



**COUNTY OF SAN BERNARDINO
STANDARD PRACTICE**

No. 03-10 SP 5

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EFFECTIVE DATE December 18, 2018

**POLICY: VEHICLE POLICY
SP: Vehicle Safety**

APPROVED

GARY McBRIDE
Chief Executive Officer

PURPOSE

To provide direction for the safe operation of County vehicles.

DEPARTMENTS AFFECTED

This standard practice applies to all County groups and departments.

DEFINITIONS

None.

PROCEDURES

1. All County vehicles shall be used safely, legally and courteously. This includes, but is not limited to the following directives:
 - a. All employees who have occasion to drive a County vehicle or their personal vehicle on County business are required to attend Risk Management's driver training program (per County policy 13-03).
 - b. Safety belts must be worn by all vehicle occupants while the vehicle is in operation. Law enforcement (sworn) personnel are exempt from this requirement.
 - c. Driver must adjust seats and mirrors as necessary.
 - d. Employees with an appropriate valid driver's license and authorization to operate a County vehicle shall drive in a manner that is lawful and safe for weather and road conditions. If done otherwise, the individual may be held personally liable for all related costs and damages and may be subject to disciplinary action, up to or including termination of employment.
 - e. Before operating a vehicle, the driver must visually check to be sure it is safe and there is no unreported damage. Employees are responsible for ensuring that vehicles with unsafe conditions or with out-of-date inspections are not driven until such conditions are corrected. Unsafe vehicle conditions must be reported to Fleet Management or other appropriate vehicle service/maintenance authority immediately.
 - f. Departments are responsible for monitoring basic vehicle maintenance checks, such as engine oil level, coolant levels and tire pressures between programmed maintenance intervals. Failure to adhere to basic vehicle user maintenance checks may create financial responsibility for the user department.
 - g. As a matter of law, vehicle operators are required to obey all traffic rules, regulations, and laws. Accordingly, all fines and/or punitive measures as a result of improper vehicle operation are the personal responsibility of the driver. All tickets shall be reported to the employee's immediate supervisor as soon as possible. Generally, the County is responsible for all fix-it tickets unless the condition was caused by the driver or passenger while using the vehicle without authorization and/or inappropriately.
 - h. Cell phone usage is allowed if it does not inhibit the safe operation of the vehicle, and is conducted in a manner authorized by law. However, texting, reading, or responding to emails or any other actions that cause distracted driving are strictly prohibited while operating County vehicles.

2. Tobacco, Alcohol, Drugs, and Medication
 - a. Drivers and passengers are never allowed to smoke in any County vehicle.
 - b. Driving a vehicle while under the influence of alcohol or drugs, as defined by County policy 07-17, is strictly prohibited.
 - c. Drivers must not operate vehicles if they have taken any prescribed drugs or any over-the-counter medications that might impair their driving ability or judgment.
 - d. Drivers will be held responsible for all damage caused as a result of their use of tobacco, alcohol, drugs, or medication.
 - e. See also County policy 07-17

3. Awareness of the County's Image
 - a. Drivers and passengers will be courteous and utilize defensive driving techniques at all times.
 - b. Drivers and passengers will present themselves in a pleasant, positive, and courteous manner at all times.

4. Fueling County Vehicles
 - a. The vehicle's engine must be turned off when fueling.
 - b. There shall be no smoking while fueling.
 - c. No cell phone use while fueling.

LEAD DEPARTMENT

Fleet Management