle is obtained.
- 4.4.1** The Board should approve the purchase of a non-Preferred Vehicle from a classification category if the requesting user organization:
- 4.4.1.1** Provides sufficient justification to demonstrate that the non-Preferred Vehicle has attributes that are demonstrably more advantageous for County purposes than does the Preferred Vehicle, and
  - 4.4.1.2** Pays from its budget the difference in price, if greater, between the non-Preferred Vehicle and the Preferred Vehicle.
- 4.5 Purchasing from classification that does not have Preferred Vehicle.** Board approval must be obtained to purchase any vehicle that is not a Preferred Vehicle.

- 4.6 Purchases shall be made by Contracts and Procurement.** All purchases of County Vehicles shall be made by Contracts and Procurement pursuant to established purchasing statutes, ordinances and policies.

## **5.0 VEHICLE BUSINESS NEED**

- 5.1 Purpose.** To provide guidelines related to what circumstances warrant a County organization or User being assigned a Vehicle.
- 5.2 Business need.** County money should only be used to purchase or lease a Vehicle that satisfies one or more of the following business needs:

- 5.2.1 Cost savings.** Where the cost of using a County Vehicle is more cost-effective than not using the Vehicle.

**5.2.1.1** The cost of owning or leasing a County Vehicle should incorporate as many aspects of the Vehicle ownership costs as practicable, including but not limited to:

- 5.2.1.1.1** purchase or lease price;
- 5.2.1.1.2** cost of purchasing, installing and removing after-market equipment;
- 5.2.1.1.3** cost of preparing, distributing and accounting for vehicle;
- 5.2.1.1.4** cost of fuel consumption;
- 5.2.1.1.5** cost of maintenance and repairs;
- 5.2.1.1.6** value of self-insurance;
- 5.2.1.1.7** value of resources to dispose of vehicle;
- 5.2.1.1.8** anticipated residual value.

**5.2.1.2** The cost of owning a County Vehicle should be balanced against the cost of not owning the vehicle. The cost of not owning a vehicle should incorporate as many aspects as practicable, including but not limited to:

- 5.2.1.2.1** The cost of providing mileage reimbursements, including the administrative costs of qualifying Users and processing payments;
- 5.2.1.2.2** The cost of using a private vehicle, rental vehicle or leased vehicle;
- 5.2.1.2.3** The time of Users to comply with reimbursement programs or arrange for rental vehicles;
- 5.2.1.2.4** The value of self-insurance for non-County Vehicles;
- 5.2.1.2.5** The exigency with which vehicles might be needed.

**5.2.2 Special vehicle features.** Where owning a vehicle with Emergency Response Equipment or other utility features provides a compelling benefit over finding alternate means of providing similar service. Such benefit may include, but would not be limited to, decreased response time, increased familiarity for crews that use equipment, convenience of storing and maintaining County equipment in vehicle, etc.

**5.2.3 Efficiency or work facilitation.** Where the organization derives a significant level of efficiency or other benefit by using a County Vehicle. Such benefits may include, but are not limited to, a user that spends substantial work time in a vehicle.

## 6.0 MOTOR POOL

- 6.1 **Purpose.** To provide for short term, ad hoc needs of County Vehicle Users.
- 6.2 **Usage Criteria**
  - 6.2.1 **Authorization.** Users may use motor pool vehicles after receiving authorization from someone having supervisory responsibility over the User.
  - 6.2.2 **Usage.** Motor Pool vehicles shall only be used for Official Use.
  - 6.2.3 **Terms.** The terms, including rate and minimum time, by which a motor pool vehicle can be used shall be recommended by Fleet and approved by the Board.
- 6.3 **Motor Pool Capacity.** The capacity of the Motor Pool shall be maintained at a level to accommodate the reasonable Motor Pool needs of the County, as determined by the Board.
- 6.4 **Rental agencies.** Nothing in this Policy is intended to limit the County's ability to use a private rental agency for motor pool purposes if such an option provides demonstrable benefits for the County.

## 7.0 VEHICLE OWNERSHIP

- 7.1 **Title.** Fleet will maintain titles in the name of the County for all County Vehicles. The titles will be signed by an authorized representative of Fleet.
- 7.2 **Ownership.** All County Vehicles shall be owned in the name of the County.
- 7.3 **Stewardship.**
  - 7.3.1 **Vehicle Replacement Program Vehicles.** Fleet is designated as having stewardship of each County Vehicle participating in the Vehicle Replacement Program.
  - 7.3.2 **Non-Vehicle Replacement Program Vehicles.** Vehicles that are not purchased through the Vehicle Replacement Program shall be under the stewardship of the Organization that purchases and/or uses it.
- 7.4 **Decals.** Each County Vehicle with a license plate displaying the letters "EX" shall have identification marks designating the vehicle as property of the County in a conspicuous place on both sides of the vehicle.
- 7.5 **Unauthorized Vehicle alteration.** Any unauthorized alteration of a vehicle may result in disciplinary action up to and including termination.

## 8.0 VEHICLE REPLACEMENT

- 8.1 **Purpose.** To establish a Vehicle Replacement Program that provides for the planned, scheduled replacement of participating County Vehicles.
- 8.2 **Participation.**
  - 8.2.1 **Participation of County Vehicles.** All vehicles purchased by the County will participate in all aspects of the Vehicle Replacement Program unless reduced participation or non-participation is required by contract or approved by the Board. It is the intent of the Vehicle Replacement Program to allocate the money collected through vehicle replacement charges to the specific vehicle generating the cost, rather than to a user organization. Prior to approving reduced participation or non-participation in the Vehicle Replacement Program, the Auditor's Office shall be consulted to coordinate proper accounting of such vehicles.
  - 8.2.2 **Participation of vehicles purchased with non-County money.** Vehicles which are acquired in whole or in part with non-County money, e.g., federal grants, donations, etc., shall not participate in the Vehicle Replacement Program, or be maintained on the Fleet's

Capital Asset Account without Board approval. Before such participation is approved, the Auditor's Office shall be consulted to coordinate proper accounting of such vehicles.

**8.3 Authority.**

**8.3.1** Fleet shall administer the Vehicle Replacement Program and recommend to the Board the appropriate Vehicle Replacement Charge for each vehicle participating in the Program.

**8.3.2** The Board shall have authority related to implementing the Vehicle Replacement Program, and shall provide independent review of, and make recommendations related to, the operations and decisions affecting the Program.

**8.4 Vehicle replacement charges.** Each vehicle participating in the Vehicle Replacement Program will be assigned an annual Vehicle Replacement Charge. Each Vehicle Replacement Charge shall be established by Fleet, reviewed and approved by the Board, and assessed to each County organization by Fleet. Vehicle Replacement Charges shall be accumulated over the life of each vehicle, so that when the vehicle is ready to be replaced, the money required to replace it will be available.

**8.4.1 Vehicle replacement charge assumptions.** Each Vehicle Replacement Charge shall be designed to accumulate money equal to the anticipated future net replacement cost of the vehicle. Determination of a Vehicle Replacement Charge should be based on the following factors, each of which must be based on demonstrable historical data and reasonable assumptions about the future:

**8.4.1.1** Estimated useful vehicle life, which is an estimate of how long the County will be able to derive a cost effective benefit from the use of the asset;

**8.4.1.2** Vehicle's residual value, which is an estimate of what the County expects to receive from the sale of the asset upon final disposition;

**8.4.1.3** Replacement cost, which is an estimate of how much it will cost to replace a vehicle of similar size and type after its estimated useful life;

**8.4.1.4** Other reasonable criteria.

**8.4.2 Assumption variances.** Subject to Board approval, variances to the Vehicle Replacement Charge assumptions may be made in special situations.

**8.4.3 Shortfall or overage.** Any shortfall or overage in Vehicle Replacement Charges at the time a Vehicle is replaced shall be factored into the Vehicle Replacement Charge of the newly purchased vehicle such that the shortfall of overage is accounted for during the life of new vehicle.

**8.5 Entry into program.** County organizations that are not currently participating in the Vehicle Replacement Program can enter the program on a vehicle-by-vehicle basis. Each new vehicle purchased through the Vehicle Replacement Program will require funding for the original purchase cost and the first year's vehicle replacement charges. A used vehicle shall only be added to the program with prior approval of the Board according to terms approved by Fleet and the Auditor's Office.

**8.6 Withdrawal from program.** A vehicle can be withdrawn from participation in the Vehicle Replacement Program at any time by returning the vehicle to Fleet. The actual or estimated residual value of the vehicle, as well as the replacement charges accumulated related to the vehicle, will be returned to the Fund from which it was paid.

**8.6.1** If the vehicle is not needed by another County organization, it will be disposed of and the actual residual value will be provided to the Fund from which it was paid.

**8.6.2** If another organization needs a similar vehicle, Fleet may allocate to that organization a vehicle that has been returned to Fleet, and the organization receiving the vehicle shall pay

to Fleet the estimated residual value and accrued Replacement Program cash balance related to the vehicle.

**8.6.3** The Fund from which payment was made to purchase the vehicle will be reimbursed only after proceeds for the sale or transfer of the vehicle have been received by Fleet.

**8.7** **Totaled vehicles.** Totaled vehicles that must be replaced by the County without anticipated third party recovery will be replaced through the Fleet Replacement Program. Any shortfall between the replacement cost and the amount already accumulated in the program for replacement of the totaled vehicle will be included as a criteria for determining the Replacement Program charge for the new vehicle.

**8.7.1** If a vehicle that has replaced a totaled vehicle is withdrawn from the Program, the Organization must reimburse the Vehicle Replacement Program the residual deficit incurred for replacing the totaled vehicle.

**8.8** **Vehicle Turn-Ins.** Vehicles for which a replacement has been scheduled must be returned to Fleet.

**8.9** **Non Salt Lake County Government Fleets.** A Non Salt Lake County Government Fleet desiring to have the County operate its vehicle replacement program may do so after execution, and approval by the Mayor and Council, of an interlocal agreement covering desired aspects of the relationship.

## **9.0** **VEHICLE SALES**

**9.1** **Purpose.** To provide guidance for the disposal of County Vehicles in a manner that is in the best financial interest of County taxpayers, and for the timely and orderly accounting of such sales.

**9.2** **Authorization.** Contracts and Procurement, or an agent it designates, shall be authorized to dispose of vehicles as recommended by the Board. Vehicles shall be sold through any method allowed by County ordinance or Countywide Policy 1100.

**9.3** **Compliance with ordinance.** All Vehicle sales are subject to County Property Disposal Ordinance Chapter 3.36.

**9.4** **Preparation of vehicle for sale.** Fleet shall be responsible for getting vehicles in a condition appropriate for sale in coordination with Contracts and Procurement.

**9.5** **Sale of Public Safety Vehicles.**

**9.5.1** Public Safety Vehicles will only be sold to a Public Agency or other user authorized to operate vehicles containing Emergency Response Equipment.

**9.5.1.1** If no Public Agency or other user licensed to operate Emergency Response Equipment is available to purchase a Public Safety Vehicle, the Emergency Response Equipment shall be removed from the vehicle, which vehicle may then be sold as a non-Public Safety Vehicle.

**9.5.1.2** All Emergency Response Equipment removed from a Safety Vehicle will be reused by the County or disposed of by Contracts and Procurement.

**9.6** **Accounting**

**9.6.1** All proceeds collected shall be handled by Contracts and Procurement in accordance with Salt Lake Countywide Policies 1062 and 1301.

**9.6.2** All sales under this policy are final with payment being made in full before the release and/or delivery of any vehicle and its title.

**9.6.3** Proceeds from any sale will be deposited to the same Fund from which the sold item was originally purchased.

**9.6.4** All transactions related to the sale or other disposal of a vehicle must be minimally documented with the following information:

**9.6.4.1** Information about the vehicle, including the make, model, year, VIN number, mileage, Fleet or Non-Participating Organization unit number, the Auditor's asset number;

**9.6.4.2** Information about the purchaser, including the name, address, phone number, and if applicable, the identity of the governmental agency;

**9.6.4.3** Information about the sale, including the date of sale, sale price, and any other relevant information related to the terms of sale;

**9.6.4.4** Any information that is required by Countywide Policy 1100.

**9.6.5** Fleet shall track the sale of County Vehicles, including make, model, year, mileage, sales price, sales date, and sales method.

**9.6.5.1** On a quarterly basis, documentation related to the sale or other disposal of vehicles shall be summarized by Fleet and each Non-Participating Organization in a report to the Board.

## **10.0 PERSONAL USE OF COUNTY VEHICLES**

**10.1 Purpose.** To establish guidelines for the personal use of County Vehicles.

**10.2 Exemption from this section.** This section of the policy does not apply to any County department, division or other unit that has a separate authorized policy related to the personal use of vehicles owned or managed by that department, division or other unit. The separate policy must be in writing, authorized by an elected official, and reported to the Board.

**10.3 Personal use of County Vehicle prohibited.** Except for incidental or emergency personal use, or for authorized commuting with a take home vehicle, Personal Use of any County Vehicle is prohibited.

**10.4 Incidental personal use.** 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.

**10.5 Emergency use.** County Vehicles may be used for Personal Use in emergency situations related to serious medical problems or property damage where the User using the County Vehicle must respond quickly.

**10.5.1** Any emergency use of a County Vehicle must be reported to the User's supervisor within 2 business days, or as soon as practicable, following the emergency use.

## **11.0 COUNTY VEHICLE USE OUTSIDE COUNTY BOUNDARIES**

**11.1 Purpose.** To establish guidelines for the use of County Vehicles outside County boundaries.

**11.2 Exemption from this section.** This section of the policy does not apply to any County department, division or other unit that has a separate authorized policy related to the use of County Vehicles outside the County. The separate policy must be in writing, authorized by an elected official, and reported to the Board.

**11.3 Use of County Vehicle outside County prohibited.** Except as provided in this section, the use of a County Vehicle outside County boundaries is prohibited.

**11.4 Authorization.** Users may use a County Vehicle outside the County only to the extent they have received prior authorization from the elected official, department director, or division director that has supervisory responsibility over them.

**11.4.1** No person may provide authorization to him or herself to use a County Vehicle outside the County.

**11.4.2** Authorization to use a County Vehicle outside the County must be minimally documented with the following information:

**11.4.2.1** The name of the person authorized to use a County Vehicle outside the County;

**11.4.2.2** A general description of the type of vehicle the person is entitled to use outside the County;

**11.4.2.3** The time frame during which the authorization is effective;

**11.4.2.4** The purpose of the use; and

**11.4.2.5** Any other terms relevant to the authorization.

**11.5 Personal Use of County Vehicle outside County.** The rules for the Personal Use of County Vehicles outside the County are the same as for the Personal Use of vehicles within the County.

**11.6 Emergency Use of County Vehicle outside County.** The rules for the emergency use of County Vehicles outside the County are the same as for the emergency use of vehicles within the County.

## **12.0 TAKE HOME VEHICLES**

**12.1 Purpose.** To establish guidelines for the take-home use of County Vehicles.

**12.2 Exemption from this section.** Any County department, division or other unit that wishes to develop its own policy related to the take-home use of vehicles owned or managed by that department, division or unit must satisfy the following requirements:

**12.2.1** The policy must be in writing;

**12.2.2** The policy must be authorized and approved by an elected official;

**12.2.3** The policy must be submitted to the Board for review, suggested modifications and approval;

**12.2.4** Upon its approval, the Board will send the policy to the Mayor and Council for final action;

**12.2.5** The policy will be effective upon the approval of the Mayor and the Council;

**12.2.6** If the submitted policy is not approved by the Board, the relevant elected official may request the Mayor to forward the draft policy, along with the Board's written concerns, to the Council for review;

**12.2.7** No policy will become effective without the approval of the Council.

**12.3 No take home without prior authorization.** No User may take home a County Vehicle, or use a County Vehicle for normal commuting between home and work, without prior authorization from the elected official, department director, division director, or supervisor of the User.

**12.4 Authorization.** Persons may only take home a County Vehicle to the extent they are authorized to do so.

**12.4.1** No person may provide authorization to him or her self to take home a County Vehicle.

**12.4.2** Authorization to take home a County Vehicle shall only be provided in the following circumstances:

### **12.4.2.1 Regular take home authorization**

**12.4.2.1.1** The user has demonstrated and continues to demonstrate a need to respond various situations such as emergencies, callbacks to work: incidents related to construction, snowfall, etc.

**12.4.2.1.2** The user's nature of work, due to their license/authorization, requires response to situations that require a vehicle with specific capabilities or specific safety equipment or office materials that cannot reasonably be carried in the User's personal vehicle.

**12.4.2.2** County vehicles shall be authorized for regular take-home use if the employee's take-home residence is within Salt Lake County. Any exceptions will be annually reviewed on a case-by-case basis and approved by the Fleet Management Board.

**12.4.2.3 Incidental take home authorization.** Due to an isolated incident of use when, because of the lateness of the hour or other peculiar circumstance, it is impractical for the User to return a County Vehicle at the end of a duty shift or acquire a vehicle before a shift begins.

**12.4.3** Any County department or division which authorized a take-home vehicle must submit an annual Fleet Management Authorization form to Fleet Management by the first Wednesday in November of each year, or when an employee is no longer employed by the County, or when an employee is newly assigned a county take-home vehicle during the fiscal year. The Annual Fleet Management Authorization form to take home a County Vehicle must be minimally documented with the following information:

**12.4.3.1** The name and home address of the person authorized to take home a County Vehicle;

**12.4.3.2** A general description of the type of vehicle the person is entitled to take home;

**12.4.3.3** A statement to indicate whether time spent by the person commuting between work and home is considered Official Use or Personal Use, and if considered Official Use, the reasons therefore;

**12.4.3.4** A description of why it is in the County's best interest to allow the person to take home the vehicle; and

**12.4.3.5** Any other terms relevant to the authorization.

**12.5 Tax reporting.** Fleet Management shall annually provide the Auditor's Office the Authorization Forms for tax purposes. The Auditor shall be responsible for preparing internal policies for reporting taxes.

### **13.0 OFFICIAL USE OF VEHICLES BY VOLUNTEERS**

**13.1 Purpose.** To establish the responsibility and authority regarding the use of vehicles by County volunteers when used for Official Use.

**13.2 Procedures.** A volunteer may not use any Vehicle for Official Use until all of the following items have been performed:

**13.2.1** The volunteer must complete a volunteer job application and sign all required volunteer forms and contracts.

**13.2.2** The volunteer must provide proof to the volunteer coordinator of valid Utah motor vehicle operator's license. If the volunteer intends to use their personal vehicle for Official Use, they must also provide proof of insurance with the minimum liability coverage required by Utah law.

**13.2.2.1** The maintenance of a valid operator's license and insurance, if applicable, shall be verified at least every six months.

**13.2.2.2** If a person fails to maintain a valid operator's license, insurance required by

Utah law, or the rights to drive legally, the person must immediately report the change in circumstances to the elected official, department director or division director that manages that persons use of a Vehicle for Official Use.

- 13.2.2.3** Written approval for the volunteer to drive a vehicle for Official Use must be provided by the elected official, department director or division director responsible for the activities of the volunteer.

## **14.0 AUTO USE REIMBURSEMENT**

- 14.1 Purpose.** To establish a policy on auto mileage allowances and provide for periodic adjustment of the allowance amount.

- 14.2 County Mileage Rate.** The IRS Mileage Rate shall be the County Mileage Rate, unless the Council approves some other rate. In no event shall the County Mileage Rate exceed the IRS Mileage Rate.

- 14.2.1** County offices, departments, and divisions may establish their own rates by preparing a written policy and obtaining written approval from the elected official that oversees the organization. Upon approval, such rate shall be understood to be the County Mileage Rate for the organization covered by the policy. Such alternate rates must be reported to the Board and to the Auditor's Office.

- 14.3 Mileage Reimbursement.** Employees who use a non-County Vehicle for Official Use may seek reimbursement from the County at the County Mileage Rate. At the discretion of an elected official, department director, or division director, a non-employee who uses a non-County Vehicle for Official Use may seek reimbursement from the County at the County Mileage Rate.

- 14.3.1** Mileage reimbursement shall not be paid from petty cash.

- 14.3.2** Persons seeking reimbursement must submit an Auto Mileage Reporting Form to their organization's payroll coordinator. The Form must be signed by the elected official, department director, or division director that supervises the person seeking the reimbursement.

- 14.3.3** A request for Mileage Reimbursement should not be submitted more than once a month, or if the amount of reimbursement sought is less than \$25.00, except in the following circumstances:

- 14.3.3.1** Requests for reimbursements must be submitted at least annually, before the close of the fiscal year.

- 14.3.3.2** The employment of the person entitled to a reimbursement is terminated, in which case the Auto Mileage Reporting Form should be submitted as soon as possible.

- 14.3.4** After payroll coordinators receive Auto Mileage Reporting Forms and confirm they comply with this policy, the information shall be submitted to the Auditor's Office, which will process the reimbursement payment within 30 days of receiving the information.

- 14.3.5** The County Auditor may request further information or withhold or delay payment of mileage reimbursement to determine compliance with this policy.

- 14.4 Proof of operator's license and insurance.** A person may only obtain Mileage Reimbursement after they provide proof of a valid operator's license and insurance required by Utah law for the driver and/or the personal vehicle that will be used for Official Use. The proof of proper documentation shall be provided to the elected official, department director or division director that manages the person that will be using a Vehicle for Official Use. Proof of proper documentation shall be provided at least annually.

- 14.4.1** If a person fails to maintain a valid operator's license, insurance required by Utah law, or

the right to drive legally, the person must immediately report the change in circumstances to the elected official, department director or division director that manages that persons use of a Vehicle for Official Use.

**14.5 Report of reimbursements.** On a quarterly basis, the Auditor’s Office will provide to the Board a report of mileage reimbursements containing the following information:

**14.5.1** The identity of each Employee receiving a Mileage Reimbursement during the reporting period, including name, job title, and department or division that authorized the reimbursement;

**14.5.2** The miles reported to have been driven for Official Use during the reporting period by each person receiving reimbursement

**14.5.3** A description of how much Mileage Reimbursement was provided to the Employee.

**14.6 Reimbursement for travel outside the County.** The mileage used to determine the reimbursement for travel that includes driving outside the County will be based on the shortest distance between the starting and ending locations as reported on a widely-used mapping website.

## **15.0 ACCIDENT PROCEDURES**

**15.1** Any accident involving a County Vehicle or a non-County Vehicle during Official Use must be reported by each User who was driving, riding in, or otherwise responsible for the Vehicle. The report shall be submitted in accordance with Countywide Policy 1011, “Accident Reporting Procedure.”

**15.2** Within 30 days after the accident, that status of the User’s drivers license shall be verified by his/her supervisor. If the accident involved the use of a non-County Vehicle on Official Use, the User’s liability insurance shall also be verified by the driver’s supervisor within 30 days.

## **16.0 INSURANCE COVERAGE**

**16.1 Purpose.** To establish insurance coverage limits for County Vehicles.

**16.2 Self-insurance.** Salt Lake County is self-insured for all workers’ compensation and auto liability claims.

**16.3 Coverage during Official Use of County Vehicle.** During the official use of a County Vehicle, the County will provide coverage for property damage and personal injury in amounts not to exceed those provided for in the Utah Governmental Immunity Act, Utah Code Annotated, Section 63-30d-604. To the extent permitted by law, coverage shall be denied if it is established that loss resulted because the person authorized to operate the County Vehicle acted or failed to act due to fraud, willful misconduct, or under the influence of drugs or alcohol to a degree that rendered the individual incapable of safely driving the vehicle.

**16.3.1 Worker’s Compensation.** To the extent personal injury to an employee is covered under the Utah Workers Compensation Act, the County’s coverage for those injuries is that provided by the Act.

**16.4 Coverage during Personal Use of County Vehicle.** During the Personal Use of a County Vehicle, the County will provide coverage for property damage and personal injury to the extent established as minimum limits by the Motor Vehicle Insurance Act, Utah Code Annotated, Section 31A-22-304.

**16.4.1** Coverage for bodily injury to any occupant who is not a County employee while a County owned vehicle is operated for Personal Use shall be limited to Personal Injury Protection benefits as defined in the Motor Vehicle Insurance Act, Utah Code Annotated, Sections 31A-22-307 & 308.

**16.5 Coverage during authorized travel between home and work.** Personal injuries that occur during the authorized driving between home and work of a County Vehicle shall be covered pursuant to section 16.3 of this policy. This applies even if the User was negligent or if the use is otherwise considered Personal Use.

**16.5.1** Authorized driving between home and work is limited to the authorized User and to courses of travel that provide for safe and timely travel. Deviations from authorized take home use are covered pursuant to section 16.4 of this policy.

**16.6 Coverage during Official Use of Personal Vehicle.** During the Official Use of a Personal Vehicle, the primary insurance policy coverage shall be the private insurance of the driver and/or of the Personal Vehicle.

**16.7 Uninsured and Underinsured Motorist Coverage.** The County provides workers' compensation and personal injury protection benefits as required by law or as authorized by the Council or an elected official. The County has elected not to provide uninsured and underinsured motorist coverage as allowed under the Motor Vehicle Insurance Act, Utah Code Annotated, Section 31A-22-305.

## **17.0 VEHICLE SAFETY**

**17.1 Purpose.** To establish guidelines for vehicle safety training courses for persons who use Vehicles for Official use.

**17.2 Traffic laws.** Each User who operates vehicles for Official Use shall obey all applicable traffic laws and shall operate their vehicles in a courteous manner that appropriately represents Salt Lake County.

**17.3 Seat belts.** Each occupant of a County Vehicle and personal vehicle used for Official Use shall wear a seat belt at all times the Vehicle is in use.

**17.4 Safety training courses.** Vehicle users shall attend periodic vehicle safety training courses, established by Risk Management, as follows:

**17.4.1 Defensive Driving Course (Basic).** The following Users must complete the National Safety Council's on-line defensive driving course, or a substitute course approved by Risk Management, at least once every two years:

**17.4.1.1** Each full time and regular part-time employee whose job description includes the operation of a motor vehicle;

**17.4.1.2** Each employee or User who has received authorization to take home a County Vehicle;

**17.4.1.3.** Each employee or User who submits a request for mileage reimbursement;

**17.4.1.4.** Each volunteer or seasonal employee whose job duties include the operation of a motor vehicle, unless exempted by Risk Management upon a demonstration by an office, department or division that compliance would result in an undue burden and not create any undue risk to the public; and,

**17.4.1.5.** Any person authorized to use a County vehicle.

**17.4.2 Large Passenger Van Course.** No person may drive a Large Passenger Van, including Trip Reduction Van Pool vehicles, without having completed the following courses;

**17.4.2.1.** The Basic Course as defined in 17.4.1, and,

**17.4.2.2.** A specialized van safety course, or a substitute course approved by Risk Management, during the prior two years.

**17.4.3 Bus Driver Courses.** No person may drive a bus, including those requiring a CDL license, without having completed the following courses:

**17.4.3.1** The Basic Course as described in 17.4.1,

**17.4.3.2** Such other training as necessary to gain or retain the CDL licensure where applicable, and,

**17.4.3.3** A specialized training course, approved by Risk Management, related to the operation of the specific vehicle that the User will operate.

Such courses and training shall be completed every two years or at such other interval as directed by the User's management or Risk Management.

**17.4.4 CDL Required Courses.** No person may drive a Truck or other vehicle that requires a CDL license without having completed the following courses:

**17.4.4.1** The Basic Course as described in 17.4.1,

**17.4.4.2** Such other training as necessary to gain or retain the CDL licensure, and,

**17.4.4.3** A specialized training course, approved by Risk Management, related to the operation of the specific vehicle(s) that the User will operate.

Such courses and training shall be completed every two years or at such other interval as directed by the User's management or Risk Management.

**17.4.5 Remedial courses.** The following Users must complete a remedial driving course approved by Risk Management:

**17.4.5.1** Any User involved in a Major Accident involving a County Vehicle or a personal vehicle during Official Use;

**17.4.5.2** Any User involved in more than one accident during the interval between their regularly scheduled vehicle safety training sessions.

**17.5 Timing of courses.** Courses shall be taken prior to the operation of a County Vehicle or a personal vehicle for Official Use, or as soon as practicable after such use begins. However, no User may operate any Large Van, Bus, or vehicle requiring a CDL without having completed the required training.

**17.5.1** Transitional Period. Users currently certified to operate Large Vans, Buses or CDL vehicles shall complete the specialized training courses identified in 17.4.2.2, 17.4.3.3, and 17.4.4.3 during 2010 in order to maintain their current operator status. Any Users employed after January 1, 2011 to operate any Large Vans, Buses or CDL vehicles must complete all required training before operating such vehicles.

**17.6 Consequence for failure to complete required course.** Failure by a User to attend a required vehicle safety course may result in any or all of the following consequences, at the discretion of the elected official, department director, or division director of the User:

**17.6.1** Loss of the privilege to drive a County Vehicle;

**17.6.2** Loss of the right to drive non-County Vehicles for Official Use; or

**17.6.3** Loss of the right to receive Mileage Reimbursement.

**17.7 Large Passenger Vans.**

**17.7.1 Organization policies.** Each County organization that uses a Large Passenger Van shall coordinate with Risk Management to develop organization-specific policies and procedures related to the use of Large Passenger Vans.

**17.7.2 Non-preferred status.** Large Passenger Vans shall not be used for any Official Use if another vehicle is available for use and can perform the needed function.

**18.0 DRIVERS LICENSE VERIFICATION**

**18.1 Purpose.** To provide guidelines for ensuring that persons driving for Official Use are properly licensed.

**18.2 Requirement.** Each User who drives for Official Use shall possess a valid drivers license that is appropriate for the type of Vehicle that will be used, and that is valid at the time the Vehicle is used for Official Use.

**18.2.1 Utah drivers license.** Each driver must have a valid Utah drivers license or obtain it within the time limits prescribed by law.

**18.2.2 Loss of driving privilege.** Each User whose job duty requires driving for Official Use, who loses his or her driving privilege for any reason, shall immediately inform their supervisor of loss of such privilege and shall not operate a vehicle for Official Use until they provide proof that the driving privilege has been restored. Each supervisor to whom a loss of driving privileges has been reported must report the incident to the elected official, department director, or division director of the User.

**18.2.3 Discipline.** Driving for Official Use without a valid drivers license is grounds for discipline up to and including termination. *See, Human Resources Policy & Procedure #5702, "Standards of Conduct."*

**18.3 Verification.** Each elected office, department, or division shall verify that each User under its direction who drives for Official Use has a valid drivers license.

**18.3.1** Verification of a valid drivers license shall be performed at least annually.

**19.0 ACCIDENT, DAMAGE AND MOVING VIOLATION REPORTING**

**19.1 Purpose.** To increase awareness of and reduce the costs incurred by the County related to accidents, damage or moving violations involving County Vehicles or other vehicles used for Official Use, and to provide guidelines for prompt reporting and accountability related to such accidents, damage and moving violations.

**19.2 User reporting.** Each User of a County Vehicle or other vehicle used for Official Use that is involved in an accident, moving violation or incurs damage shall report the accident, damage or moving violation to their supervisor. Failure to report such an incident may result in disciplinary action up to and including termination.

**19.3 Organization reporting.** The User organization shall report any accident or damage involving a County Vehicle or other vehicle used for Official Use to Fleet and Risk Management within 7 days of the accident or damage. Fleet shall not perform any service, maintenance or repair to a vehicle having evidence of involvement in an accident until after Fleet verifies that the accident has been reported to Risk Management.

APPROVED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

SALT LAKE COUNTY COUNCIL

\_\_\_\_\_  
Joe Hatch, Chair

ATTEST:

\_\_\_\_\_  
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
District Attorney's Office      Date

**SALT LAKE COUNTY  
FLEET MANAGEMENT  
Take-Home Vehicle Authorization Form**

<b>Date:</b> / /	<b>Department:</b> <b>Organization#:</b> <b>Department Sub#:</b>	<b>Contact Person:</b>	<b>Phone:</b> - -
<b>Authorized Driver:</b>		<b>Defensive Driving Course Date:</b> / /	
<b>Employees' EIN:</b>		<b>New Employee:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Authorized Driver's Title:</b>			
<b>Type of Vehicle:</b>	<b>Take-Home Address:</b>		
<b>Unit #:</b>	<b>Vehicles Assigned County Address:</b>		
	<b>Daily Roundtrip Miles to Address:</b>		
<b>Department's Current Total # of Take-Home Vehicles:</b>			
<b>State justification for take-home privileges below:</b>		<b>Director:</b>	
		<b>Date:</b> / /	

**VEHICLE USE – TAKE-HOME VEHICLES: Policy 1350 Section 12.0**

Certain employees may be identified by the department director or elected official as requiring a vehicle on a twenty-four hour basis. Authorization given by the Fleet Management Board of take-home vehicles shall be based solely on the best interest of the County. **County vehicles shall be authorized for regular take home use if the employee's take-home residence is within Salt Lake County. Any exceptions will be annually reviewed on a case by case basis and approved by Fleet Management Board.** Take-home vehicles may, for example, be authorized to those employees:

- Who are subject to being “on-call” and who, when called, must report to a work site location
- Whose primary duties are in the field and thus those personnel are authorized to take home a County-owned vehicle
- Sworn Fire or Law Enforcement officials required to take vehicles home for operational reasons (car assignment is a non-taxable benefit).

Personnel given the use of take-home County-owned vehicles must execute a written acknowledgement, regarding receipt of said vehicle, with the Department. Fleet Management will keep a central list of employees with such vehicles. Each department must annually submit this form for each employee assigned a take-home vehicle to Fleet Management.

Personnel given the use of take-home County-owned vehicles must ensure that there is adequate and safe parking for such vehicles. Parking of take-home County-owned vehicles, whether on or off duty, must be in approved areas and never on any vegetated and or non-designated parking areas, unless necessitated by work requirements.

Except for incidental or emergency personal use, or authorized commuting with a take home vehicle, personal use of any county vehicle is prohibited. See section 10.0 in County Policy 1350.

Due to liability issues personnel authorized to take home County-owned vehicles may not allow non-County persons to ride in such vehicles at any time, unless their Director or Director Designee has expressly authorized the action.

Personnel operating take-home County-owned vehicles must be attired in the proper, mandated uniform, if applicable.

Personnel authorized to use a take-home County vehicle who submit leave notices for three (3) or more consecutive workdays, must make arrangements with their supervisor to leave the vehicle and keys for use by other County personnel during such period and report this information to Fleet Management.

Each person who is assigned a take-home vehicle is responsible to provide their payroll coordinator a Take-Home Vehicle Tax Reporting Form in a timely manner. The payroll coordinator shall provide the form to Fleet Management. The Auditor shall be responsible for preparing internal policies for reporting taxes.

SALT LAKE COUNTY  
 REQUEST FOR REIMBURSEMENT  
 EMPLOYEE'S/VOLUNTEER'S AUTO MILEAGE REPORT

In consideration of mileage reimbursement from the County, I, \_\_\_\_\_, certify that I was using my personal automobile on official duty for Salt Lake from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_, as specified below, and that the auto mileage shown on this report does not include personal mileage, but only the mileage directly related to my position as a County employee/volunteer.

I also certify that I have on this date a valid driver's license, # \_\_\_\_\_, Exp. Date \_\_\_\_\_ and automobile liability insurance, effective \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_, Policy # \_\_\_\_\_. If any of the information I have provided herein is false, I agree to refund to the County all reimbursement for mileage shown on this report.

\_\_\_\_\_  
 Employee's/Volunteer's Signature Date

APPROVED FOR PAYMENT:

\_\_\_\_\_  
 Elected Official/Department or Division Director Date

Date	Destination	Odometer Beginning	Odometer Ending	Miles

Subtotal - Pg. 1 \_\_\_\_\_  
 Subtotal - Pg. 2 \_\_\_\_\_  
 TOTAL \_\_\_\_\_

(See other side if more space is required for your report)

