

## DUBUQUE COUNTY VEHICLE USE POLICY

Adopted September 12, 1994, Amended February 27, 1998,  
February 24, 1998, December 14, 1998, April 22, 2002

The following Departments in Dubuque County Government own motor vehicles for conduct of official business of the County: Secondary Road Department, Conservation Department, Health and Zoning Department, County Library, Sunnycrest Manor, and Sheriff's Department.

The purpose of this policy is to set forth policy on the use of County motor vehicles by county employees, and to set policy for employees who are conducting business for the county in their private vehicles.

### **A. Use of County Vehicles**

1. Usage of county motor vehicle is for official county business only and only with prior management approval. No employee of the County shall utilize county vehicles for personal business or outside working hours, except as specified below. Employees who regularly drive county vehicles are subject to examination of validation of their drivers' licenses and may be required to obtain and provide their driving records to the appropriate county department head.
2. The County Engineer, Secondary Roads Maintenance Manager, Sheriff, Investigators and Drug Task Force Personnel, and Health Director may drive county motor vehicles to their homes in order to be available for the emergencies. For snow emergencies, employees of Sunnycrest Manor and Conservation may be asked to drive county vehicles to their homes in order to be available for the emergency. Employees who are using a county vehicle for an approved out of town trip may take the county vehicle to their homes the previous evening, if they are required to leave for their destination prior to the beginning of regular business hours.
3. Vehicle dealer/repair representatives may drive a County vehicle for the purpose of evaluating it for trade in or repair.
4. Board and Commission members, Sunnycrest Manor patients and patient representatives, contractors, advisory personnel, repair/maintenance personnel, suppliers and others may accompany a County employee as a passenger in a County vehicle when this travel is incident to official business being conducted by the County employee.

Other persons shall sign a waiver waving any claims against the County and any of its employees for injuries or losses that may be suffered while riding in the County vehicle, which will be on file in the Department to which the county vehicle is assigned.

5. Except as stated above and for law enforcement purposes by law enforcement personnel, no passenger who is not a County employee on County business may ride as a passenger in a County vehicle.
6. Official County vehicles are not to be used for towing, pushing, or jump-starting private vehicles.
7. All County employees operating County vehicles will use safety belts and harnesses, as required by Iowa Code Chapter 321.445.
8. All County employees operating County vehicles are prohibited from the use of cellular telephones while driving a county-owned vehicle. Employees must pull over or stop within the assured clear distance to utilize a cellular telephone in a County vehicle.
9. Courteous and intelligent driving practices are to be adopted by all employees while using County vehicles. Violation of traffic laws and ordinances may be treated as violation of this policy as well.
10. Employees are accountable for the proper use and care of the vehicles and all accessories, equipment and tools assigned to the vehicle. Equipment in County vehicles shall not be changed, interchanged, altered or removed from County vehicles unless directed by competent authority. Warranty and/or lease requirements are the responsibility of any employee who is assigned a county vehicle on a regular basis.
11. No County employee shall operate a County vehicle who does not possess the appropriate license to operate that vehicle. Departments shall require employees who drive county vehicles to produce appropriate licenses at least once annually and document this check. Employees are required to report any change in license status immediately to the appropriate department head.
12. A copy of the Motor Vehicle Report of all employees who drive county vehicles shall be obtained annually by the County. A warning notice may be sent to employees who drive County vehicles if any of the following occur:
  - i. Speeding at more than 20 miles over the posted limit;
  - ii. Reckless driving;
  - iii. Vehicular homicide;

- iv. Any combination of two serious violations within a calendar year;
  - v. Vehicular felony charge;
  - vi. Failure to inform, as required in this policy;
  - vii. Other noted or documented acts that may cause potential or real liability to the County. This would place the employee on internal probation and warn of the possibility of losing vehicle privileges.
13. It is the responsibility of any employee operating a County vehicle to inspect the vehicle to determine the need for fuel, oil, water, and serviceability of lights and tires and any other equipment necessary for the safe operation the vehicle.
14. Employees operating County motor vehicles who are involved in accidents while operating County motor vehicles must report the accident to appropriate law enforcement officials, and to the immediate supervisor immediately.
15. Employees operating County motor vehicles are responsible for an and all tickets received while driving the vehicle, unless the citation involves faulty equipment.
16. Smoking and the use of other tobacco products is not permitted in County motor vehicles.
17. All County owned motor vehicles except unmarked law enforcement vehicles shall be labeled as required in Iowa Code Section 721.8.
18. Employees driving county vehicles are responsible for locking vehicles when parking and may be held responsible for any items stolen from the vehicle if not properly secured.
19. Employees MUST report any medical condition or use of medication that impairs driving to the appropriate department head immediately, providing medical evidence of impairment.

#### **B. Use of Private Vehicle for County Business**

1. Only authorized persons are to be passengers in a vehicle operated on county business.
2. All employees using their personal vehicles on a regular basis for county business must provide proof of insurance to the appropriate department head and carry a minimum of \$100,000/\$300,000 combined single limit coverage for bodily injury and property damage.
3. Independent contractors using vehicles as part of their service may be required to furnish to the department with which they are doing business

evidence of insurance and carry a minimum of \$100,000/\$300,000 combined single limit coverage.

4. Employees regularly utilize their own vehicle are subject to examination if validation of their drivers' license and may be required to provide their driving records to the appropriate county department head.
5. Drinking of alcohol or use of illegal drugs while driving or prior to driving on county business is prohibited.
6. Employees who regularly drive their own vehicles on county business are required to inform the appropriate department head of any suspension or revocations of driving privileges immediately.
7. Employees who are driving their own vehicles on county business must comply with the law of the State of Iowa for seat belt usage.
8. Employees who are driving their own vehicles on county business are prohibited from utilizing cellular telephones while driving the vehicle. Employees must pull over and stop in the assured clear distance when utilizing a cellular telephone.