



APPROVED: September 17, 2024	POLICY TOPIC: VEHICLE CARE AND MAINTENANCE
Revision: 1	POLICY SECTION: FLEET

VEHICLE CARE AND MAINTENANCE POLICY

Policy Statement:

McDuffie County vehicles are provided to support County business activities and are to be used only by qualified and authorized employees during normal working hours. These vehicles are to be operated in strict compliance with motor vehicle laws and with the utmost regard for their care and cost-efficient use. County vehicles may not be used for business activities of other companies.

There are times when it is to the benefit of the County for employees to have access to county-owned vehicles after normal work hours and/or while off duty. Vehicles may be used after normal work hours if the County Manager’s Office determines that the vehicle can be justified for work-related responsibilities. County-owned vehicles shall be used for county business only.

Employees approved for the operation of a County vehicle are responsible for abiding by all County policies and procedures and for operating the vehicle according to all traffic laws.

Vehicle Requirements and Responsibilities:

Each driver is required and responsible for the actual possession, care, and use of the County vehicle in their possession. Do not trade or swap vehicles with another employee inside or outside of your department. Therefore, the driver requirements and responsibilities include, but are not limited to the following:

- Must maintain a valid driver’s license.
- Must have a good driving record.
- Must be able to follow safety and traffic rules, including those on seatbelt usage, mobile phone use, and driving while fatigued or intoxicated.
- Must report damages, accidents, and other concerns immediately.
- If for any reason, an employee driver’s license is revoked, suspended, or restricted, it is mandatory that the employee must notify their Department Head/Constitutional Officer, County Manager, or Human Resource Director immediately.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles by unauthorized drivers, spouses, or significant others.
- Keeping the vehicle clean, inside and outside.
- Keeping the vehicle safe during and after normal work hours.
- Notify and schedule vehicle maintenance services with the Shop Manager.
- Notify the Department Head/County Manager or Constitutional Officer if repairs outside the regular service are needed.
- Attend required defensive driving training when provided by the County or an approved agency.

- Refrain from using technology; GPS, iPads, cell phones, or any other hand-held device(s) while operating county-owned vehicles.
- Usage of nicotine products, including, but not limited to smoking and/or vaping is prohibited in all County vehicles.
- Seat belts must always be worn. Any malfunctioning seat belt should be reported for repair by the employee immediately.

Failure to comply with any of these requirements and responsibilities may result in disciplinary actions, up to and including termination of employment.

Vehicle Care and Maintenance:

Every driver of a County vehicle is expected to maintain his or her assigned vehicle. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

Preventive maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement, and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance on your County-owned vehicle, performed by the County Shop Department or a certified dealer when deemed necessary and approved by the Department Head or County Manager's Office.

Each vehicle has been logged with the Finance Department for the usage of one wash per day through Shine On Thomson, located at 1640 Washington Rd, Thomson, GA 30824. It is the responsibility of the driver assigned to the vehicle to ensure that the vehicle is clean, both inside and outside of the vehicle. The Finance Department monitors the usage of each vehicle assigned to a county employee.

Policy Guidelines for Vehicle Usage Outside of Business Hours

The following guidelines shall apply when determining whether an employee merits the use of a county-owned vehicle after normal work hours, and if so under what conditions.

1. Work Responsibilities After Hours: The provisions of a county-owned vehicle for use after normal work hours, if determined to be justified for work-related responsibilities, shall be in accordance with the following guidelines:
 - The county-owned vehicle should be for county business only.
 - The requesting department must have an identifiable need for an employee to have use of a county-owned vehicle either to perform frequent regular duties after hours or to provide a first emergency response after hours.
 - The Department Head shall annually submit to the County Manager's Office the reason, duration, and system (rotation of on-call, etc.) for usage of vehicles in their department.
 - The county-owned vehicle may only be taken out of the county if the employee is on official county business or if the vehicle is specifically assigned for a purpose requiring it to leave the county.
 - Limited personal use of a county-owned vehicle, incidental to county business, may be allowed. This includes brief errands related to commuting to and from work. However, such personal use should be minimal.
 - No one other than the county employee is allowed to operate or ride in a county-owned vehicle after hours. The only exception is for employees who use the vehicle to drop off or pick up their children from school on their way to and from home. If an employee has

their child in the county vehicle, it is the responsibility of the employee to provide a statement from their personal vehicle insurance carrier confirming that their insurance will cover any medical claims arising from injuries to the child while in the county vehicle.

- Trips for personal use once an employee arrives at home shall not be permitted.
- Use of a county-owned vehicle shall be properly reported to the Internal Revenue Service by the County Finance Department.

2. Fire/EMA Vehicle Assignment Program: The provision of a county-owned marked emergency fire or EMA vehicle for use after normal work hours or while off duty, if determined to be justified by the Chief, shall be permitted.

Traffic Violations:

Should an employee, for any reason, receive a traffic violation or a parking ticket, the employee must pay it and all traffic violations must be reported to the employee Department Head/County Manager or Constitutional Officer as soon as possible. Under no circumstances are traffic and/or parking fines to be charged to the County.

A driver with three moving violations or any combination of three accidents and/or moving violations within a two-year period will be prohibited from driving the County-owned vehicle. Any driver with a violation associated with drug/alcohol will be prohibited from driving a County vehicle until the "State" reissues a current and valid driver's license.

These types of violations may result in disciplinary actions, up to and including termination of employment.

Please be aware that motor vehicle violations incurred during non-business (personal use) hours will also affect your driving status and are subject to review.

Vehicle Return:

A driver is required to return the County issued vehicle, but are not limited to the following:

- Upon resignation or termination of employment.
- When an employee shows negligence over vehicle upkeep and maintenance.
- Failure to follow or willfully ignore McDuffie County Vehicle Care and Maintenance Policy.
- When the vehicle has been involved in an accident that causes the vehicle to be unfit for driving.
- When an employee loses their driver's license or is suspended from driving for a set amount of time.

Failure to comply with this policy may result in disciplinary actions, up to and including termination of employment.