

Huerfano County Department of Human Services
Vehicle Use Policy

The Huerfano County Department of Human Services maintains a fleet of vehicles for the use of employees to complete their job assigned duties.

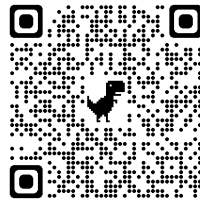
1. For all travel to complete job assigned duties, a vehicle must be checked out using the appropriate reservation and check out process.
2. If no vehicle is available through DHS
 - a. The employee should request a vehicle through the Huerfano County Administrator's office. If no vehicle is available through the county
 - i. The employee must get approval from their supervisor or the director to use their personal vehicle and to submit a reimbursement for mileage.
 - ii. All mileage reimbursement requests must be submitted within 30 calendar days from the completion of the travel.
 - iii. Clients are never allowed to be transported in any personal vehicle.
 - iv. Only county employees and approved clients are allowed to travel in county vehicles. All other passengers are forbidden unless approved by the director.
3. If two or more employees have requested the same vehicle, the person traveling the farthest distance shall have priority of vehicle assignment based on length of trip and vehicle maintenance needs unless a child is being transported. Child transportation always takes precedence.
4. Employees shall exercise care in the maintenance of the vehicle by
 - a. Cleaning up any spills
 - b. Ensuring all trash and personal belongings are removed from the vehicle after every use.
 - c. Returning the vehicle with a full tank of gas.
 - d. Park vehicles grouped together in the parking lot.
5. Employees using the HCDHS vehicles must abide by all traffic rules and regulations. Any traffic violations received by the driver of the HCDHS vehicle will be the responsibility of the driver. HCDHS will not reimburse for any fines that are incurred while using the vehicle.
6. If a vehicle is involved in a traffic violation including traffic stops and vehicle accidents, the incident must be reported immediately via phone or text to the employee's immediate supervisor.
 - a. An incident report must be completed.
 - b. For all vehicle accidents, the police must be notified and a police report filed.
 - c. Following any incidents, the involved employee will be required to submit to intoxicant screening through a urine analysis test.
7. There is no smoking, drug, or alcohol use allowed while driving or occupying any HCDHS or county vehicle.

Vehicle Use Procedures

All employees who are traveling for business including trainings, meetings, family time (visitations), and other business related travel must first use a county vehicle per the HCDHS vehicle policy using the following procedure.

1. **Reservations** for the use of a HCDHS vehicle can be made by writing your name and destination in the vehicle use book in the front office.
 - a. Before your trip departure, you will sign out the keys from the front office.
 - b. Keys must be returned to the front office at the conclusion of your trip even if you intend to use the vehicle again for a different trip. ALL TRIPS MUST BE LOGGED IN THE RESERVATION BOOK.
 - c. If more than two people are traveling on the same day, the person traveling the farthest will have priority unless a child needs to be transported. The office manager will assign vehicles based on priority if there is a scheduling conflict.
 - i. Child Welfare has priority on the Tahoe.
 - ii. Adult Services has priority on the Explorer.
 - iii. Family Resource Center has priority on the Yukon.
 - iv. The Jeep and Equinox have no priority and are available for use by all employees.
2. A **vehicle log** is kept in the vehicle. Before you begin your trip
 - a. Inspect the vehicle to make sure that it is operating properly, clean, and free from safety hazards.
 - b. Log the vehicles starting mileage in the mileage tracking book.
3. **During travel**, employees must obey all traffic laws including wearing seat belts and ensuring car seats are properly installed.
4. Prior to **returning** to the office, ensure the vehicle has full tank of gas. A gas key for the pump is on the car key ring. Enter the correct code at the gas pump. Gas code are available from the office manager.
5. When the trip is **concluded**
 - a. Log the ending mileage in the log book.
 - b. Clean out any trash from the vehicle including spills. Remove any personal items.

- c. Report any damage to the vehicle including stains, warning lights, vehicle maintenance issues, etc to the office manager.
- 6. Once per month, the office manager, will verify vehicle logs and process vehicle mileage.
- 7. If there is a maintenance issue, that issue should be reported to the office manager immediately. The office manager will coordinate repairs with the county maintenance department or independent contractor.
- 8. If there is a traffic stop or vehicle accident
 - a. The incident must be reported immediately to the employee's supervisor via phone.
 - b. If the vehicle has been in an accident, the accident must be reported immediately to the police and a police report must be filed.
 - c. The employee should take pictures of the incident, gather the other party's information including license number and insurance information.
 - d. When the employee returns to the office or at the earliest availability of the employee, an incident report must be filed with the office.
 - e. Employees will be sent for a urine analysis test within 24 hours of the incident.
 - f. The incident report can be found at:



- 9. If there is no vehicle available to be checked out, the employee can use their own vehicle for travel and receive mileage reimbursement with director approval.
 - a. Upon the conclusion of the trip, the employee must file a reimbursement form within 30 calendar days for approval and reimbursement.
 - b. The reimbursement form can be found at:

