

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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USE AND PURCHASE OF COUNTY VEHICLES

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Purpose:

The purpose of this policy is to define the responsibilities and rules for the purchase and use of county vehicles to conduct county business. This policy is applicable to all vehicles owned or leased by the county, its departments, agencies, or special districts regardless of funding source, except for heavy duty trucks and fire apparatuses. Additional policies regarding the overnight retention of vehicles are outlined in Board of Supervisors' Policy D-10, *Overnight Retention of County Vehicles*.

Policy:

County vehicles are valuable resources that enable county business to be carried out in accordance with county-wide principles and standards. It is the policy of the Board of Supervisors to provide, equip and maintain essential, safe, and presentable transportation equipment for the use of county officers, county employees, and authorized county volunteers to conduct county business.

It is also the policy of the Board to encourage the use of low or zero emissions vehicles in order to improve air quality in the county and meet local and federal air quality regulations.

Personal use of county vehicles by authorized employees or persons is prohibited unless for commuting as authorized in this policy, or personal de minimus use, pursuant to the Internal Revenue Service Code (IRS) and regulations.

Definition:

For the purpose of this policy a vehicle is defined as:

County vehicle includes every car, truck, four-wheel drive, sport utility vehicle, bus, van, minivan, off road two, three or quad unit, motorcycle, moped, trailer, motor home/recreational vehicle purchased with County funds.

Except as noted for the requirement of tracking vehicles in a central data repository, the policy does not apply to heavy duty trucks of a gross vehicle weight rating (GVWR) of 26,000 or more or fire apparatuses (i.e., engines and trucks).

The following shall apply for the use and purchase of all county vehicles:

1. Vehicle Use:

A. *General Requirements*

County owned vehicles shall be driven only by appropriately licensed and authorized employees or persons. Unauthorized persons shall not be permitted to operate a county vehicle. Authorized employees or persons are required to drive the lowest emissions County vehicle available at the time and place usage is required.

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Authorized drivers should use county vehicles, other approved contracted transportation services or privately-owned vehicles to conduct county business in accordance with county/department policy. Reimbursement for use of a privately owned vehicle shall be provided at the current IRS reimbursement rate. Factors to be considered when deciding between using a county vehicle and other means of transportation include:

- Economical use of employee time and operational efficiency,
- Cost of a county vehicle versus IRS mileage reimbursement,
- Availability of other approved transportations services,
- Availability of a county vehicle,
- Appropriateness of the vehicle for the required use

All of the factors listed above should be considered and the option that is most beneficial to the county as a whole should be selected.

B. Commuting

As a condition of employment, county employees are responsible for arranging their own transportation to their regular assigned job sites at county facilities by the appointed start time, regardless of how remote or distant from their home, or the travel time required.

Using a county vehicle for travel from home to a county work place or from a county work place to home is defined as commuting and is a taxable benefit to an employee. County vehicles may not be used for commuting purposes unless approved within the Board of Supervisors' management resolution regarding salaries and related matters, as part of the Rideshare program managed by the County of Riverside Human Resources Department, or as described in Board Policy D-10, *Overnight Retention of County Vehicles*.

Switching from a personal vehicle to a county vehicle **(except an approved Human Resources Rideshare program vehicle)** at an intermediate location for the purpose of commuting between the intermediate location and the employee's regular assigned county worksite is prohibited.

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C. Recordkeeping

Each department/agency head will be responsible for establishing a method for tracking county vehicle use within the respective department/agency and maintaining the appropriate records. Mileage records must be maintained for **all** county vehicles. Records shall include the name of employee utilizing a county vehicle, the date(s) the vehicle was utilized by the employee, the purpose of the trip, and the starting and ending mileage of the personal and business use of the vehicle.

It will be the responsibility of the employee to satisfy Internal Revenue Service requirements for substantiating any deductions for the business use of county vehicles. Without records detailing the business use of county vehicles by the employee, such use may be taxable in full to that employee.

Department heads are responsible for ensuring that an accurate report of personal use of vehicles, as defined by IRS regulations, is reported to the Auditor-Controller's Office on a regular basis. The procedures for submitting this information shall be coordinated with the Auditor-Controller's office. Records shall be maintained pursuant to Board of Supervisors' Policy A-43, *County Records Management and Archives Policy*. All documentation is subject to audit and/or review. Departments/agencies are responsible for ensuring documentation for its vehicles are maintained to comply with the provisions of this policy. Failure to maintain mileage records for county vehicle use will result in the reporting of the fair market value of the use of the vehicle as taxable income to the employee.

2. Vehicle Purchase:

A. General Requirements

County departments, agencies, and special districts requesting to purchase vehicles must submit a Vehicle Request Form to Fleet Services and follow all procedures as referenced in the request form unless a department, agency or special district has been authorized to use an alternative process approved by the Fleet Director. The form is available on Fleet Services' intranet site. The form will require the department to identify vehicle purchase requests as net new vehicles (i.e., an increase to the department's vehicle count) or replacement for an older vehicle.

County departments, agencies, and special districts shall purchase the most cost-effective hybrid models or other fuel-efficient vehicles that are estimated by the Environment Protection Agency (EPA) to achieve a minimum average fuel economy of 25 miles per gallon if available for the size, type and usage application for the vehicles(s) being purchased. Vehicle requests that preclude the use of vehicles that meet this standard must include adequate justification for deviating from the county standard. These requests will be reviewed by Fleet Services for approval. Departments may appeal Fleet's decision to deny an exemption from county vehicle standards to the Executive Office.

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Fleet Services shall hold title to all vehicles with the exception of vehicles over 26,000 GVW and/or those with specific grant requirements, special funding requirements and/or as approved by the Fleet Services Director. Departments may appeal Fleet's decision to deny exception to the Executive Office

B. Safety Features, Minimum Requirements:

All new vehicle ordering specifications must include safety features deemed appropriate for the size/type of vehicle. Vehicles should be equipped with the following, if available, is not cost prohibitive or requires an upgrade to premium models.

- Blind-spot warning (BSW):
 - Visual and/or audible notification of vehicle in blind spot. The system may provide an additional warning if you use your turn signal when there is a car next to you in another lane.
- Lane-departure warning (LDW):
 - Visual, audible, or haptic warning to alert the driver when they are crossing lane markings.
- Rear cross-traffic warning (Back-up camera):
 - Visual, audible, or haptic notification of object or vehicle out of rear camera range.

C. Safety Features, Optional:

In addition to the minimum required safety features, all other available safety features should be considered when developing vehicle ordering specifications and/or confirming vehicle purchases including but not limited to:

- Automatic emergency braking (AEB):
 - Brakes are automatically applied to prevent a collision or reduce collision speed.
- Forward-collision warning (FCW):
 - Visual and/or audible warning intended alert the driver and prevent a collision.
- Rear automatic emergency braking (Rear AEB):
 - Brakes are automatically applied to prevent backing into something behind the vehicle. This could be triggered by the rear cross-traffic system, or other sensors.

D. Safety Features, Automatic Vehicle Location:

All vehicles purchased after FY2018-19 shall be equipped with an Automatic Vehicle Location (AVL) device that is approved/compatible with other county systems. Fleet shall be the single point of control for purchase and billing. Departments are responsible for the one-time installation cost (parts and labor) and monthly subscription costs of AVLs. Department heads may opt out of AVL usage for specific units, large groups of vehicles, or for the entire department with written approval by the County Executive Office.

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3. County Vehicle Identification

1. The words "County of Riverside" or an agency, department, or county emblem, shall be placed on every county vehicle.
2. Unmarked county vehicles are permitted for: investigative work, collection work, children's services, coroner services, the Board of Supervisors and their staff, and other specified services may be exempted by mutual agreement with the Purchasing and Fleet Services Department and as approved by the Executive Office.

Fleet Services Reports:

Fleet reports are valuable resource documents that will be used by departments in developing budgets/fixed asset requests for vehicles and by analysts in the Executive Office when reviewing these requests.

A. Quarterly Vehicle Utilization Report

On a quarterly basis, Fleet Services shall distribute a *Vehicle Utilization Report* to all departments that utilized vehicles during the reporting period. The report shall include statistics about mileage and the overall utilization of vehicles. Departments must take steps to correct the underutilization of vehicles and address recommendations to retire a vehicle(s) within 30 days of the issuance of the report. Working in close collaboration with departments, Fleet Services will evaluate special circumstances on a case-by-case basis to determine if the department is exempt from taking corrective action for underutilized vehicles based on specific department operational needs. These exemption justifications will be clearly documented with an exemption expiration review date noted and will be available for review upon request. Departments may appeal Fleet's decisions to deny exemption to the County Executive Office.

Upon the departments' completion of the utilization report response, Fleet Services will compile the results and submit the Quarterly Vehicle Utilization Report to the County Executive Office.

B. Quarterly Vehicle Retirement Report

Fleet Services shall prepare a *Vehicle Retirement Report* on a quarterly basis. The report shall include a list of vehicles that were retired during the quarter. A summary of this report will be submitted to the County Executive Office on a quarterly basis.

C. Annual Fuel Efficiency Report

Fleet Services will prepare a Fuel Efficiency Report to include when appropriate, recommendations for increasing fuel efficiency standards, and shall submit the report to the County Executive Office on an annual basis.

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4.Fleet Management:

While elected and appointed department heads have the primary responsibility for the monitoring, oversight, and enforcement of this policy within their respective departments, the County of Riverside Purchasing and Fleet Services Director is responsible for establishing an effective fleet management program that includes, but is not limited to:

- Policies and procedures that ensure Fleet controls the central data repository for all records of vehicles owned or leased by the county and its departments, agencies, or special districts regardless of funding source pursuant to Board of Supervisors' Policy A-43, *County Records Management and Archives Policy*. Records shall include vehicle acquisition, mileage, service and repairs, and retirement.
- Vehicle replacement and utilization standards for every vehicle classification.
- Best practices guidelines for the use of private vehicles, motor pool rentals, and leased vehicles, or other transportation options.
- Scheduled and timely notification to departments of inefficient use of county vehicles.
- Policies and procedures that will promote the operation of vehicles in a manner consistent with all applicable local, state, and federal laws.
- Policies and procedures that will ensure the County of Riverside Purchasing Department issues and manages all county credit cards used to purchase fuel. These policies and procedures shall be consistent with Board of Supervisors' Policy A-62, *Credit Card Use*.

Reference:

Minute Order 01/28/75
Minute Order 3.1 of 12/22/98
Minute Order 3.3 of 04/10/07
Minute Order 3.9 of 7/27/10
Minute Order 3.16 of 8/31/10
Minute Order 3.8 of 05/21/2019