

530 VEHICLE USE POLICY

Overview: As a driver of a Parish vehicle, the undersigned driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and otherwise following the policies and procedures outlined in this policy. **After reviewing this document, your signature will certify that you understand the terms of this policy.**

Vehicle Fleet Purpose: Parish vehicles are provided to support business activities and are to be used only by qualified and authorized employees in the conduct of Parish business. Employees are prohibited from using parish-owned vehicles without proper authorization or direction. Parish-owned, leased, or rental vehicles shall not be used for personal use. Parish-owned, leased, or rental vehicles that are used for commuting to and from work are considered as a taxable fringe benefit and will be added to the employee's taxable income at a rate (cents-per-mile rule) of 37.5 cents a mile or \$1.50 for a one way commute per day.

Driver Licensing: Authorized drivers must have a valid driver's license issued in the State of Louisiana for the class of the vehicle being operated.

Maintenance: Authorized drivers are required to properly maintain their Parish vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe and efficient operation. Each driver is responsible for the actual care and use of the Parish vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Inspecting the vehicle (lights, brakes, horn, and fluids) prior to operation to insure safe mechanical operation.
- Using seat belts and shoulder harness for the driver and all passengers.
- Obeying all traffic laws.
- Restricting the use of vehicles to authorized drivers only.
- See other responsibilities under "Safety Issues" stated in this policy.
- **Fire extinguisher and first aid kit is present and properly maintained.**

Vehicle Insurance Coverage:

Department-Owned or Long-term Leased Vehicles

To ensure appropriate insurance coverage is obtained for the vehicle, it is essential that departments contact Risk Management when a vehicle is purchased or leased on a long-term basis with the following information: year, make, and model of vehicle; date of acquisition; amount paid or value of vehicle; vehicle identification number (VIN); license number; and if leased, the leasing agent.

When a vehicle is transferred to another department, transferred to surplus property, sold, or returned to the leasing agent, the department shall notify Risk Management.

- **Short-term Rental Vehicles**
If departments find it necessary to rent vehicles on a short-term basis from a rental agency, the vehicle should be rented in the name of the Police Jury. The rental agency may require the driver's name to be on the form, if this is the case; write "Lincoln Parish Police Jury / (driver's name)". The Police Jury carries automobile insurance coverage on the vehicle and the employee. Therefore, it is not necessary to purchase insurance offered by the rental agency. This insurance coverage is only available on vehicles rented in the Police Jury's name (as described above).
- **Personal Vehicles Used for Police Jury Business**
Mileage reimbursement for use of an employee's personal vehicle to conduct Parish business will be made in accordance to the Louisiana State Travel guidelines set forth by the Division of Administration for the State of Louisiana. This reimbursement is intended to cover the cost to operate an employee's vehicle, including insurance. The Police Jury's insurance is always in excess over any personal automobile insurance carried by the employee who uses his/her personal auto on Parish business. The Police Jury recommends that employees who regularly use their vehicles on Parish business maintain auto liability insurance with limits of at least \$100,000 for bodily injury.

Driver's Requirements and Qualifications:

- Authorized employee of the Parish
- Must be at least 21 years of age
- Must meet licensing requirements in the class of vehicle operated
- Must have reasonable experience driving the type of vehicle being operated
- Be expected to operate the vehicle in a safe and prudent manner

General Standards

- Compliance with Louisiana laws and the Police Jury's Vehicle Use Policy are required for any driver to be allowed to use a Parish vehicle. Individual departments may impose additional standards, restrictions, driver education or training requirements. This Vehicle Use Policy is in addition to any requirements, standards, operating restrictions, or suspensions imposed by law.
- All employees assigned a Parish vehicle will be required to sign a statement indicating that they have read and comply with the rules and provisions of this policy. Employees who do not comply with any of the provisions of this policy shall be subject to disciplinary action up to and including termination.

Motor Vehicle Records Checks

Departments are required to submit a list of drivers with license information to Risk Management annually for those drivers who will have routine access to departmental vehicles. All authorized drivers will be required to sign a Motor Vehicle Records (MVR) check release form. Risk Management will have the Parish's insurance provider conduct the MVRs and notify the department if any employee is not insurable based on the Driver's Standards listed below. To add employees to their approved driver's list, department

heads shall submit names, driver's license information and a MVR check release form to Risk Management for review and approval, prior to allowing the employee to drive departmental vehicles. State Motor Vehicle Records (MVRs) will be obtained and reviewed at least once a year. Driving privileges may be withdrawn or suspended for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

- Must pass drug and alcohol test, as needed

Driver's Standards

The Police Jury and the Police Jury's insurance provider have established the following standards for determining when a driver is not insurable under the Police Jury' policy.

- Driver's license is suspended or revoked OR
- Driver has been convicted of one or more of the following:
 1. Driving under the influence of alcohol or drugs
 2. hit and run
 3. evading the Police
 4. reckless driving
 5. negligent homicide arising out of the use of a motor vehicle
 6. operating during a period of suspensions or revocation
 7. using a motor vehicle without the owner's authority (grand theft)
 8. speed contest (racing) OR
- Any combination of three (3) "at fault" accidents, "no at fault" accidents, and or moving violations

Safety Issues –

- Alcohol and Drug Use - No alcoholic beverages, prescription drugs that could impair someone's driving ability, illegal drugs, or controlled substances are to be used or consumed by the driver of Parish-owned, leased, or rented vehicles, including personal vehicles while being used on Parish business.
- Seat Belt Use – Use of seat belts are required for all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion.
- Smoking – Smoking is not permitted in Parish-owned, leased, or rented vehicles.
- Firearms – Firearms are not permitted in any Parish-owned, leased, or rented vehicles.
- Cell Phones – The use of cell phones are prohibited while driving a Parish-owned, leased, or rented vehicle. If you must use your cell phone while driving, you should put call on hold until you can safely pull over to the side of the road or nearest parking lot or use hands free feature or device. (Also see Section 365)

Traffic Violations - Fines for parking or moving violations are the personal responsibility of the assigned operator. The Parish will not condone nor excuse ignorance of traffic citations that result in court summons being directed to the Parish as owner of the vehicle. The driver is required to obey all state and federal traffic laws pertaining to the safe operation of a vehicle.

Each driver is required to report all moving violations to his immediate supervisor by the next working day or within 72 hours. The supervisor should notify the department head within 8 hours. This requirement applies to violations involving the use of any vehicle (Parish, personal or other) while on Parish business. Failure to report violations will result in appropriate disciplinary action. Any employee whose driver's license has been suspended must report the license suspension to his/her supervisor immediately. Any employee with a suspended driver's license shall not drive any parish vehicle.

If an employee becomes ineligible to qualify for a Commercial Driver's License (CDL) required for his/her job, he/she may be demoted to a classification that does not require a CDL driver's license until he/she becomes reinstated.

Traffic violations incurred during non-business (personal use) hours will affect each employee's driving status as well and are subject to review.

Accidents Involving Parish Vehicles

Accident Procedure – The following accident procedures shall be followed:

- Call the police
- Do not admit negligence or liability
- Do not attempt settlement, regardless of how minor
- Get the name, address and phone number of any injured persons and witnesses if possible.
- Contact your designated department representative immediately.
- Submit all required information to your department head within 24 hours.
- Report the accident to Risk Management as soon as practical, preferably the same day of the occurrence so that photographs of the scene of the accident can be taken.
- Any driver involved in an accident, must contact Risk Management and/or supervisor within one hour to schedule a drug and/or alcohol test.
- The driver may be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner due to being under the influence of alcohol, illegal drugs, and/or controlled substances.

Thefts – In the event of the theft of a Parish vehicle, notify local police and Department Head immediately.

Driver's Responsibilities – Each driver is responsible for the actual care and use of the Parish vehicle in their possession. Therefore, driver's responsibilities includes, but not limited to,

the following:

- Operating the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Inspecting the vehicle (lights, brakes, horn, and fluids) prior to operation to ensure safe mechanical operation.
- Using seat belts and shoulder harness for the driver and all passengers.
- Obeying all traffic laws.
- Restricting the use of vehicles to authorized drivers only.
- Reporting the occurrence of moving violations.
- Not operating a parish vehicle while under the influence of alcohol or any controlled substance, or any substance which may alter or impair the driver's ability to safely and efficiently operate the vehicle. Possessing, transporting or consuming alcohol or illegal drugs by anyone in the vehicle is not allowed. (See "Safety Issues" and **SECTION 710** in this policy)
- Attending to and practicing safe driving techniques and adhering to current safety requirement.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.

Vehicle Labeling

No decal, sticker, license plate frame, or similar modifications to any part of your vehicle is allowed, except as required by law. You and your vehicle are a representation of Lincoln Parish Police Jury (LPPJ) in the community. Exceptions will be made only with administration approval for LPPJ brand related logos.

Failure to comply with any of these responsibilities will result in disciplinary action.