

Staff Report

Subject: Approval of HR SOP 6.10: Vehicle Use, Care and Maintenance

Author: Sarah Mausolf, Director

Department: Human Resources and Risk Management

Meeting Date: March 4, 2025

Item Description: Request to approve HR SOP 6.10: Vehicle Use, Care, and Maintenance.

Alternatives

- 1) Approval is recommended for updating HR SOP 6.10: Vehicle Use, Care, and Maintenance.
- 2) Disapprove and provide staff with guidance on how to proceed.

Other Alternatives: None

Department Review: County Manager, Fleet Manager, Procurement, and Human Resources.

Attachments:

- 1) DRAFT HR SOP 6.10
- 2) Effingham County Pool Vehicle Form