County of Monterey
Board Policy Manual

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Policy Category Operations and Maintenance		

I. Purpose

a. See attached.

II. Background

a. See attached.

III. Policy

a. See attached.

IV. Procedure

a. See attached.

V. Review Date

a. This Policy will be reviewed for continuance by April 28, 2030.

B. Board Action

a. Legistar File Number: 25-132, April 29, 2025.

COUNTY OF MONTEREY

Vehicle Use Policy and Procedures

Revision: 2 Revision Date: 03/13/2025

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I. Introduction

All county employees who drive a County or privately owned vehicle for County business shall follow the guidelines set forth in this policy and procedures.

II. Purpose

The purpose of this policy is to establish and specify the County of Monterey's general requirements and guidelines for vehicle use (both private and County owned) by officials and employees during the conduct of official County business and to establish related procedures and controls. References to employees in this policy include officials, volunteers, and permanent and temporary County employees unless stated otherwise.

III. Policy

County and privately owned vehicles used for County work activities are to be operated in a safe manner consistent with local, state, and federal laws. All accidents must be reported promptly according to the procedures outlined within. The use of County vehicles shall be limited to necessary County business.

IV. Procedures

A. Responsibilities

1. **Public Works, Facilities, Parks (PWFP) Director**
   i. The County Administrative Officer (CAO) has designated the PWFP Director as the agent responsible for implementing the provisions of this policy.
   ii. The PWFP Director shall be responsible for the uniform application and interpretation of County policy regarding assignment of County vehicles to individuals and departmental pools.
   iii. The PWFP Director shall be responsible for ensuring that any proposed exceptions to this County policy are approved by the CAO and considered for maximum benefit to the County.
   iv. Responsibility for County vehicles shall be centralized under the direction of the County of Monterey Fleet Manager for maintenance, acquisitions, repairs, and other responsibilities not delegated to other departments. This includes the authorization of alternate repair facilities.

2. **Department Directors**
   i. Ensure all County employees within the department, who drive vehicles on County business, are aware of and comply with this policy and procedures.
   ii. Ensure all County employees in each department who drive vehicles on County business are provided a copy of this policy and procedures.
   iii. All employees must sign an acknowledgement of receipt (see Attachment A) stating they have received, read, and have had the opportunity to obtain answers to any questions they may have regarding the meaning and interpretation of the policy and procedures. Employees shall not

operate a vehicle (County or private) for County business, until they have signed the acknowledgement of receipt form.

iv. Ensure executed statements of acknowledgement are kept on file in the department.
v. Verify all department employees who drive on behalf of the County maintain a valid California drivers' license, and the class of the license is consistent with the vehicle being driven.
vi. Establish a driver's license verification process to verify all drivers have a valid California Driver's license by utilizing the California Department of Motor Vehicles "Employer Pull Notice" (EPN) Program (see Attachment B).
vii. Ensure that driver records and status information will be kept confidential.
viii. Ensure that all assigned vehicles are delivered to the County vehicle maintenance facility whenever service is due. Only the Fleet manager can authorize vehicle repairs with outside vendors.
ix. All reimbursement claims for County vehicle repairs must be sent to the Fleet Manager for verification and approval.
x. All new employees who may drive on behalf of the County shall attend defensive driver training prior to driving on County business. Verification of attendance shall be kept on file in employee training records and recorded in the Learning Management System (LMS) database. The course shall be repeated every two (2) years or sooner if employee is involved in an automobile accident, whether at fault or not, or if deemed necessary by the department director.

3. Managers and Supervisors

i. Advise your director of any driver's license suspensions or restrictions that are reported to you by employees. Report ALL accidents reported to you to the department director or his/her designee immediately, complete the vehicle accident investigation, and send completed vehicle accident reports to the department director, Risk Management, and Fleet Management within 24 hours of knowledge.
ii. Ensure that employees driving vehicles on behalf of the county are using county owned vehicles unless a vehicle is not available or using a county vehicle is not feasible.
iii. Provide employees who drive their personal vehicles on behalf of the county with the current mileage reimbursement form.

4. Employee Drivers

i. Drivers are prohibited from transporting non-county passengers unless their presence is directly related to the tasks or responsibilities associated with the work being performed.
ii. Complete a defensive driver-training program prior to driving County vehicle as required by the core duties of their position.
iii. The driver of a vehicle shall operate the vehicle only after the safety belts have been properly fastened by the driver and the passengers in the vehicle. These safety belts shall remain fastened at all times while the vehicle is in motion.
iv. All drivers must conduct a safety pre-check of the vehicle using the County vehicle App or the Vehicle Safety Check Sheet (see Attachment C) prior to operating. Any county owned vehicle deemed unsafe to operate should be reported to Fleet Management immediately for repair.
v. Drivers shall remain attentive at all times and not distracted. Use of handheld cellular phones, including texting, while operating a motor vehicle is prohibited (California Vehicle Code Section 23123). Distractions are to be avoided while the vehicle is moving. Note: This section does not apply to an emergency services professional using a wireless telephone while

operating an authorized emergency vehicle, as defined in California Vehicle Code Section 165, in the course and scope of his or her duties (California Vehicle Code Section 23123(d)).

vi. Driving a vehicle on County business while under the influence of alcohol or illicit drugs is strictly prohibited.

vii. Operating a vehicle while on County business while taking legal drugs or medications that affects your ability to drive the vehicle safety, is strictly prohibited. When in doubt, ask your medical professional or pharmacist whether your prescription drug or over-the-counter medication is safe to take while driving at work.

viii. In accordance to SB1100, all employees who are required to have a valid driver's license to operate vehicles or equipment on official County business, shall immediately report any suspension, revocation, or restriction of driver's licenses to their supervisor.

ix. Prior to vehicle use, all drivers are responsible to ensure, to the best of their knowledge, that the vehicle can be operated safely, where required a pre and post trip inspection report is to be completed. If the vehicle is not in safe operating condition, notify your supervisor.

x. The driver of a County-owned vehicle shall report every noted defect of the County vehicle or its operation to the immediate supervisor so the issue can be addressed with the Fleet Maintenance Division as soon as possible to assure proper maintenance and safety.

xi. Employees operating their personal vehicle for County business have a responsibility to ensure their vehicle is maintained so that it can be safely operated while conducting County business.

xii. All vehicle accidents and/or damages involving County vehicles, or involving personal vehicles while on County business, must be immediately reported to the department supervisor or manager and local law enforcement for the investigation and completion of a police report.

xiii. Vehicle code violation citations issued while using a County vehicle must be reported to your supervisor. If an employee is issued a citation with a fine, the fine shall be the responsibility of the employee.

   a. Citations or tickets issues for such things as deficient equipment, proof of insurance, proof of registration, and/or other "fix-it" related violations to a County employee while driving a County-owned motor vehicle must be sent to the Fleet Manager.
   b. ***Note:*** The Department Director or Designee will be notified of delinquent citations and/or tickets received due to an employee's failure to pay the corresponding fines or fees.

xiv. Smoking and/or vaping is not permitted in any County-owned motor vehicle at any time, by anyone.

xv. No pets are allowed in County owned vehicles, unless necessary for completion of assigned County duties.

xvi. Drivers are prohibited from altering County owned vehicles or equipment that is not authorized by Fleet or attempting to alter or disable any equipped technology.

B. Employer Pull Notice Program

The Employer Pull Notice (EPN) program was established to provide employers with a means of promoting driver safety through ongoing review of driver records.

The State of California requires that employers enroll any driver employed for the operation of any vehicle, if the driver is required to have any of the following:

- Class A License;
- Class B License;

- Class C License with Hazardous Materials Endorsement;
- Class C with Special Certificates, issued pursuant to CVC Section 12512, 12517, 12519, 12520, and 12523.5; or
- Any driver of a passenger vehicle having a seating capacity of not more than 10 persons, including the driver, operated for compensation by a charter-party carrier of passengers.

The County of Monterey requires employees who drive County vehicles or use their personal vehicles while performing business for the County to be enrolled in the EPN program. Enrollment requires the employee to complete and sign the Authorization for Release of Driver Record Information form (Attachment B).

The EPN program automatically generates a driver record when any of the following actions or activities occurs:

- Upon enrollment of driver in the program;
- Annually;
- When a driver has any of the following added to his/her driver record:
  - Convictions;
  - Failure to appear;
  - Accidents;
  - Driver license suspensions or revocations; or
  - Any other action taken against the driving privilege.

Each department must assign an employee to be an EPN Agent, and another to be a back-up EPN Agent.

All EPN program notices will be sent to the Department EPN agent. The EPN Agent must review notices within a timely manner of receipt and contact Risk Management and the Human Resources Representative for their respective department concerning any of the following:

- Failure to Appear;
- Revocation of license;
- Suspension of license; and
- Restriction of license or any other action taken against the driving privilege.

Any driver designated as a "Negligent Operator" by the California DMV shall not operate any County vehicle or use a personal vehicle while acting on behalf of the County. A "Negligent Operator" is defined by the DMV as a person whose driving record shows a violation point count of four or more points in 12 months, six or more points in 24 months, or eight or more points in 36 months.

C. Assignment of Vehicles

1. **Duty Hour Retention**
   The minimum transportation needs for this category of vehicle assignment shall include the following conditions:
   i. The department director or his/her designee has determined the assignee's duties cannot be satisfactorily performed without continuous availability of a suitable vehicle during duty hours.
   ii. The tasks performed during duty hours require a specially equipped vehicle.
   iii. The need cannot be met by use of a department pool vehicle.

iv. The monthly mileage claim costs of a privately owned vehicle would regularly exceed costs of assigning a County vehicle.
v. Not a responsibility but is a rule or other information included as a guideline in this policy.

2. Permanent Retention

A department director or their designee may assign an employee permanent (overnight) retention of a County vehicle if the department director deems that:

i. Permanent retention is in the best interest of the public; and
ii. the task(s) to be performed when called during off-duty hours requires immediate travel to the job location.

When an employee is assigned a vehicle for standby overnight or a weekend, an assigned County vehicle is not to be used for personal use except in rare emergency situations when no other vehicles are available (such as for an urgent medical need).

Approval for permanent retention is contingent on the employee being (and remaining) on a continuous on-call status during other than normal working hours (i.e., 24-hours on call) and meeting at least one of the following criteria:

i. The need to respond to emergencies in the field with a vehicle specially equipped to meet the work needs of the department an average of at least six (6) or more calls per month.
ii. The employee is required to respond to the field with specially equipped vehicles to meet the seasonal work conditions of the department.
iii. The employee reports directly to the field at least fifty percent (50%) of his/her scheduled workdays and the employee lives more than ten (10) miles from the office headquarters.
iv. The employee operates specialized equipment that would be required in the event of an emergency and there is not enough time to retrieve the equipment from a County facility.
v. An employee has an irregular work schedule due to required attendance at work related activities an average of at least two (2) weekends per month or two (2) evenings per week.

3. Temporary Retention

The authority granted in this section shall not be used in place of or to circumvent the requirements of making formal requests for permanent retention.

When an employee is assigned a vehicle for standby overnight or a weekend, an assigned County vehicle is not to be used for personal use except in rare emergency situations when no other vehicles are available (such as for an urgent medical need).

A department director or their designee shall be authorized to grant temporary retention of vehicles to employees based on the following criteria:

i. Temporary retention is in the best interest of the public.
ii. When an employee is temporarily scheduled for standby duty outside of normal working hours due to emergency conditions or adverse weather.
iii. When an employee is leaving before working hours or returning from an authorized County business trip after regular working hours.

D. Use of a County Vehicle for Personal Business

When using a County vehicle, an employee shall follow these guidelines:

- When an employee is assigned a vehicle for standby overnight or a weekend, an assigned County vehicle is not to be used for personal use except in rare emergency situations when no other vehicles are available (such as for an urgent medical need).
- When a County car is taken home, it should be parked in an appropriate place such as the employee's driveway, garage, or close to the employee's home.
- If non-County employees (i.e., family members) attend local, regional, or state meetings with an employee, the employee shall use his/her personal transportation, with the prior authorization of the department director or designee. Mileage reimbursement shall be allowed in accordance with the applicable provisions of the County's Personnel Policies and Practices Resolution.
- Transportation of any person(s) not connected with County business is prohibited in County vehicles unless otherwise expressly permitted by applicable law, or unless the department director has authorization from the CAO.

E. Use of Privately Owned Vehicles for County Business

The use of privately owned vehicles for official County business shall be allowed when such use is determined to be in the best interests of the County.

Use of a privately owned vehicle for official County business shall not be mandatory, unless it has specifically been made a condition of employment, pursuant to the Personnel Policies and Practices Resolution Section A.18.2.

1. **Prerequisites for Authorization**
   Any private vehicle to be operated shall be in sound mechanical condition and adequate for providing the required transportation in a safe and legal manner. The vehicle shall be a conventional 4-wheel vehicle. Under no circumstances shall a 2 or 3-wheel vehicle be used for County business. The vehicle shall be equipped with seat belts.

   Any employees authorized to use a privately owned vehicle for official County business shall have:
   i. Prior authorization of his/her department director or their designee.
   ii. A valid California driver's license of the proper class with him/her at all times when operating the vehicle, while on County business.
   iii. Valid and current proof of auto liability insurance with policy limits not less than those set forth in California Vehicle Code Sections 16451.
   iv. A signed EPN form (Attachment B) on file and enrollment into the EPN DMV Program.
   v. The County prohibits carrying passengers not associated with County business during trips on County business.
   vi. Borrowing a privately owned vehicle (not owned by County employee) for use on County business is prohibited.
   vii. Cost of wear and tear to a personally owned vehicle used on County business is the responsibility of the vehicle owner.
   viii. The County is not responsible for any loss/damage that occurs to any personally owned vehicle while parked on or near County work sites, at the employee's home/residence, not being used

for County business, or while the employee is traveling on his/her normal commute to and from work.

An employee may drive their own vehicle for County business only if the department director or his/her designee has approved the use, and:

i. When there are no County vehicles readily available for use from Fleet Management.
ii. When a County vehicle is deemed unsafe to drive and no alternate vehicle are available. In this instance, the unsafe vehicle shall be taken out of service.
iii. When the supervisor or manager has determined it is not feasible for the employee to utilize a county vehicle.
iv. When the employee driver agrees there will be no non-county employees transported while in the course and scope of business in County Vehicles.

2. Mileage Reimbursement

Employees authorized to use their private vehicles for County business can claim reimbursement to the extent authorized by either the applicable provisions of the County's Salary and Benefits Resolution, or the applicable provisions of any memorandum of understanding or mileage reimbursement policy.

3. Personal Property Reimbursement

When an employee is authorized to use his/her private vehicle for County business pursuant to this policy and sustains damage to the vehicle while in the authorized performance of official County business, employee may submit a claim for reimbursement for such loss subject to the following:

i. Employee must report the incident that caused the damage to his/her insurance carrier if the damage exceeds their collision deductible.
ii. Employee must report the incident that caused the damage to his/her supervisor.
iii. Employee must report the incident to the police.
iv. Employee may file a claim for damages with the County's Risk Management Department for potential reimbursement of damage.
v. Employee may be eligible for reimbursement up to the amount of his/her collision coverage deductible or $500.00, whichever is less upon submission of a substantiated claim consisting of:
    a. A copy of the accident/incident report that was submitted to his/her supervisor.
    b. A copy of the accident/incident report prepared for his/her personal insurance (if the damage exceeds his/her comprehensive deductible).
    c. A copy of the police report.
    d. A statement signed by the employee's department director confirming the employee was on authorized County business at the time of the incident/accident, was authorized to use a personal vehicle on County business and that he/she approves the claim request.
    e. A copy of the repair bill or estimate.
    f. A copy of the declarations page of the employee's automobile insurance policy evidencing the deductible for collision damage or comprehensive coverage.
    g. A copy of the vehicle registration form verifying the employee as the registered owner of the vehicle.
    h. A completed County of Monterey claim for damages form.

F. In the Event of an Accident

All accidents involving a County vehicle or a private vehicle while used in the course and scope of employment must be reported to the police whether or not there is damage to the County vehicle.

In the event of an accident, the employee shall utilize the following information:

- Stop immediately
- Take steps to prevent another accident at the scene.
- Call a doctor or ambulance; or 911 if necessary.
- Notify police.
- Obtain as much information about the accident as possible, (i.e., names and addresses of witnesses, license numbers of vehicles involved, etc.)3
- Do not discuss fault, liability, or responsibility for the accident.
- Do not agree to pay for anything or say that the County will take care of the costs or damage.
- Do not sign any papers.
- Do not discuss the accident or give statements to anyone at the scene, other than police officers.
- File a police report immediately, no matter how minor the accident.
- The accident is to be reported as soon as possible to the Fleet Management Division (755-4949).
- Report the accident to your direct supervisor/manager and/or department director immediately or as soon as practically possible.
- Immediately report any vehicle accident related personal injuries to your supervisor and worker's compensation report forms and medical treatment will be made available to the employee.
- When possible and safe to do so, take photos of the damaged vehicle/property and submit them with the incident report.
- The County will not assume responsibility for injury to an unauthorized non-County passenger who is an occupant of a County vehicle or a personally owned vehicle being used in the course of County business.

Appendix A

County of Monterey

ACKNOWLEDGEMENT OF RECEIPT / UNDERSTANDING OF THE COUNTY OF MONTEREY VEHICLE USE POLICY

I verify by signing this form:

- I have been provided a copy of the Monterey County Vehicle Use Policy and understand my responsibilities.
- All questions that I have regarding this policy have been answered.
- I understand that I will take the defensive driver training prior to driving on county business, completing retraining every two years or as assigned thereafter.
- I understand that I will enroll in the County's "Employer Pull Notice" program as a requirement of policy compliance and driving on County business.
- I understand that failure to comply with the policy may result in corrective action, up to, and including, termination.

Employee Name (print):	**Signature:**
Department / Division:	**Date:**

Appendix B

STATE OF CALIFORNIA
DMV
Department of Motor Vehicles

EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR
RELEASE OF DRIVER RECORD INFORMATION

SECTION 1 — DRIVER INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, _____.
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to *California Vehicle Code* (CVC) §1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE

DATE	SIGNATURE OF EMPLOYEE
	X

SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, _____, of _____
AUTHORIZED REPRESENTATIVE — COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC §1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (*Penal Code* §118) and false representation (CVC §1808.45). These are punishable by a fine not exceeding five thousand dollars ($5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC §§1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE

DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE
	X

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at **dmv.ca.gov/otherservices**, or by calling 916-657-6346.

PLEASE RETAIN AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS *AND* MAKE AVAILABLE UPON REQUEST TO DMV STAFF.

DO ***NOT*** RETURN THIS FORM TO DMV.

INF 1101 (REV. 5/2021) **WWW**

Clear Form Print

Appendix C

County of Monterey

VEHICLE SAFETY CHECK SHEET

VEHICLE NUMBER	PRIMARY DRIVER	
ODOMETER READING (MILES)	**NEXT SCHEDULED MAINTENANCE DUE**	**MILES**

Week period: From _____ to _____

	DRIVER'S INITIALS							
	DATE							
		MON Yes/No	*TUE Yes/No*	*WED Yes/No*	*THU Yes/No*	*FRI Yes/No*	*SAT Yes/No*	*SUN Yes/No*
	MONTHLY CHECKS (To be checked every 1st working day of each month)							
1	Fire extinguisher present, fully charged and checked monthly?							
2	Proof of insurance/incident folder present in vehicle?							
3	Vehicle registration present in vehicle?							
	WEEKLY CHECKS							
4	First aid kit present and fully stocked?							
5	Road kit with flares present and fully stocked?							
6	Spare tire present, inflated and in good condition?							
7	Engine fluids at recommended levels?							
	DAILY CHECKS							
8	Two-way radio operational?							
9	Windshield in good condition? (free of cracks or pits)							
10	Windshield wiper blades in good condition?							
11	Tires in good condition with 1/8" tread no nails or cuts?							
12	Does the horn work?							
13	Headlight low and high beams operational?							
14	Turn signals, emergency flasher, parking/license lights operational?							
15	Vehicle back-up alarm operational? (if applicable							
16	Brakes functioning properly?							
17	Emergency brake tested and operational?							
18	Equipment or cargo secured in case of sudden stop?							
19	Light bar and arrow stick attached securely and operational?							
20	Is the body of the vehicle in good condition free of scratches and dents? Perform a visual check of every side of the vehicle.							

COMMENTS / CORRECTIVE ACTION REQUIRED (i.e. any missing equipment): _____

_____

Supervisor's Signature:		Date:	

This safety check sheet is to be completed starting every morning by the primary driver. Some items are to be not less than weekly and should be checked every Monday morning. Any safety issues should be reported to supervisor immediately. The completed sheet is to be submitted to the driver's supervisor or manager after completion. The supervisor or manager will be responsible for reviewing this sheet and taking action on any problems listed. A work order should be generated for any repairs needed to keep the vehicle in full operational status. After review, the sheets are to be submitted to Fleet Coordinator on a weekly basis.