

ADMINISTRATIVE PROCEDURES



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C. Dulak
County Administrator

SUBJECT: **VEHICLE USE AND ACCIDENT REPORTING**

DEPARTMENT RESPONSIBLE: **All County Departments**

1. **STATEMENT**

It is the intent of Pima County that any individual who drives a County Vehicle or a personal vehicle on County business operates the vehicle in a safe and responsible manner and submits timely reports for all accidents.

2. **DEFINITIONS**

Accident: An event causing bodily injury or property damage triggered by an impact occurring between a vehicle and another vehicle, a person, animal, road debris, or fixed object.

Authorized Driver: Any driver authorized pursuant to Administrative Procedure 30-31, Driver Qualification and Authorization.

County Vehicle: Any County owned, leased, or rented vehicle, including, but not limited to, sedans, trucks, vans, and heavy equipment.

Driver Authorization: The authorization provided under Administrative Procedure 30-31, Driver Qualification and Authorization.

Defensive Driving: Proactive driving behaviors and skills used to anticipate and react to potentially dangerous situations including adverse driving conditions (such as conditions of the road, weather, and traffic) and the mistakes of others.

Incidental Use: Minimal personal use of a County Vehicle, such as stopping for an errand, a rest, or a lunch break on the way between work-related stops. Any detour of more than one mile may be considered to be non-incidental, absent special circumstances

Motor Vehicle Record (MVR): The Department of Motor Vehicle computer printout of a driving or vehicle record. The manner in which driver license or motor vehicle record information may be rereleased is regulated by federal and/or state law.

Non-Preventable Accident: An accident involving a vehicle in which the accident occurred even though Defensive Driving skills were exercised by the driver to prevent the accident.

Preventable Accident: An accident where a driver failed to use the Defensive Driving skills needed in the situation to avoid the accident.

3. **VEHICLE USE**

A. **Use of Pima County Vehicles**

1. Any individual that operates a County Vehicle or personal vehicle must be an Authorized Driver as outlined in Administrative Procedure 30-31, Driver Qualification and Authorization.
2. County Vehicles are provided to support the performance of job duties; therefore, County Vehicles are to be used only as outlined in this procedure.
3. Incidental use must conform to this procedure and must not interfere with the driver's job duties. Any special circumstances must be pre-approved by the Department Director.
4. Assignment of all take home vehicles shall be for the purpose of conducting County business in case of emergency or call-out basis. In addition, all employees who take home a vehicle must adhere to tax reporting guidelines as outlined in A.P. 22-32, Personal Use of County Vehicles.
5. Pima County's insurance coverage extends to Pima County vehicles only and insurance coverage does not extend to personal vehicles.
6. Any passengers to include Pima County employees, contractors, interns or volunteers must have a business relationship with the County. County drivers shall not transport any passenger for non-County business.

B. **Take Home Pima County Vehicles**

All vehicle use guidelines in this procedure apply to take home vehicle use. In addition, the following Administrative Procedures apply specifically to take home vehicle use:

- a. A.P. 22-32, Personal Use of County Vehicles. All employees who take home a vehicle must adhere to tax reporting guidelines.
- b. A.P. 49-12, Take Home Vehicle Tracking and Reporting.

C. **Personal Vehicles on County Business**

1. Use of a personal vehicle must be authorized by the Department Director or his or her designee.
2. Any individual who drives a personal vehicle on County business must be an Authorized Driver.

3. Only vehicles registered and licensed by the State of Arizona may be used for County business and must have insurance coverage as established by Arizona state law.
4. An individual who uses a personal vehicle on County business is primarily covered by the owner's automobile liability insurance limits in the event of an accident. Driver Authorization activates Pima County automobile liability insurance only when the amount of the claim exceeds the owner's insurance limits.

D. Privacy

No driver or passenger in any County Vehicle, including take home vehicles, should have an expectation of privacy regarding use of the vehicle. Global positioning systems (GPS) and vehicle performance and safety devices have been installed in County Vehicles and are used to monitor vehicle use.

E. Department Motor Pool Vehicle Use Sign-Out

To use a Department or Division motor pool vehicle, all Authorized Drivers must sign out the vehicle. Departments must establish a process to sign in and out vehicles and maintain a record of who drove Department vehicles. Records may be maintained electronically or hard copy. A sample of the vehicle sign out sheet is located on the Fleet Services intranet.

4. SAFETY PROCEDURES

A. Pre-trip Inspection

1. A pre-trip inspection is required before operating any County Vehicle. Inspect the vehicle for any damage or obvious safety concerns prior to use. Document damage and concerns on the Pre-trip Inspection Form and submit for to the Department Transportation Coordinator or appropriate authority. Do not operate any vehicle that has deficiencies that make it unsafe to drive.
2. If a pre-trip inspection is not performed and damage is discovered after use, the driver's Department and the Driver Safety Committee may find the last driver of the vehicle responsible for the damage.
3. A pre-trip inspection checklist is located on the Fleet Services Intranet. This form does not replace the Department of Transportation heavy equipment Commercial Driver License pre-trip inspection as required by federal law.
4. Department Transportation Coordinators shall maintain copies of pre-trip inspection records.

B. Electronic Equipment Use

Use of electronic devices while driving on County business is prohibited. Any electronic use should only occur when the vehicle is parked in a safe location and be limited to essential County business only.

C. Traffic Laws

Drivers must abide by all federal, state, and local motor vehicle regulations, laws, and ordinances. Drivers will be personally responsible for any citations received while driving a County Vehicle and must promptly pay any associated fines.

D. Securing Property in County Vehicles

Do not leave any valuables visible inside the vehicle while it is parked. No sensitive information shall be left in an unattended vehicle. An individual is responsible for County property such as computers and work equipment under his or her control. The County will not reimburse for any personal property that has been stolen or vandalized while stored in a County Vehicle.

E. Alcohol, Illegal Drugs, Tobacco and Firearms Prohibited

1. No individual shall possess or transport firearms, alcohol or illegal drugs in a County Vehicle, unless such activity is performed in the course of his or her assigned duties. Any such possession, transport, or consumption of alcohol or illegal drugs in a personal vehicle while on County business is prohibited under other Pima County procedures, Board of Supervisors' policies, or federal and/or state laws.
2. Only AZPOST certified peace officers (who are paid by Pima County as such) are allowed to carry firearms or weapons, concealed or otherwise, in County Vehicles.
3. No individual shall smoke or use any tobacco products, including e-cigarettes, in County Vehicles or truck beds at any time.

F. Transportation of Chemicals

County Vehicle are prohibited to transport flammable or combustible liquids unless a U.S. Department of Transportation approved container is used with a capacity of five gallons or less and only contains products as authorized by applicable federal regulations.

G. General Vehicle Safety Precautions

Except for an AZPOST certified peace officer (who is paid by Pima County as such) acting in the performance of his or her duties, an Authorized Driver operating a County Vehicle shall not:

- a. Jump-start another vehicle. Exception: A County Vehicle may be used to jump-start another County Vehicle only if the vehicles are in a remote location and other options are not available.

- b. Push or pull another vehicle or a non-County trailer.
- c. Use any radar detector, laser detector, or similar device.

H. **Motorcycles and Bicycles**

When a motorcycle or a bicycle is used to perform County business, a proper helmet must be worn. Individuals shall be familiar with and abide by applicable safety issues and traffic laws.

5. **ACCIDENT REPORTING**

A. **Accident Reporting**

1. The Department must report the following via a Vehicular Loss Form located on the Fleet Services intranet by the next business day.
 - a. All vehicle accidents involving a County vehicle or personal vehicle used on County business, whether or not there is any apparent damage to the vehicle or property.
 - b. Any accident resulting in possible injury to a third party and/or damage to a third party vehicle or property must be immediately reported to the law enforcement agency having jurisdiction in the area.
 - c. Drivers should follow the instructions on the "In case of Accident Reporting Guidelines and Checklist" envelope located in the glove compartment of all County Vehicles.
 - d. Pima County Risk Management shall be contacted immediately by the employee or supervisor in the event a person is injured and transported from the scene, a vehicle is towed from the scene, or a fatality occurs.
2. Vehicles involved in an accident even with no apparent damage must be taken to Fleet Services within three business days of occurrence. Only Fleet Services is authorized to inspect and repair a vehicle or determine whether it is safe to release and drive until the next scheduled maintenance.
3. All accidents are subject to review by the Pima County Driver Safety Committee as per A.P. 30-33.

