



County of Los Angeles CHIEF EXECUTIVE OFFICE

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Fifth District

October 6, 2010

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

IMPLEMENTATION OF COUNTY VEHICLE POLICY

The 2007-2008 Los Angeles County Civil Grand Jury Report (Report) recommended that a framework be created to govern the issuance and use of County-owned vehicles for County departments. Specifically, the Report recommended that the County:

- Develop policies and procedures that define take-home assigning authorities, criteria for take-home assignment, compliance tracking mechanisms, and the frequency of mileage reporting;
- Require all departments to develop a procedure that would define circumstances when ongoing justification of an employee take-home vehicle assignment would be permitted;
- Develop a tracking system that provides data necessary to determine justification for employee take-home vehicle assignments linked to the department policy that justifies the assignment;
- Ensure the accuracy of documentation showing employees receiving imputed taxable income from take-home vehicle use, and that all imputed taxable income is reported annually to the Internal Revenue Service; and
- Track and monitor after-hour vehicle usage to ensure sufficient business justification exists for the take-home vehicle.

A multi-departmental workgroup was established in response to the Report, and the draft vehicle policy has been presented to administrative deputies, chief deputies, as well as the Audit Committee during the past year. **The attached County Vehicle Policy (Policy) shall go into effect on July 1, 2011.** The Policy defines the categories of County vehicles, certification/monitoring/reporting process, and the criteria for the issuance and proper usage of these vehicles.

"To Enrich Lives Through Effective And Caring Service"

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The Policy requires that, with the exception of Executive Vehicles that are issued to County's elected officials and department heads, **each department owning and/or operating take-home, pool, or field-use vehicles must prepare and submit a Departmental Vehicle Policy (consistent with the County Policy) to their CEO budget analyst by April 30, 2011.** These plans will be reviewed by the CEO and ultimately approved by respective Deputy Chief Executive Officers prior to the Policy implementation date of July 1, 2011. As noted, the departmental policies may identify modifications or exemptions to the countywide policy, where necessary, with accompanying justifications (e.g., public safety or confidentiality issues).

Thank you in advance for your cooperation. Please let me know if you have any questions, or your staff may contact Martin Zimmerman at 213.974.1326 or mzimmerman@ceo.lacounty.gov.

WTF:BC
MKZ:FC:ib

Attachment

c: Each Supervisor



County of Los Angeles CHIEF EXECUTIVE OFFICE

POLICY/PROCEDURES/GUIDELINES

Subject: County Vehicle Policy	Approved By: William T Fukioka Effective Date: July 1, 2011
Policy Number and Filing Instructions: Policy No: CEO 1	Distribution: All County Departments

References/Forms:

- June 1, 2008 Los Angeles County Civil Grand Jury 2007-2008 Final Report
- September 2, 2008 Responses to the 2007-2008 Grand Jury Final Report
- Vehicle Loss Control Program – Best Practices Guidelines
- Handbook for the Reporting of the Personal Use of County-Provided Vehicles
- Government Code § 50084.5
- *County Vehicle Mileage and Safety Check Log*
- *Home-Assigned County Vehicle Agreement*
- *Home-Assigned County Vehicle Certification Form*

PURPOSE

The purpose of this policy is to provide uniform rules across all County departments, regarding the acquisition and usage of County provided vehicles.

POLICY

It is the policy of the County of Los Angeles that County vehicles, leased or owned, should only be used while conducting County business. Exceptions must be expressly justified based upon

a business need as set forth in the respective department's Departmental Vehicle Policy.

The Chief Executive Office (CEO) shall establish general criteria and standards for Executive Vehicles, Home-Assigned Vehicles, Pool Vehicles, and Field-Use Vehicles. The County Vehicle Policy provides a framework and model policy for appropriate use and assignment of all County vehicles, with the exception of Executive Vehicles. [Executive Vehicles (for County elected officials and department heads) are addressed primarily in County Code Sections 5.12.200 (Security Program), 5.12.210 (CEO authority to adjust dollar limits) and 5.40.465 (Transportation Allowance Program)]. Departmental Vehicle Policies, as discussed under Item No. 1, below, may reflect modifications or exemptions based on unique circumstances.

1. Departments must prepare a Departmental Vehicle Policy consistent with this County Policy, except as modified with suitable justification. Departmental Vehicle Policies and subsequent revisions require the approval by the CEO. Departmental Vehicle Policies should normally include the following components:
 - Vehicle categories and definitions.
 - Assignment criteria, approval authority, and annual certification process.
 - Safe driving guidelines.
 - Accident reporting and investigation procedures.
 - Notice of license suspension.
 - Handling of moving and non-moving violations.
 - Fueling options.
 - Vehicle maintenance requirements and procedures.
 - Garaging criteria.
 - Approved bumper stickers and logos.
 - Required licensure.
 - "How Am I Driving" procedures.
 - Usage tracking and monitor procedures including after-hour usage.
 - Annual reporting procedures to CEO and Auditor-Controller, as appropriate.
2. County vehicles are not intended for personal use or for transporting of unauthorized passengers, including family members, except as may occur on an incidental basis or with a business justification. Further, no employee shall make a County vehicle available to an immediate family member except in the case of a medical emergency. (Government Code § 50084.5)
3. A *County Vehicle Mileage and Safety Check Log* should be completed whenever a County vehicle is driven, including after-hour usage. The CEO will provide a model log for departmental use. Based upon vehicle type and usage (e.g., pool vs. home-garaged vehicles), record-keeping requirements may vary. Public safety or confidentiality issues may also impact record-keeping as it pertains to logs. Modifications to the model log should be outlined and justified in a Departmental Vehicle Policy. Logs should be retained consistent with Board-approved records retention schedules.
4. No employee shall take a County-owned vehicle outside the County of Los Angeles boundaries except as provided in Sections 5.40.120, 5.40.310, 5.40.320 of the Los Angeles County Code.

5. With the exception of Home-Assigned Vehicles, defined below, County vehicles should not be used to supplement, whether in whole or in part, the regular commute between an employee's residence and work location. A business justification is required for any employee to be allowed to drive a County vehicle to or from a County worksite which is not the employee's normal work location, but which is more proximate to the employee's residence, as part of that employee's regular commute to or from work.
6. Department Heads may approve the issuance of County vehicle consistent with this Policy and the Departmental Vehicle Policy. The granting of County vehicles should be based on individual business justifications, and not be determined solely on the hierarchy or seniority within the department.
7. Departments shall comply with procedures stated in the Auditor-Controller's Handbook for the Reporting of the Personal Use of County-Provided Vehicles, reporting employee assignments and usage of County vehicles. Annually, the Auditor-Controller shall calculate the taxable imputed taxable income for an employee's personal use of a Home-Assigned Vehicle. Exceptions to this requirement for public safety or confidentiality purposes must be justified in a Departmental Vehicle Policy.

County Vehicle Categories, Criteria, and Requirements

Home-Assigned Vehicles

- Home-Assigned Vehicles, which are passenger vehicles, are assigned to specific employees and are typically garaged at employee's residence overnight.
- The issuance of Home-Assigned Vehicles should adhere to the following criteria:
 - Annual usage of such vehicle to conduct County business, excluding commuting mileage between the employee's residence and reporting location, is expected to exceed 5,000 miles per calendar year, OR
 - The employee needs special non-portable equipment/instrument or material to perform primary emergency response duties, and such equipment/instrument or material cannot be conveniently carried in employee's personal vehicle, OR
 - The employee has primary emergency response duties, and the reporting locations are deemed dangerous or inaccessible using a regular passenger vehicle or light truck, OR
 - The employee's assignment involves frequent activities conducted during non-business hours at various locations throughout the County, OR
 - Other department-specific written justifications authorized by the CEO.
- Each employee should sign a *Home-Assigned County Vehicle Agreement Form* prepared by the department, acknowledging that he/she has read, understood, and will comply with all County and departmental vehicle usage policies. Exceptions to this requirement for public safety or confidentiality purposes must be justified in a Departmental Vehicle Policy.
- Each employee should submit a signed *Home-Assigned County Vehicle Certification Form* containing the justification of vehicle issuance by March 31st of each year, and the form shall subsequently be approved by Department Head, to obtain renewal

authorization for continued use of such vehicle. Exceptions to this requirement for public safety or confidentiality purposes must be justified in a Departmental Vehicle Policy.

Pool Vehicles

- Pool Vehicles are generally garaged at County facilities and used by more than one County employee on a regular basis to conduct a variety of County business. These are used mainly for the purpose of transporting employees and typically do not have specialty equipment installed.
- Pool Vehicles may include regular passenger vehicles, mini-vans, vans, off-road vehicles, and buses.
- Pool Vehicles may not be assigned to the same employee for more than ten (10) consecutive business days, without written justification and approval by the Department Head or Chief Deputy.

Field-Use Vehicles

- Field-Use Vehicles are generally garaged at County facilities and normally have specialized, non-portable equipment or instruments installed, or are built or modified to carry special materials, to perform a specific job function for the department. Some field use vehicles may be assigned based on a high volume of field work required for a specific position and may not have specialized equipment. These vehicles may be assigned to a specific individual, but are garaged at County/government facilities, designated by the Department Head or Chief Deputy.

- End of Policy -

Distribution*
ORIGINAL - SUPERVISOR
COPY - SERVICES

DRIVER/EMPLOYEE NAME: WORK ADDRESS: PAYROLL TITLE:	DIV FUND ORG NO.: REPORT PERIOD: ASSIGNED POOL VEHICLE GARAGED AT: HQ ALTERNATE COUNTY SITE ADDRESS:
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FALSIFYING THIS REPORT WILL BE CAUSE FOR DISMISSAL

[illegible]

IF MORE THAN ONE SHEET IS USED, DETACH ON HEAVY LINE, EXCEPT LAST SHEET

	<u>SAFETY CHECK LIST</u>	<u>COMMENTS</u>
I HEREBY CERTIFY THAT 1) THE ABOVE TRIPS WERE NECESSARY IN THE PERFORMANCE OF MY DUTY, 2) I POSSESS VALID CALIFORNIA DRIVERS'S LICENSE, RESPONSIBILITY LAWS (INSURANCE), 3) I HAVE READ AND UNDERSTAND ALL _____ VEHICLE/SAFETY POLICIES, AND 4) SAFETY CHECK LIST DATA IS ACCURATE. EMPLOYEE # _____ EMPLOYEE SIGNATURE _____ Date _____ APPROVE _____ Date _____ Supervisor REVIEWED BY _____ Date _____	<u>YES</u> SEAT BELTS OPERATIONAL VEHICLE ACCIDENT/MEDICAL FORMS IN GLOVE BOX "HOW AM I DRIVING" STICKER AFFIXED AS REQUIRED "SAFELY SURRENDERED BABY LAW" STICKER AFFIXED AS REQUIRED TURN SIGNALS OPERATIONAL WINDSHIELD WIPERS (GOOD CONDITION & OPERATIONAL) BRAKE LIGHTS OPERATIONAL RADIO EQUIPMENT OPERATIONAL FIRE EXTINGUISHER/FLARES IN VEHICLES	

*Submit Original to Supervisor. Supervisor must send copy to _____ Section no later than 10th working day of following month.

DEPARTMENT NAME

**COUNTY VEHICLE MILEAGE AND SAFETY CHECK
INSTRUCTIONS**

1. Must be completed by anyone who drives a County vehicle.
2. Must log all trips/miles in County vehicle, to job site, lunch stops, log fuel stops/fill-ups, call back and/or non-routine work days/hours.
3. Drivers must account for their commuting miles (to/from home) on the Home-Assigned County Vehicle Monthly Commuting Log.
4. If driver carries other passengers, note in "Comments" on each day when passengers are present.
5. Purpose/Comments - If fuel stop, list gallons pumped.
6. If vehicle use is other than normal week hours/days, note in "Comments." Reminder: Vehicle not to be used for personal business.
7. Employee must keep form current, i.e., completed each day as destination/miles are occurring and turned into your Vehicle Fleet Manager or their designee as follows:

Home-Assigned Vehicles

- Routinely, the last work day of month and at any time vehicle is garaged or the assignment changes due to vacation, work assignment change, etc.

Field-Use or Pool Vehicles

- At the end of the day's use (for 1 day use) or at the end of period (days) of use, but not less than last day of each month if usage continued beyond initial month of use.
8. Indicate the total number of miles driven for the month in the "TOTAL MONTHLY MILES DRIVEN" section.
 9. Safety Check List must be completed. If any areas are not ✓'d yes, employee and/or supervisor must take immediate action to get repaired prior to continued vehicle use.
 10. Supervisor's must forward completed forms by the 10th working day of the following month to:

Department Name/Division
Mailing Address
_____, CA 9_____

Vehicle ID _____

HOME-ASSIGNED COUNTY VEHICLE AGREEMENT

1. I have read and agree to abide by the <dept name> Vehicle Policy.
2. I will respond to emergencies as stated in the <dept name> Vehicle Policy.
3. I will return my vehicle and keys to my immediate supervisor or designee upon request.
4. My supervisor has explained and answered my questions regarding the implications of the County Vehicle Policy, the <dept name> Vehicle Policy, and the Auditor-Controller's Reporting Procedures for the Personal Use of County Vehicles.
5. Justification for Assigned Vehicle:

☐ Meets Policy Requirement (Specify) _____

☐ Special Circumstances (Specify) _____

My signature represents acknowledgement that I received, read and understand the <dept name> Vehicle Policy and all related policies provided to me by my supervisor. I agree to comply with all applicable vehicle policies and understand that violation of the policies may be cause for disciplinary action.

Employee's Name: _____ Date: _____
Type or Print

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Division: _____

Department Head Signature: _____ Date: _____

c: Personnel File

HOME ASSIGNED COUNTY VEHICLE CERTIFICATION – YEAR 20____
VEHICLE ID NO. _____

A. ORGANIZATION:

DEPARTMENT: _____

DIVISION NAME: _____

ASSIGNED ORG No.: _____

B. VEHICLE INFORMATION:

Vehicle License No.: _____

Make/Year: _____

Model: _____

C. REQUEST:

☐ Annual Cert. ☐ New – Effective Date: _____

☐ Correction ☐ Disposed

☐ Replaced ☐ Transferred

D. AFTER HOURS VEHICLE PARKING/GARAGING INFORMATION (Parked/Garaged at):
(Please check and complete one only.)

☐ Headquarters ☐ Home ☐ Other Facility - Specify: _____

Address: _____ City & Zip Code: _____

E. RESPONSIBLE OR ASSIGNED EMPLOYEE:

The above vehicle has been assigned to:

_____ Employee Name	_____ Employee No.	_____ Job Title	_____ Phone No.
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F. VEHICLE ASSIGNMENT JUSTIFICATION

G. REVIEWED AND APPROVED BY:

Supervisor (Print Name): _____ Employee No.: _____ Signature: _____ Phone No.: _____ Date: _____

Department Head (Print Name): _____ Signature: _____ Date: _____