

RESOLUTION #2023-18

AMENDING FRANKLIN COUNTY HANDBOOK SECTION 6.13 "VEHICLE OPERATIONS"

WHEREAS, the updated Franklin County Employee Handbook final copy was presented and approved by the Board of Supervisors on May 17th, 2019;

WHEREAS, the Board of Supervisors are amending Section 6.13 "Vehicle Operations"

WHEREAS, as it was approved May 17th, 2019 it read as follows:

VEHICLE OPERATIONS

6.13

The purpose of this vehicle operations policy is to provide guidelines for all county employees in the proper use of vehicles owned, leased or rented by Franklin County and vehicles owned by elected officials, employees, and volunteers when used on business for Franklin County, Iowa.

This policy applies to all elected officials, employees, volunteers and permissive users of Franklin County vehicles.

Use of County Owned Vehicles

1. County vehicles shall be driven only by elected county officials, county employees and authorized volunteers.
2. County vehicles shall be used for official use only. Non-compliance with this rule will result in the loss of use of County vehicles.
3. Passengers may be transported in County vehicles only when necessary to accomplish official business for Franklin County.
 - a. Passengers shall be restricted to County employees when possible. Non-employees shall only be allowed when it is necessary to conduct official business/programs for Franklin County.
 - b. For situations not falling into the above classifications, prior authorization should be obtained from the Board of Supervisors.
4. A County-owned vehicle should be used for official county business whenever possible.
5. All drivers must be at least eighteen (18) years of age and possess a valid driver's license for the class of vehicle that is being operated.
6. An annual check of the driver's license of all county drivers will be made by the appropriate Department Head.
7. Drivers shall not be permitted to operate a County vehicle if their license is revoked and/or suspended. If this occurs, the employee may be moved to a position within his/her department which does not require operating a vehicle as long as this does not require the hiring of additional personnel.
8. If no such position is available or is not within the job classification of the employee, the employee will be placed on unpaid leave until such time as the employee's license is reinstated.
9. Elected county officials, employees and volunteers driving commercial vehicles shall abide by state and federal requirements pertaining to commercial vehicles.
10. All full-time secondary road maintenance employees shall be required to have and maintain a commercial driver's license.

Use of Personal Vehicles

Elected county officials, employees or volunteers who use their own vehicles for county business and are requesting a mileage reimbursement shall be required to have an active proof of insurance on personal renewal basis and purchase limits set by the Board of Supervisors by motion or resolution for combined single limits. Use of personal vehicles for official county business should be discouraged, unless a county vehicle is not available. The County is not liable for the damage to an employee's personal vehicle. This is so stated in the County's liability insurance policy.

All Department Heads shall require documentation from their employees on their private vehicle insurance coverage in order to prove insurance compliance and for all persons to be eligible to drive personal vehicles and submit mileage claims for reimbursement. The Department heads shall certify annually to the Franklin County Auditor the employees that are eligible for mileage reimbursement and if they have proof of coverage on file in their offices.

Operation of County Vehicles

All elected officials, employees, and volunteers shall operate the vehicle in accordance with all applicable laws of the State of Iowa, or the state in which the vehicle is being operated. In addition to the Motor Vehicle Laws for the State of Iowa, the following rules apply to the operation of all Franklin County Vehicles:

Riding on the side, running boards, tool boxes, tail gates, or roofs of any vehicle is prohibited except in an official emergency. This includes the cargo part of any moving vehicle.

When backing a vehicle, if clear view of the entire area is not present, assistance shall be used to help back by providing the appropriate hand and voice signals.

It is the responsibility of the driver, each day before the initial use of any County vehicle to walk around and inspect the vehicle for damage, inoperable lights, tire condition, lack of safety equipment and any other condition that might cause an unsafe situation. It is the responsibility of the driver of the vehicle to report to his/her immediate supervisor, immediately all mechanical problems. Any vehicle found deficient shall not be moved until the deficiency is corrected.

When pulling a trailer, a safety chain should be used and crossed under the hitch and securely fastened before moving the trailer.

It is the responsibility of the driver to verify that the height and width of the load are within the requirements of all regulations.

The use of a Franklin County vehicle by an elected official, employee or volunteer, while under the influence of alcohol or drugs is strictly forbidden. A violation use will result in the revocation of the driving privileges of county vehicles or the reimbursement for use of personal vehicles.

Seat belts and shoulder restraints shall be worn by all occupants in the vehicle.

It is the responsibility of the driver to ensure that all windows, headlights, tail lights, and windshield wipers are clean and operational at all times.

It is the responsibility of the driver to keep the interior clean of all loose items that would become airborne during an accident.

Operations of specialized maintenance equipment such as road graders, dozers, back hoes, emergency response vehicles, should be operated only by qualified personnel.

When vehicles are parked the following should be done:

- Wheels positioned to limit travel if the vehicle moves.
- Keys are not to be left in the vehicle.
- When possible, vehicles should be locked.

Hitchhikers, family members, and friends are not permitted in any county vehicles, except that County drivers may render assistance to disabled motorists in emergency situations. The towing or pulling of other vehicles from off the roadway is not allowed.

In Case of an Accident

If a Franklin County employee is involved in an accident while operating a County vehicle, the driver shall do the following: (These instructions are also detailed on the back of the Insurance Identification Card located in each vehicle.)

Take the necessary precautions to protect the scene of the accident from further accidents.

Call the appropriate law enforcement agency. If someone is injured, request medical assistance. Notify the immediate supervisor. Make a rough drawing of the scene, showing position of cars and other details. Do this before leaving the scene of the accident. Complete Report of Motor Vehicle Accident and Witness List.

Secure the names, phone numbers, addresses of other drivers, witnesses, injured persons.

Remain calm, courteous and consistent in explaining the accident.

Secure make, model, and license numbers of all cars involved.

MAKE NO COMMENTS ABOUT ASSUMING RESPONSIBILITY OR LIABILITY.

Do not attempt to settle any claim involving a county owned vehicle. Employees are not authorized to do so.

Provide the Report of Motor Vehicle Accident and Witness List to the immediate supervisor within one working day.

WHEREAS, the Board of Supervisors has chosen to amend Section 6.13 "Vehicle Operations as follows:

Vehicle Operations

6.13

Revision Date: 3/6/2023

The purpose of this policy is to provide guidelines for all county employees in the proper use of vehicles owned, leased, or rented by Franklin County and vehicles owned by elected officials, employees, and volunteers when used for official business for Franklin County, Iowa.

This policy applies to all elected officials, employees, volunteers, and authorized users of Franklin County vehicles and *are accountable for ensuring that passengers of the vehicles or equipment they are operating also abide by this policy. Failure to abide with this policy shall be cause for disciplinary action, up to and including termination of employment.*

Use of County Owned Vehicles

1. County vehicles shall be driven only by elected county officials, county employees, and authorized volunteers.
2. County vehicles shall be used for official business only. Non-compliance with this rule will result in the loss of use of County vehicles.
3. Passengers may be transported in County vehicles only when necessary to accomplish official business for Franklin County.
4. Passengers shall be restricted to County employees when possible. Non-employees shall only be allowed when it is necessary to conduct official business/programs for Franklin County.
5. For situations not falling into the above classifications, prior authorization should be obtained from the Board of Supervisors.
6. A County-owned vehicle should be used for official County business whenever possible.
7. All drivers must be at least eighteen (18) years of age and possess a valid driver's license for the class of vehicle that is being operated.
8. An annual check of the driver's license of all county drivers will be made by the appropriate Department Head.

9. Drivers shall not be permitted to operate a County vehicle if their license is revoked and/or suspended. If this occurs, the employee may be moved to a position within his/her department which does not require operating a vehicle as long as this does not require the hiring of additional personnel. If no such position is available or is not within the job classification of the employee, the employee will be placed on unpaid leave until such time as the employee's license is reinstated.
10. Elected county officials, employees, and volunteers driving commercial vehicles shall abide by state and federal requirements pertaining to commercial vehicles.
11. All full-time secondary road maintenance employees shall be required to have and maintain a commercial driver's license.

Use of Personal Vehicles

Elected county officials, employees, or volunteers who use their personal vehicles for County business and are requesting a mileage reimbursement shall be required to have an active proof of insurance on personal renewal basis and purchase limits set by the Board of Supervisors by motion or resolution for combined single limits. Use of personal vehicles for official County business should be discouraged, unless a County vehicle is not available. The County is not liable for the damage to an employee's personal vehicle. This is so stated in the County's liability insurance policy.

All Department Heads shall require documentation from their employees on their private vehicle insurance coverage in order to prove insurance compliance and for all persons to be eligible to drive personal vehicles and submit mileage claims for reimbursement. The Department Heads shall certify annually to the Franklin County Auditor the employees that are eligible for mileage reimbursement and if they have proof of coverage on file in their offices.

This subsection does not apply to appointed members of boards and commissions not governed by the Board of Supervisors, jurors, and precinct election officials (PEOs).

Operation of County Vehicles

All elected county officials, employees, and volunteers shall operate the vehicle in accordance with all applicable laws of the State of Iowa, or the state in which the vehicle is being operated. In addition to the Motor Vehicle Laws for the State of Iowa, the following rules apply to the operation of all Franklin County Vehicles:

1. Riding on the side, running boards, tool boxes, tail gates, or roofs of any vehicle is prohibited except in an official emergency. *This includes the cargo part of any moving vehicle that is not designed for human occupancy. This includes but is not limited to, pick-up and truck boxes, trailers, ATV dump boxes, and lift buckets.*
2. When backing a vehicle, if clear view of the entire area is not present, assistance shall be used to help back by providing the appropriate hand and voice signals.
3. It is the responsibility of the driver, each day before the initial use of any County vehicle to walk around and inspect the vehicle for damage, inoperable lights, tire condition, lack of safety equipment and any other condition that might cause an unsafe situation. It is the responsibility of the driver of the vehicle to report to his/her immediate supervisor, immediately all mechanical problems. Any vehicle found deficient shall not be moved until the deficiency is corrected.
4. When pulling a trailer, a safety chain should be used and crossed under the hitch and securely fastened before moving the trailer.
5. It is the responsibility of the driver to verify that the height and width of the load are within the requirements of all regulations.
6. The use of a Franklin County vehicle by an elected official, employee or volunteer, while under the influence of alcohol or drugs is strictly forbidden. A violation use will result in the revocation of the driving privileges of county vehicles or the reimbursement for use of personal vehicles.
7. It is the responsibility of the driver to ensure that all windows, headlights, taillights, and windshield wipers are clean and operational at all times.
8. It is the responsibility of the driver to keep the interior clean of all loose items that would become airborne during an accident.
9. Operations of specialized maintenance equipment such as road graders, dozers, back hoes, emergency response vehicles, should be operated only by qualified personnel.
10. When vehicles are parked the following should be done:
 - o Wheels positioned to limit travel if the vehicle moves.
 - o Keys are not to be left in the vehicle.
 - o When possible, vehicles should be locked.
11. Hitchhikers, family members, and friends are not permitted in any county vehicles, except that County drivers may render assistance to disabled motorists in emergency situations. The towing or pulling of other vehicles from off the roadway is not allowed.

Use of Seatbelts/Restraints

It is the policy of Franklin County that all authorized operators and passengers of County-owned vehicles, equipment, rental vehicles, and personal vehicles used for official County business use seatbelts and shoulder restraints.

Employees operating on and off-road equipment with a Rollover Protective Structure (ROPS) shall use seatbelts when operating the equipment.

In Case of an Accident

If a Franklin County employee is involved in an accident while operating a County vehicle, the driver shall do the following: (These instructions are also detailed on the back of the Insurance Identification Card located in each vehicle.)

Take the necessary precautions to protect the scene of the accident from further accidents.

Call the appropriate law enforcement agency. If someone is injured, request medical assistance. Notify the immediate supervisor.

Make a rough drawing of the scene, showing position of cars and other details. Do this before leaving the scene of the accident.

Complete Report of Motor Vehicle Accident and Witness List.

Secure the names, phone numbers, addresses of other drivers, witnesses, injured persons.

Remain calm, courteous and consistent in explaining the accident.

Secure make, model, and license numbers of all cars involved.

MAKE NO COMMENTS ABOUT ASSUMING RESPONSIBILITY OR LIABILITY.

Do not attempt to settle any claim involving a county owned vehicle. Employees are not authorized to do so.

Provide the Report of Motor Vehicle Accident and Witness List to the immediate supervisor within one working day.

THEREFORE, the amended section is effective upon the passing of this resolution.

BE IT DULY ADOPTED the 6th day of March, with the vote thereon being as follows:

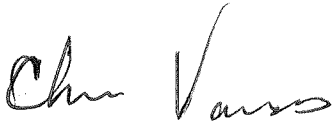
AYES: *Lukensmeyer, McVicker, Vanness*

NAYS:


ABSENT/NOT VOTING:

FRANKLIN COUNTY BOARD OF SUPERVISORS

ATTEST:



Chris Vanness, Chairman



Katy A. Flint Auditor & Clerk to the Board