



Agenda

AD HOC COMMITTEE ON SUSTAINABILITY

November 5, 2018

12:30 P.M.

651 Pine Street, Room 101, Martinez

Supervisor John Gioia, Chair

Supervisor Federal D. Glover, Vice Chair

**Agenda
Items:**

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions and roll call.
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. **APPROVE Record of Action from the July 23, 2018, meeting of the Ad Hoc Committee on Sustainability.**
4. **APPROVE Record of Action from the September 24, 2018, meeting of the Ad Hoc Committee on Sustainability.**
5. **ACCEPT the 2018 Fleet and Equipment Sustainability Report and PROVIDE DIRECTION as appropriate.**
6. **RECEIVE REPORT from Sustainability Commission Chair.**
7. **RECEIVE REPORT from Sustainability Coordinator.**
8. The next meeting is currently scheduled for Monday, January 28, 2019.
9. Adjourn

The Ad Hoc Committee on Sustainability will provide reasonable accommodations for persons with disabilities planning to attend Ad Hoc Committee on Sustainability meetings. Contact the staff person listed below at least 72 hours before the meeting.

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during normal business hours.

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For Additional Information Contact:

Jody London, Sustainability Coordinator
Phone: (925) 674-7871
Jody.London@dcd.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

AD HOC COMMITTEE ON SUSTAINABILITY

3.

Meeting Date: 11/05/2018

Subject: APPROVE Record of Action from the July 23, 2018, meeting of the Ad Hoc Committee on Sustainability.

Submitted For: Jody London, Sustainability Coordinator

Department: Conservation & Development

Referral No.:

Referral Name: APPROVE Record of Action from the July 23, 2018, meeting of the Ad Hoc Committee on Sustainability.

Presenter: Jody London, DCD **Contact:** Jody London (925)674-7871

Referral History:

County Ordinance (Better Government Ordinance 95-6, Article 25-205 [d]) requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Any handouts or printed copies of testimony distributed at the meeting will be attached to this meeting record. Links to the agenda and minutes will be made available at the Committee web page, <http://www.contracosta.ca.gov/6229/Sustainability>.

Recommendation(s)/Next Step(s):

Staff recommends approval of the attached Record of Action for the July 23, 2018, meeting of the Ad Hoc Committee on Sustainability with any necessary corrections.

Fiscal Impact (if any):

N/A

Attachments

07-23-18 Sus Mtg Minutes



Agenda

RECORD OF ACTION AD HOC COMMITTEE ON SUSTAINABILITY

July 23, 2018
12:30 P.M.

651 Pine Street, Room 101, Martinez

Supervisor John Gioia, Chair
Supervisor Federal D. Glover, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

Present: John Gioia, Chair
Federal D. Glover, Vice Chair

DRAFT

Staff Present:

Frank DiMassa, Energy Manager, Dept of Public Works
Jill Ray, Field Representative, Supervisor Candace Andersen
Jason Crapo, Deputy Director, Dept of Conservation and Development
John Kopchik, Director, Dept of Conservation and Development
Dominic Aliano, Field Representative, Supervisor Federal Glover
Jody London, Sustainability Coordinator

Attendees:

Nick Despota
Michael Kent
Shoshana Wechsler
Trish Clifford
P. Craig
Mary Selkirk
Cynthia Mahoney
Carol Weed
Bob Hanson
Lynda Deschambault
Lee C. Ballance, MD
Lisa Chang
Harry Thurston
Betty Lobos
Marti Roach
Clifton Louie
Doug Merrill
Ogie Strogatz
Douglas Mason
Howdy Goudey

1. Introductions/Roll Call
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

Carol Weed asked when this committee will become a standing committee.

3. APPROVE Record of Action from the May 7, 2018, meeting of the Ad Hoc Committee on Sustainability.

The Record of Action was unanimously approved.

4. DISCUSS opportunities to leverage the Idle Free Pledge to reduce greenhouse gas emissions in Contra Costa County, and PROVIDE DIRECTION, as appropriate.

Wayne Michaud from Idle Free California showed a short video about idle-free driving and reviewed actions taken by Contra Costa cities and the County to support idle-free driving. Michaud suggested that a good way to promote Idle Free is through schools, particularly middle schools. He noted a 2016 State resolution that calls for a ban on idling on school property. Michaud suggested the County consider posting Idle Free signs at County facilities and institute an idling ban in County vehicles. He also reviewed new idle-reduction technologies for vehicles. Michaud acknowledged that Idle Free ordinances can be difficult to enforce, yet they can raise visibility of the issue.

The Committee discussed the importance of coordinating with the cities on Idle Free policies and noted the opportunity a consideration of an Idle Free policy provides in terms of the County fleet. The Committee received public comments from several individuals. These included:

- One reason people idle their cars is to stay cool, so it is important to ensure there is seating under trees in public areas.
- Drive-thrus should be included in any policy the County might consider.
- It is important to educate the public about replacing combustion engines and the benefits of electric vehicles.

The Committee directed staff to examine how to implement an Idle Free policy in the County. This should include research on how to work with the cities, through the Mayor's Conference, and public education undertaken jointly with the cities.

5. CONSIDER recommendation from the Sustainability Commission to include support for a Carbon Fee and Dividend in the County's Federal legislative platform.

Nick Despota presented the recommendation from the Contra Costa County Sustainability Commission for the Board of Supervisors to include support for a Carbon Fee and Dividend in the County's Federal legislative platform. Despota reviewed the features of the Fee and Dividend concept, which includes a national fee on carbon at the source of emissions or point of entry of a product into the U.S. The price would start at \$15/ton and rise \$10/ton per year. The fee would need to be \$50/ton to have an impact on carbon emissions. The utility of the fee is the steady revenue stream it creates. 100 percent of revenues from the carbon fee would be returned to all households in the U.S. as a dividend. 60 percent of households are expected to receive more in dividends than they

spend. Lower income households are expected to benefit more. There also would be a border adjustment fee that would level the playing field by imposing an import fee on goods from countries that do not have a comparable carbon pricing program.

Many members of the public spoke in support of the Carbon Fee and Dividend concept. Members of the Citizens Climate Lobby said that there is polling that shows support for a Carbon Fee and Dividend as a way to get clean energy. They said that historically the fossil fuel industry receives large subsidies, and that the current price of carbon does not reflect the health and environmental impacts of carbon and other greenhouse gas emissions. A Fee and Dividend is in their opinions the best and quickest method to protect public health. It is simple and not regressive in terms of impacts on low-income populations. The Citizens Climate Lobby encouraged the Committee to bring this issue to the Board of Supervisors. They noted that support from the Board would be non-binding, and that this morning a Republican member of Congress introduced a carbon tax bill. They also noted that California Senate Bill 775 includes many provisions of a Carbon Fee and Dividend program.

Shoshana Wechsler expressed concern about the dividend aspect of the proposal. She suggested that any dividend from a fee on carbon should be directed to government programs, ideally as part of a massive, wartime-style initiative that would invest in low-income populations and displaced workers.

Supervisor Gioia agreed that we need a national price on carbon. He pointed out complications regarding how the price is set and how the funds are used. Gioia noted that California has taken a hybrid approach where a fee is assessed through the cap and trade auctions and revenues are disbursed by the State.

Supervisor Glover said he is not against fees or taxes on carbon. However, it is important to look at the best approach. Glover would like more information on how to communicate about this issue with the public.

The Committee directed staff to bring a resolution to the Board indicating support for a carbon fee or tax.

6. RECEIVE UPDATE on Renewable Resource Potential Study.

Jody London provided an update on the status of the Renewable Resource Potential Study. The study is looking at the potential for renewable energy technologies in Contra Costa County -- solar, wind, biomass, and biogas -- and how to facilitate installation of more renewable energy in the County while being mindful of land use priorities such as agriculture, parks, and conservation. Staff is looking at infill areas that otherwise will not be developed, such as parking lots, rooftops, and cloverleaves. London said that staff hosted a stakeholder meeting on May 24 and would be hosting another stakeholder meeting that week on July 25. The resource potential and recommendations regarding zoning are scheduled to be complete in early October. Staff will use the results of the study to determine interest in and feasibility of community energy projects in the communities of Bay Point, Rodeo, and North Richmond.

The Committee directed staff to bring the study findings to the full Board in October. The Supervisors also offered to assist staff in working on potential community energy projects.

7. RECEIVE report from the Chair of the Contra Costa County Sustainability Commission.

Victoria Smith, Chair of the Sustainability Commission, reported that the Commission welcomed a new member in the Education/Research seat, Kim Hazard, at its April meeting. At that meeting the Commission received an update on the Renewable Resource Potential Study and the Adapting to Rising - Eastern Contra Costa (ART-East) project. The Sustainability Commission asked the Bay Conservation and Development Commission staff to integrate the County's Climate Action Plan in ART-East, and provided ideas on outreach and education regarding that project. The Sustainability Commission is planning a retreat for August 18.

8. RECEIVE report from County Sustainability Coordinator.

Jody London summarized the written report included with the agenda. London noted that the California Air Resources Board recently approved a \$1.4 billion allocation of Greenhouse Gas Reduction Funds, and asked if the Committee would like to provide direction for County departments to prepare to apply for those funds. The Committee directed that staff coordinate with each Supervisor as more information becomes available about these grant opportunities.

9. The next meeting is currently scheduled for Monday, September 24, 2018.

10. Adjourn

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Contra Costa County Board of Supervisors

Subcommittee Report

AD HOC COMMITTEE ON SUSTAINABILITY

4.

Meeting Date: 11/05/2018

Subject: APPROVE Record of Action from the September 24, 2018, meeting of the Ad Hoc Committee on Sustainability.

Submitted For: Jody London, Sustainability Coordinator

Department: Conservation & Development

Referral No.:

Referral Name: APPROVE Record of Action from the September 24, 2018, meeting of the Ad Hoc Committee on Sustainability.

Presenter: Jody London, DCD

Contact: Jody London (925) 674-7871

Referral History:

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Referral Update:

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Recommendation(s)/Next Step(s):

Staff recommends approval of the attached Record of Action for the September 24, 2018, meeting of the Ad Hoc Committee on Sustainability with any necessary corrections.

Fiscal Impact (if any):

N/A

Attachments

09-24-18 Sus Mtg Minutes



Agenda

RECORD OF ACTION AD HOC COMMITTEE ON SUSTAINABILITY

September 24, 2018
12:30 P.M.

651 Pine Street, Room 101, Martinez

Supervisor John Gioia, Chair
Supervisor Federal D. Glover, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

DRAFT

Present: John Gioia, Chair

Absent: Federal D. Glover, Vice Chair

Staff Present: John Kopchik, Director, Department of Conservation and Development

Jody London, Sustainability Coordinator

Jill Ray, Field Representative, Supervisor Candace Andersen

Dominic Aliano, Field Representative, Supervisor Federal Glover

Dan Peddycord, Director, Public Health

Dr. Chris Farnitano, Health Officer, Health Services Department

Siu Sahn Foo, Civic Spark Fellow, Department of Conservation and Development

Demian Hardman, Planner, Department of Conservation and Development

Michael Kent, Hazardous Materials Ombudsman

Attendees: Victoria Smith

Nick Despota

Gretchen Logue

Harry Thurston

Michelle Nochisaki

Howdy Goudey

Jan Warren

Betty Lobos

1. Introductions and Roll Call.
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

There was no public comment.

3. APPROVE Record of Action from the July 23, 2018, meeting of the Ad Hoc Committee on Sustainability.

Adoption of the Record of Action from the July 23, 2018 meeting was postponed until the entire Committee is present.

4. RECEIVE the report on Asthma in Contra Costa County and PROVIDE DIRECTION regarding exploration of a healthy homes program for Contra Costa County.

Dr. Chris Farnitano, the County's Health Officer, provided a report on indoor and outdoor air quality and how they impact asthma in Contra Costa County. Dr. Farnitano reported that asthma is more common in Contra Costa County than in California as a whole, and that asthma is more commonly diagnosed and severe in African American residents, who experience significantly more emergency room visits and hospitalizations for asthma. Children bear the biggest burden. The incidence of asthma is highest in Richmond and the Northern part of the County and occurs in the same communities considered "disadvantaged" by the State of California using the CalEnviroScreen tool. Dr. Farnitano described likely causes of asthma due to factors in the indoor and outdoor environment. He discussed policies that can reduce exposure to asthma triggers. The Committee discussed land use policies and how they can be modified to reduce conditions that cause asthma, and opportunities to place conditions on projects that will create additional emissions. During discussion, staff described newly initiated work to explore a healthy homes initiative for Contra Costa County in partnership with MCE. The goal would be to develop a framework for a coordinated approach to health and the built environment. The Committee directed staff to continue discussions around a healthy homes initiative, and to return to the Committee if necessary

5. RECEIVE REPORT on Greenhouse Gas Reduction Fund grant opportunities and PROVIDE DIRECTION to staff, as appropriate.

Jody London, County Sustainability Coordinator, reviewed upcoming opportunities for State grants to support County projects related to the Climate Action Plan. Supervisor Gioia described opportunities that will come through the Bay Area Air Quality Management District for reductions of emissions from mobile sources, including fleets. The Committee requested that the Public Works Department report at the next meeting on the composition of the County fleet, and current and potential policies regarding "idle free" operation of County fleet vehicles and reducing the use of diesel fuel in County fleet and buildings.

6. RECEIVE REPORT from Sustainability Commission Chair.

Victoria Smith, Sustainability Commission Chair, reported that the two groups the Commission nominated for Sustainable Leadership Awards from Sustainable Contra Costa - the Public Health Academy students from Alhambra High School and the North Richmond Watershed Connections Project - both won and will be recognized on Sept. 21. Smith reported that the Sustainability Commission held a productive retreat on August 18. She described the five goals the Commission developed during the retreat. The Sustainability Commission will hold a further meeting to explore equity issues. The Commission has a strong interest in working more closely with the Ad Hoc Committee on Sustainability, and would like to consider joint meetings or workshops, perhaps for the General Plan and/or Climate Action Plan Update. At its August 27 meeting, the Sustainability Commission received an overview and report of the upcoming General Plan Update. She also reported that the Sustainability Commission has developed a template it is asking presenters to follow when making a presentation to the Commission, a byproduct of the retreat.

7. RECEIVE REPORT from County Sustainability Coordinator.

Jody London, County Sustainability Coordinator, reviewed the information in the written report included with the agenda.

8. The next meeting is currently scheduled for Monday, November 5, 2018.

9. Adjourn

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Contra Costa County Board of Supervisors

Subcommittee Report

AD HOC COMMITTEE ON SUSTAINABILITY

5.

Meeting Date: 11/05/2018

Subject: ACCEPT the 2018 Fleet and Equipment Sustainability Report and PROVIDE DIRECTION as appropriate

Submitted For: Jody London, Sustainability Coordinator

Department: Conservation & Development

Referral No.:

Referral Name: ACCEPT the 2018 Fleet and Equipment Sustainability Report and PROVIDE DIRECTION as appropriate

Presenter: Brian Balbas, Director, Public Works

Contact: Jody London (925)674-7871

Referral History:

N/A

Referral Update:

On March 26, 2018, the Ad Hoc Committee on Sustainability received a presentation from students in the Public Health Program at Alhambra High School on the benefits to public health of reducing vehicle idling time. The students made several recommendations to the Committee on actions the County could take to reduce idling in County vehicles. On April 24, the students made the same presentation to the Board of Supervisors. The students recommended the County consider the following actions to encourage greater participation in the Idle Free campaign:

- Post idle free signs at County offices,
- More direct messaging to County employees
- Idle Free stickers in County fleet vehicles
- Consider policy that prohibits idling in County vehicles

On July 23, 2018, the Ad Hoc Committee on Sustainability received a presentation from Idle Free California on actions that other jurisdictions in California and around the country are taking to reduce idling in their own operations and among the general population.

On August 7, 2018, the Board of Supervisors adopted the Diesel Free by 2033 pledge, and asked staff to report back to the Board no later than March 2019 on steps the County should take to eliminate the use of diesel fuel in County operations.

The attached staff report and additional information provide an update on County fleet operations, look at the use of diesel fuel in vehicles and equipment, and identify actions taken to date to reduce idling in County vehicles and equipment.

Recommendation(s)/Next Step(s):

ACCEPT the 2018 Fleet and Equipment Sustainability Report and PROVIDE DIRECTION as appropriate

Fiscal Impact (if any):

N/A

Attachments

Staff Report

Attachment A - Admin. Bulletin 508.5, Property and Equipment

Attachment B - Admin. Bulletin 207.9, County Vehicle Operation

Attachment C - Public Works Vehicle Asset Management Policy

Attachment D - County Vehicle Use - No Idling Presentation

Memo

October 26, 2019

TO: Ad Hoc Committee on Sustainability
Supervisor John Gioia, District I
Supervisor Federal Glover, District V

FROM: Brian M. Balbas, Public Works Director

SUBJECT: 2018 Fleet and Equipment Sustainability Report

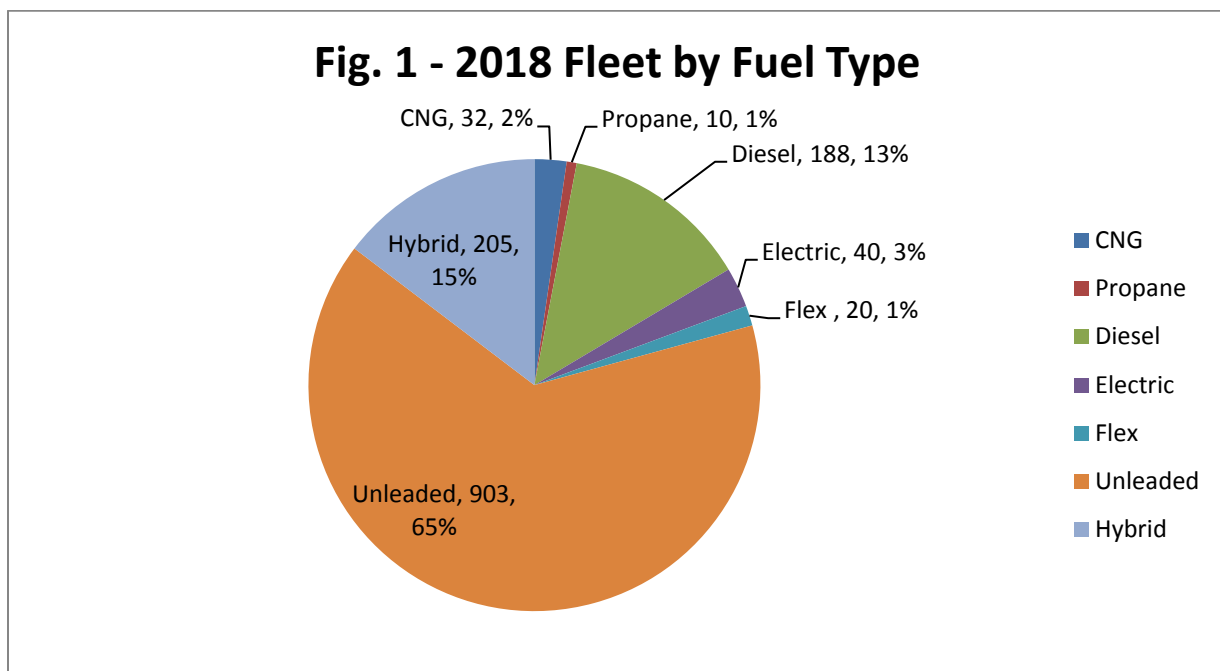
Recommendation

ACCEPT the 2018 Fleet and Equipment Sustainability Report and PROVIDE DIRECTION as appropriate

Background

Our Fleet

The County uses a variety of vehicles and equipment that are powered with an array of fuel types as shown in Fig. 1 below:



Administrative Bulletin 508.5 provides guidance on the purchase of vehicles and equipment including a clean air vehicle policy and goals. (Attachment A)

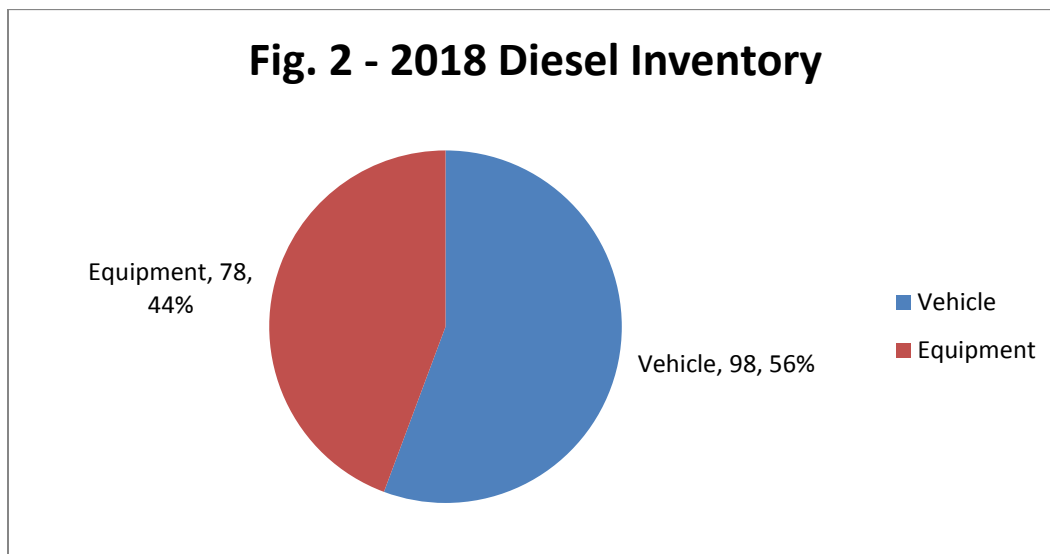
Public Works Fleet Services has been proactively working under the County's Clean Air Vehicle Policy guidelines with the intent of achieving a greener fleet. Fleet Services continues to educate our customer departments regarding the advantages and benefits of downsizing and right-sizing the Fleet. This includes the practice of replacing vehicles with Hybrid, Electric or Compressed Natural Gas units where applicable.

The chart below shows the vehicles and equipment added the past three years by fuel type. Please note the information is only intended to show the variety of alternative fuel vehicles and equipment purchased. Since we do not have a monolithic fleet, each vehicle and equipment will reach replacement criteria at different times so annual replacement composition does not necessary indicate a trend for any fuel type.

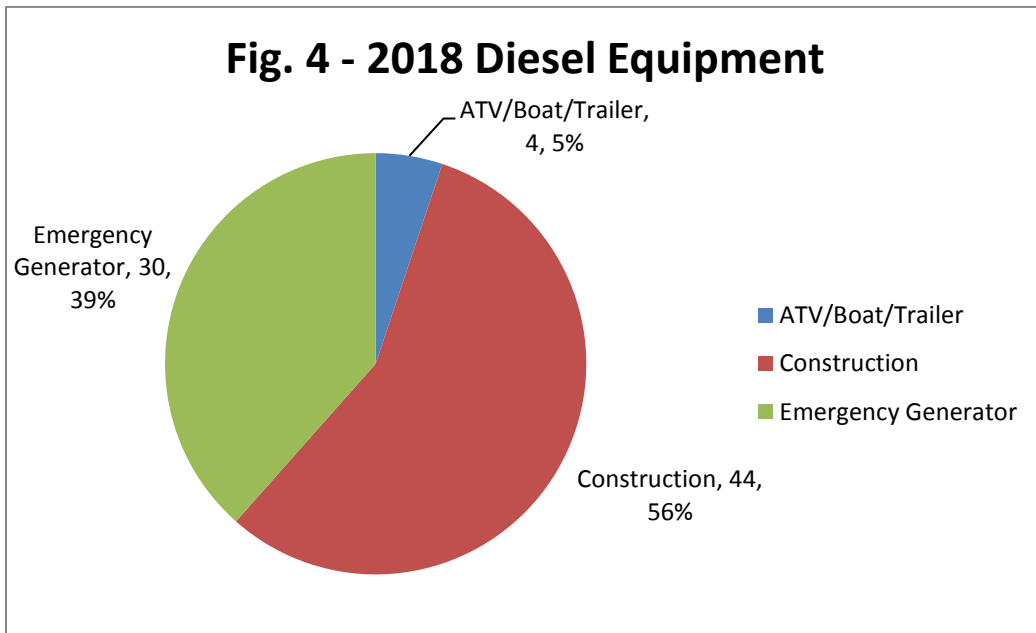
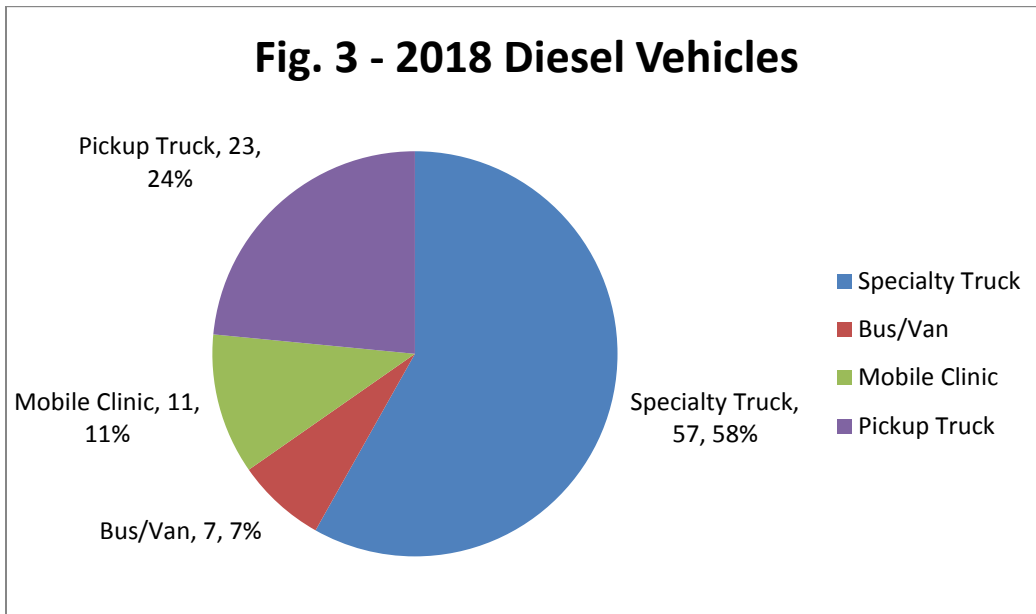
Vehicle & Equipment Purchases				
	2015	2016	2017	2018
CNG	10	1	0	0
Diesel	2	2	10	0
Electric	9	4	0	1
Flex	2	15	3	0
Unleaded	82	43	60	41
Hybrid	37	17	14	14
Total	142	82	87	56

Diesel Details

As shown in Fig. 1, diesel fuel is used in 13% of the vehicles and equipment utilized by County staff. Figure 2 below shows the breakdown of diesel vehicles and equipment.



Figures 3 & 4 further illustrate the types of vehicles and equipment, respectively.



The above charts help illustrate what vehicle or equipment types may be replaced with non-diesel options. For example, 24% of our diesel vehicles are pickup trucks. There are non-diesel pickup trucks available now which can be considered in lieu of a diesel engine if they meet operational and functional needs.

We have taken advantage of diesel/electric hybrid technology with the purchase of several Hino box trucks to reduce diesel emissions. We are also purchasing diesel/electric hybrid aerial

trucks so our electricians no longer need to keep the diesel engine running to provide power to operate the bucket lift as they work on overhead traffic signals and street lights.

However, not all current types of vehicles/equipment have viable non-diesel options. For example, manufacturers are slow to produce non-diesel alternatives for medium and heavy duty trucks, so there is currently no real feasible option for our fleet of specialty trucks such as dump trucks and construction equipment.

It should be noted that the County has been dispensing biodiesel at the Waterbird Fueling Station since 2005 and switched over to renewable diesel in 2016 to further reduce emissions of greenhouse gases from our diesel vehicles.

Idle Free

The impacts of unnecessary idling of vehicles and equipment negatively affect the environment, human health, and a waste of funds due to wasted fuel and excessive wear on vehicles/equipment.

Administrative Bulletin 507.9 (Attachment B) provides guidance on County Vehicle Operation. Interestingly, there is no anti-idling policy in AB 507.9.

Public Works' Vehicle Asset Management policy (Attachment C) does require the decal below when the vehicle is equipped with a device to track vehicle performance and location.

**NO SMOKING IN ANY COUNTY VEHICLES, AT ANY TIME
ALWAYS AVOID UNNECESSARY ENGINE IDLING**

There should be no expectation of privacy in any County vehicle at any time.

There should always be an expectation that GPS/monitoring system(s)
are installed and active in every County vehicle.

Also, in 2016, Public Works prepared a short idle free presentation that was presented at a Department Head meeting and utilized internally to bring awareness of the impacts of unnecessary idling of vehicles. (Attachment D)

While not all vehicles in the County fleet are equipped with a tracking device, the decal can be installed in all County vehicles and the anti-idling presentation made available to County employees so they are informed. Also, AB 507.9 will need to be revised to include an Anti-Idling Policy.

G:\Admin\Joe\Fleet Management\Sustainability Committee\Nov 2018 Fleet Sustainability Report.docx

CONTRA COSTA COUNTY
Office of the County Administrator
ADMINISTRATIVE BULLETIN

Number: 508.5
Date: November 17, 2015
Section: Property and Equipment

SUBJECT: County Vehicle and Equipment Acquisition and Replacement Policy, and Clean Air Vehicle Policy and Goals

This bulletin sets forth County policy and guidelines for department requests for acquisition and replacement of County vehicles and equipment.

- I. APPLICABILITY.** This bulletin is applicable to addition and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation.
- II. AUTHORITY.** By Board Order, Item C.162, July 18, 2000, proposed County Vehicle/Equipment Acquisition and Replacement Policy

III. POLICY GUIDELINES

Additional and replacement vehicles and equipment to be acquired by County departments either through purchase, lease purchase or donation must be appropriate for the intended use, within the approved budget, safe to operate, and cost efficient both to operate and maintain. The expected annual use of any vehicle should be in excess of 3,000 miles. Dedicated Compressed Natural Gas (CNG) and battery electric vehicles with frequent and demonstrated short trip usage patterns may be exempted from the County minimum mileage requirement. Replacement priority will be given to vehicles and/or equipment that are determined by the Public Works Department Fleet Manager (Fleet Manager) to be unsafe, in the poorest condition, uneconomical to operate or maintain, or have the highest program need.

- A. ACQUISITION OF REPLACEMENT VEHICLES/EQUIPMENT** The acquisition of “replacement” vehicles or equipment may be approved by the Fleet Manager and County Administrator, provided that the vehicle being replaced meets or exceeds the minimum mileage criterion and/or the vehicle/equipment is damaged beyond economical repair as determined by the Fleet Manager.

Vehicles and equipment will be considered for replacement or, in the case of low utilization, reassignment to another function or department, when one or more of the following conditions exist as determined by the Fleet Manager.

1. Replacement parts are no longer available to make repairs
2. Continued use is unsafe
3. Damage has made continued use infeasible
4. Cost of repair exceeds the remaining value

- 5. Low utilization (usage does not exceed 3,000 miles per year) cannot justify ongoing maintenance and insurance costs

B. MILEAGE EVALUATION INTERVALS At the mileage intervals specified below, vehicles will be evaluated to determine their condition and expected life. The Fleet Manager is to make such evaluations in accordance with the following schedule. Evaluations may be conducted sooner under certain conditions, such as when a vehicle needs repairs more often than other vehicles of the same class and age, or when a vehicle has been damaged. After initial evaluations, a vehicle will be re-evaluated every 12,000 miles or until it reaches the end of its life, at which time it will be declared surplus.

VEHICLE TYPE	EVALUATION INTERVAL
Sedans	90,000 miles
Sheriff Patrol Sedans	90,000 miles
Passenger Vans	90,000 miles
Cargo Vans	90,000 miles
Sports Utility Truck	100,000 miles
Pickups and 4x4	100,000 miles
Medium/Heavy Duty Trucks	120,000 miles
Buses	180,000 miles
School Buses	8 years/(inspect every 45 days by law)
Miscellaneous Equipment	Depends on Condition

C. EQUIPMENT ABUSE, NEGLIGENCE, AND MISUSE Departments utilizing County equipment shall be responsible for all costs associated with driver abuse, negligence, or misuse of County equipment. Determination of abuse, negligence, or misuse will be at the discretion of the Fleet Manager. The Fleet Manager shall notify the department using the equipment of any charges covered under this section.

D. VEHICLE CITATIONS, PARKING TICKETS, AND TOLL EVASION NOTICES The department utilizing the equipment shall be responsible for ensuring payment of all citations, parking tickets, and toll evasion notices attributed to any equipment. Citations or tickets attributed to equipment due to administrative reasons (license, titling, registration, etc.) will be the responsibility of the Fleet Manager to resolve, with the exception of expired registration tabs on undercover vehicles. The department utilizing the equipment is responsible for ensuring undercover plated vehicles display a current registration tab.

- E. ACQUISITION OF ADDITIONAL VEHICLES/EQUIPMENT Departments requesting acquisition of an additional vehicle or piece of equipment must demonstrate the need and identify the source of funding for the acquisition and its ongoing maintenance. Funds for the acquisition of additional or replacement vehicles/equipment must be appropriated in the County budget before such acquisition can occur. This appropriation may be included in the annual County Budget adopted by the Board of Supervisors or may occur via a budget appropriation adjustment approved by the Board during the fiscal year. The attached form shall be used for each [Vehicle and Equipment Request Form](#) and forwarded to the County Administrator's Office, Budget Division, upon whose approval the request will be sent to the Fleet Manager for technical recommendations.

Any vehicle and/or equipment that is offered as a donation to the County must be inspected by the Fleet Manager and determined to be in good operating condition, safe, and efficient to operate and maintain prior to acceptance. If the vehicle does not meet these criteria, the donation is not to be accepted. Donated vehicles and equipment require a signed Board Order before the donated equipment may be accepted.

IV. CLEAN AIR VEHICLE POLICY AND GOALS

It is the intent of the County to procure the most fuel efficient and lowest emission vehicles and reduce petroleum fuel consumption. Vehicle and equipment purchases shall be operable on available County alternate fuel sources to the greatest extent practicable and must comply with all applicable clean air and vehicle emission regulations.

- A. VEHICLE PURCHASES Alternate fuel (electric, Compressed Natural Gas (CNG), fuel cell, etc.) vehicles shall be procured to the greatest extent practicable. If an alternate fuel vehicle is not operationally feasible, a hybrid electric vehicle shall be the next type considered for procurement. Vehicle purchases other than alternate fuel or hybrid electric require specific justification and approval by the Fleet Manager and shall be rated no lower than Partial Zero Emission Vehicle (PZEV) by the California Air Resources Board when possible.

- B. EXEMPTION FROM CLEAN AIR VEHICLES POLICY Marked emergency response vehicles (e.g. police patrol, fire, paramedic, and other Code 3 equipped units), may be exempt from the Clean Air Vehicle Policy. The Fleet Manager may also grant exemptions for vehicles used primarily for prisoner transport or when no alternate fuel or low emission vehicle is available that meets the essential vehicle requirements or specifications. The intended use of the vehicle shall be the determining criteria for granting a Clean Air Vehicle Policy exemption.

V. DEPARTMENT RESPONSIBILITY

A. Department Head or Designee assigned vehicles

1. Designate a department staff person to serve as the departments point of contact for all fleet related issues
2. Ensure safe operation of all vehicles and bringing in vehicles to the Fleet Services Center for scheduled preventative maintenance and safety inspection when requested by the Fleet Manager
3. Budget appropriately for all expenses
4. Prepare and submit [Vehicle and Equipment Request Form](#) to the County Administrator's Office, Budget Division for approval of replacement and/or addition of vehicles
5. Enter correct mileage when purchasing fuel
6. Ensure vehicle meets minimum use guidelines
7. Notify Fleet Manager of any vehicle assignment changes

B. County Administrator's Office

1. Review requests for purchase of vehicles for operational need, compliance with County policy, and budgetary impact.

C. Public Works Department – Fleet Services Division

1. Administer and oversee the County Fleet including providing regular preventative maintenance and repairs.
2. Budget for the acquisition and replacement of vehicles and/or equipment
3. Prepare annual report and summary of the distribution of light vehicles and heavy equipment by department for the current fiscal year, the two prior fiscal years, and the recommended distribution for the new fiscal year.

4. Develop light duty vehicle and equipment specifications to increase alternate fuel (CNG, electric, fuel cell, etc.) hybrid electric, and partial zero or less emission vehicle purchases.
5. Identify and procure suitable alternate fuels for use in County vehicles
6. Monitor and identify non-County alternate fuel locations for use by County vehicles

Originating Department(s):

County Administrator's Office
Public Works Department

Information Contacts:

County Administrator's Office –Management Analyst Liaison
County Fleet Manager at 925.313.7072

Update Contact:

County Administrator Senior Deputy, Municipal Services

/s/

David Twa
County Administrator

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 507.9

Date: June 2015

Section: Property & Equipment

SUBJECT: County Vehicle Operation

The County owns, leases, rents, and maintains vehicles for use by authorized persons in the conduct of official County business. This Administrative Bulletin establishes policy and procedures for the use and operation of County vehicles, including the investigation and evaluation of vehicle accidents. For purposes of this Administrative Bulletin, any vehicle the County owns, leases, or rents is a "County vehicle."

POLICY

Each department head is responsible for:

1. Requiring safe and economical operation of County vehicles.
2. Authorizing individuals to operate County vehicles on County business.
3. Informing individuals of the provisions of this and other appropriate Administrative Bulletins and relevant department policies, if any.

PROCEDURES

- I. ADMINISTRATION. Each department is responsible for implementing the following procedures:
 - A. The department head may authorize a County employee, contract worker, or volunteer (collectively, "driver(s)") to operate a County vehicle or may authorize the rental of a vehicle for County work-related purposes through Public Works Fleet Services ("Fleet Services") or Public Works Purchasing Division ("Purchasing"). Departments must ensure that the following conditions are met:
 1. Any driver operating County vehicles and/or equipment must hold a current, valid, and appropriate DMV operator's license(s) for each vehicle or piece of equipment that they are assigned to use and operate (e.g., Class A, B, C, and special endorsements). Operation of County vehicles and/or equipment with a suspended or inadequate operator's license is expressly prohibited.

2. Maintain and keep current a list of the department's authorized drivers. Appendix A is an example form.
 3. Maintain a photocopy of each authorized driver's license on file in the Department.
 4. Ensure the authorized driver has received instructions on vehicle operation, including vehicle inspection checklists, maintenance responsibilities, applicable emergency forms, and department and County notification procedures/requirements.
 5. Instruct the authorized driver to comply with all driving restrictions and regulations which are imposed by the California Department of Motor Vehicles for County vehicle types.
 6. Provide the County Risk Manager with a current list of drivers who are required by their jobs to have a commercial license. Those drivers with a commercial license are subject to the Federal Drug and Alcohol Testing Program.
 7. Follow Fleet Services' requirements for vehicle maintenance, including reporting vehicle parking location changes, timely reporting of vehicle accidents, and surrendering of vehicles for periodic repair and maintenance.
 8. Immediately upon notification that an authorized driver no longer meets the conditions listed in this Section, the department shall withdraw authorization and notify the individual.
- B. Assigned Vehicles. County vehicles may be assigned on a full-time or limited-time basis to an authorized driver or to a department. The department shall be responsible for:
1. Requests for Vehicles - The department will submit a memo to the Public Works Fleet Manager ("Fleet Manager") requesting a vehicle assignment. The request is to should demonstrate that assignment of a County vehicle is the most cost effective option to meet transportation needs. If vehicles are unavailable, then the requesting department may provide funding for purchase or lease of a vehicle, with approval from the Office of the County Administrator.
 2. Vehicle Assignments - Changes in vehicle parking locations and/or authorized drivers are to be reported to the Fleet Manager.
 3. Vehicle Purchase - Fleet Services is responsible for the development and maintenance of specifications for, and purchase of County vehicles. Such specifications shall provide for fuel efficiency, economy, and vehicle safety.
 4. Scheduled Maintenance - The department is responsible for assuring that assigned vehicles receive maintenance as scheduled by the Fleet Manager. The department

head and/or designee(s) must provide access to County vehicles upon request by Fleet Services for preventive maintenance and scheduled inspections to meet safety and regulatory compliance requirements. Failure to comply may result in confiscation of the vehicle(s).

5. Vehicle Inspection- The department is responsible for assuring that equipment inspection checklists are completed for assigned vehicles on the schedule required by the Fleet Manager. Appendix B is a sample checklist. The inspection of vehicles must also be performed on the schedule required by the Fleet Manager.
- C. Take-Home Use of a County Vehicle. A take-home vehicle is any County vehicle, other than a “qualified non-personal use vehicle,” described below, which is permanently or temporarily assigned to an authorized driver who has been authorized to drive the County vehicle to and from work to the driver’s residence. Take-home vehicle authorizations must be approved by the department head and must be based on demonstrable and beneficial needs for the delivery of services to the County.
1. A “qualified non-personal use vehicle” encompasses the following (IRS Code Publication 15-B):
 - a. Clearly marked, through painted insignia or words, police and fire vehicles;
 - b. Unmarked vehicles used by law enforcement officers, if the use is officially authorized;
 - c. An ambulance or hearse used for its specific purpose;
 - d. Any vehicle designated to carry cargo with a loaded gross vehicle weight over 14,000 pounds;
 - e. Delivery trucks with seating for the driver only, or the driver plus a folding jump seat;
 - f. A passenger bus with a capacity of at least 20 passengers used for its specific purpose;
 - g. School buses; and
 - h. Tractors and other special-purpose farm vehicles.
 2. In the event the department head authorizes the take-home use of any County vehicle, other than a qualified non-personal use vehicle, the authorized driver will be required to treat any personal use of that vehicle as taxable income under various IRS rules. The department is required to maintain detailed records of which authorized drivers may take home a County vehicle and how many nights each month those drivers took home a County vehicle. At the end of each month, the department must report this information to Fleet Services (925-313-7074).

II. OPERATION OF COUNTY VEHICLES.

- A. Authorized drivers may only use County vehicles to transport those persons, animals and/or equipment as are required to carry out official County business.

- B. An authorized driver shall immediately notify the department head, or designated representative, of any changes in the status of his/her driver's license
- C. Authorized drivers may only use County vehicles for conducting County business, except when authorized for take-home use, as provided in Section I.C., above. Any other personal use of County vehicles is strictly prohibited.
 - 1. When a County vehicle is assigned to an authorized driver for take-home use, the driver to whom the vehicle is assigned shall be responsible for affording the maximum protection practicable against theft, vandalism, damage and the elements by placing such vehicle in a garage or carport, if available. The minimum of such protection shall be assurance that such vehicle is off-street, if available, at night, when not in actual use.
 - 2. Take-home County vehicles may not be used to conduct personal business (e.g., driving children to daycare, doing shopping, or transporting other non-County passengers). Authorized drivers taking home a County vehicle shall ensure proper discretion to minimize inaccurate or negative public perceptions.
 - 3. Authorized drivers shall not permit other persons to drive County vehicles.
- D. Drivers shall observe all traffic rules and regulations at all times, including but not limited to refraining from using a cell phone while operating the vehicle. Fines and punitive measures imposed for violations are the personal responsibility of the driver.
- E. Authorized drivers shall observe courtesies of the road, follow California Department of Motor Vehicles (DMV) Driver Handbook requirements, practice defensive driving procedures, and utilize fuel conservation measures.
- F. Authorized drivers must ensure that all personnel riding in County vehicles wear safety seat belts. All California laws and DMV handbook updates for child and adult seatbelt requirements must be followed.
- G. Smoking is prohibited at all times in County vehicles. Authorized drivers shall not consume food or beverages while operating a County vehicle.
- H. Authorized drivers must take proper care to secure the County vehicle when the vehicle is left unattended, including locking the vehicle and removing the keys. The authorized driver should not leave valuables or County equipment (e.g., wallets, cell phones, laptop computers) in plain sight when a County vehicle is left unattended.
- I. Authorized drivers of County vehicles equipped/supplied with traffic cones are required to comply with the guidelines stated in Administrative Bulletin No. 516, "Traffic Cones."

- J. Authorized drivers are required to surrender vehicles for scheduled maintenance when requested.
- K. If an authorized driver utilizing a daily use pool vehicle will be returning later than 5:00 p.m., the authorized driver must notify Fleet Services, 2467 Waterbird Way, Martinez, (925) 313-7074. If a vehicle is not returned by the scheduled check-in time and no delay has been reported, an investigation to locate the vehicle may be initiated. The authorized driver's department will be contacted and local police agencies may be notified if the vehicle cannot be located.
- L. Authorized drivers must remove all personal items from the vehicle, dispose of trash and litter, set the emergency brake when parking the vehicle being returned, and advise Fleet Services personnel of any maintenance problems and /or vehicle body damage.
- M. Authorized drivers must wear appropriate footwear as required by the California Vehicle Code (CVC).

III. COUNTY VEHICLE SERVICING.

- A. Fleet Services is responsible for the regular maintenance and servicing of all County-owned vehicles.
- B. County vehicles are serviced at 2467 Waterbird Way, Martinez. For after-hours emergencies, such as a flat tire or broken fan belt, County vehicles may be serviced by a private garage or service station. If the emergency occurs during normal work hours, the authorized driver is to call Fleet Services at (925) 313-7074 before having repairs made. Fleet Services' telephone number is stored in the glove compartment of each vehicle. The driver may be advised that the vehicle will be towed.
- C. When possible, County vehicles should be fueled at the automated fuel site at Fleet Services on Waterbird Way, Martinez, and at designated Voyager card facilities. Fleet Services will issue authorized drivers a Voyager card at the same time they are assigned a County vehicle. Replacement cards may be requested from Fleet Services.
- D. County vehicles may be fueled at commercial service stations only in the event of emergency situations or when County service facilities are not accessible. Drivers are to use only self-service regular, unleaded, or diesel fuel, as required. Purchase of premium unleaded fuel and full service are not permitted. Employees utilizing County or personal credit cards shall make certain that the County vehicle equipment number, vehicle license number, and total sales amount appear on all sales receipts. Employees using personal credit cards for fuel purchases shall include the signed sales receipts with their monthly expense demands.
- E. Vehicles using alternative fuels such as compressed natural gas (CNG) must be refueled at appropriate sites.

IV. RENTAL PROCEDURES. The following procedures apply to obtaining a rental car once a department head, or designee, has authorized a County employee, contract worker, or volunteer to operate a rental vehicle for County work-related purposes:

- A. Rental Cars for In-County Use. The Public Works Department, Fleet Services Division (“Fleet Services”), is responsible for obtaining rental cars for in-County use. The department head, or designee, must contact Fleet Services at (925)313-7074 for further instructions.
- B. Rental Cars for Out-of-County Use. The Public Works Department, Purchasing Services Division, is responsible for obtaining rental cars for out-of-County use. The department head, or designee, must contact the Purchasing Division at (925)313-2100 for further instructions.

V. INSURANCE.

- A. County-Owned Vehicles. The County self-insurance program provides vehicle liability insurance coverage to authorized drivers during approved use of County vehicles.
- B. Rental Vehicles for County Work-Related Purposes. Rental vehicles are covered for liability and vehicle physical damage under the County’s self-insurance program. Authorized rental car drivers are instructed not to purchase any insurance or sign a Collision Damage Waiver (CDW) when renting a vehicle for County business. However, if the authorized rental car driver keeps a rental vehicle for personal use, after the business portion of the trip is completed (unless they are attending an approved extended conference, seminar, etc.), the driver is responsible for the vehicle and should arrange for his or her own liability and collision coverage.

VI. ACCIDENTS.

- A. Types of Accidents.
 - 1. Bodily Injury;
 - 2. Vehicle being struck or striking another vehicle or object and/or damage occurring as a result of an accident; or
 - 3. All other vehicle accidents involving County vehicles, including those that occur when the vehicle is unattended.

\\

B. Reporting.

1. Authorized drivers of County vehicles that are involved in accidents must follow the Post Vehicle Accident Instructions, attached as Appendix C.
2. Authorized drivers must immediately notify the following:
 - a. Fleet Services at (925) 313-7074
 - b. Risk Management at (925) 335-1400
 - c. Immediate Supervisor
3. Authorized drivers must also complete a Vehicle Accident Report Form, Appendix D, and submit it to his or her supervisor.
 - a. When possible, take photos of the accident scene and vehicle damage and submit the photos with the Vehicle Accident Report Form.
 - b. The report shall be submitted to the driver's supervisor within 24 hours, or as soon as possible.
 - c. The supervisor shall review the report, follow the department's accident investigation procedure, and/or forward the report to the department head.
 - d. The department head shall send copies to Risk Management's Liability Unit and Fleet Services for claims review, assessment of vehicle condition, possibility of mechanical or electrical malfunction, and damage estimate.
4. Bodily Injury.
 - a. In cases of bodily injury to either party, authorized drivers must also complete a DWC-1 form, which is available through Risk Management, in addition to the Vehicle Accident Report Form.
 - b. Instructions to Supervisors.
 - i. Ensure that the employee involved in an accident has completed all the proper paperwork.
 - ii. Complete an AK30 form, which is available through Risk Management. Return both the DWC-1 form completed by the employee and the AK30 form to the Risk Management Office within 24 hours of the accident or as soon as possible.

\\

C. Departmental Evaluation.

1. Accident Review. The department head or designated representative must investigate all accident reports to determine what actions may prevent future accidents. The department must record its findings and relevant points of its evaluation on the Vehicle Accident Report Form and submit the form to Risk Management.
2. Review and Action. The department head or designated representative is responsible for implementing follow-up actions to prevent future accidents, including, but not limited to, trainings, corrective counseling, and discipline.

D. Risk Management provides a training program for those individuals referred by their Departments for repeated vehicle accidents in County vehicles. An overview for the training program is provided in Appendix E.

Orig. Dept.: County Administrator and Risk Management

Appendix A – List of Authorized Drivers Sample Form

Appendix B – Driver’s Vehicle Inspection Report

Appendix C – Contra Costa County Post Vehicle Accident Instructions

Appendix D – Contra Costa County Vehicle Accident Form

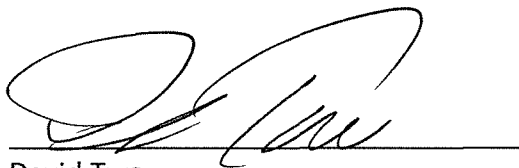
Appendix E – Driver Safety Training Program

For those viewing this document online, hyperlinks to the following bulletins are provided.

References: [Administrative Bulletin No. 408, Safety Policy](#)

[Administrative Bulletin No. 421, County Volunteer Programs](#)

[Administrative Bulletin No. 535.1, Use of Private Vehicles](#)

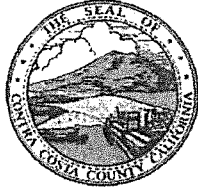


David Twa,
County Administrator

Appendix A

LIST OF AUTHORIZED DRIVERS SAMPLE FORM

CONTRA COSTA COUNTY



LIST OF AUTHORIZED DRIVERS

First Name	Last Name	Driver's License Number	Expiration Date	Vehicle Number(s) Assigned or Regularly Used

Version – January 2015

Appendix B

DRIVER'S VEHICLE INSPECTION REPORT FORM

DRIVER'S VEHICLE INSPECTION REPORT

EQUIPMENT # _____ ODOMETER / HOUR READING: _____

DATE: _____ DEPARTMENT: _____ TIME: _____ A.M. P.M

OK DEF N/A

Air Pressure
Air Lines
Battery/s
Body
Brake Accessories
Brakes, Parking
Brakes, Service
Coupling Devices
Defroster/Heater
Exhaust Leaks
Fifth Wheel
Frame & Assembly
Front Axle
Fuel Tanks

OK DEF N/A

Fluids
Engine Oil
Trans Fluid
Power Steering
Hyd. Oil
Coolant Level
Horn
Lights
Head-Stop
Tail-Dash
Turn Indicators
Reflectors
Mirrors
Oil Pressure

OK DEF N/A

Radiator Leaks
Suspension
Safety Equipment
Fire Extinguisher
Reflective Triangles
First aid kit
Seat Belts
Steering
Tires
Wheels & Rims
Windshield Wipers
Fuel Card In Vehicle
Other

TRAILER # _____

OK DEF N/A

Brakes
Check Block
Coupling (King) Pin
Glad Hands

OK DEF N/A

Hitch
Landing Gear
Lights-All
Safety Chains

OK DEF N/A

Suspension System
Tires
Wheels & Rims
Other

REMARKS MUST BE INCLUDED WHEN ITEM/S ARE CHECKED DEFECTIVE:

Driver's Signature: _____

- CONDITION OF THE ABOVE EQUIPMENT IS SATISFACTORY TO OPERATE.
- CONDITION OF THE ABOVE EQUIPMENT IS NOT SATISFACTORY TO OPERATE.

OUT OF SERVICE DATE: _____

Supervisors Signature: _____ Date: _____

Mech. Signature: _____ WO# _____ Date: _____

Driver Confirms Repairs Complete: _____ Date: _____

Appendix C

POST VEHICLE ACCIDENT INSTRUCTIONS



Post-Vehicle Accident Procedures

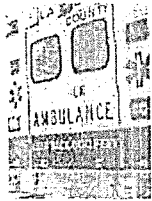


If I Have An Auto Accident, Do I Have To Stop?

California law says you must stop — whether the accident involves a pedestrian, a moving car, a parked car or someone's property. If you drive away, you can be charged with "hit and run" even if the accident was not your fault. If you hit a parked car or other property, try to find the owner or driver. If you cannot, leave behind your name, address, an explanation of the accident, and that the car is owned by the County. Leave information for the person to contact our Liability unit at (925) 335-1400.

How Can I Get Help?

Always contact the police after any vehicle accident. It is necessary to have an objective report and investigation. As soon as you can, call 911 for emergencies or police/sheriff/CHP for minor accidents. Explain the situation, give your exact location, and mention if you need an ambulance or fire engine.



What Should I Do If Someone Is Injured?

Give reasonable assistance to injured persons if it is safe to do so & you are able. You may need to call an ambulance or give first aid if you know how. If you are not trained in first aid procedures, do not move someone who is badly hurt; you might make the injury worse. However, DO move someone who is in danger of being injured worse or killed.

Warn Other Drivers

To help prevent another vehicle accident, place warnings out. Place flares on the road, if safe and if no flammable fluids nearby. Turn on your car's hazard lights and lift the engine hood. These are simple ways to warn others on the road.

STAY CALM After An Accident

People tend to panic after an accident. Remind yourself that the County has insurance and the County will cover the costs of damage. Though there are conditions. You must drive the vehicle under the scope of your employment, and drive in a safe and legal manner.

Contact your supervisor as soon as possible to let them know about the accident.

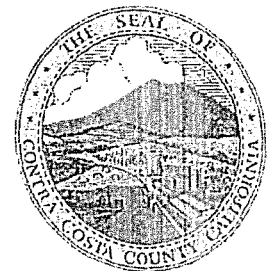
Contact Risk Management -- Liability at (925) 335-1400 within 24 hours.

If I Think The Accident Was My Fault, Should I Say So?

Answer any questions they may have, but stick to the facts. Cooperate with the police officer investigating the case. For example, if you were driving 30 miles an hour, say so. Do not say, "I wasn't speeding." Do not admit fault. Do not volunteer any information about who was to blame for the accident. Do not agree to pay for damages or sign any paper except a traffic ticket.

The County Insurance

Every driver and vehicle owner must have insurance or other proof of financial responsibility in California. In your personal car, you must carry written evidence of financial responsibility whenever you drive for County business. In a County car, the Government Exempt license plate is presumed evidence of insurance. Your County vehicle should have an accident packet with a "Vehicle Accident Report Form" and evidence of insurance in the glove compartment.



Risk Management Safety Tailgate Topic

Sources: Risk Management – Liability, The California Bar Association

March 2012

What Information Should I Gather At The Accident Scene?

Collect accurate data & fill out the "Vehicle Accident Report form" after the accident. Exchange information about driver's licenses, vehicle registrations, and proof of insurance with the other driver. You have the right to speak with the other driver unless you are instructed not to do so by the police. The "Vehicle Accident Form" will help you collect the following information:

ACCIDENT INFORMATION GATHERING	
1.	The other driver: Name, address, date of birth, telephone number, driver's license number and expiration date, and insurance company.
2.	The other car: Make, year, model, and license plate number.
3.	Insurance company and Registered owner information (if car not owned by driver): Names, addresses, telephone numbers, and registration information
4.	Passengers in other car: Names, addresses, and telephone numbers
5.	Witnesses to the accident: Names, addresses and telephone numbers. Ask them to stay to talk to the CHP or police. If they must leave, ask them to tell you what they saw and write it down.
6.	Persons at / near the accident scene: Try to identify people who may have witnessed the accident, even if they will not give their names. Take down driver's license numbers if needed. Law enforcement officials can trace the owner's name and address.
7.	Law enforcement officer name & report number: List the name and badge number of the law officer who comes to the accident scene, and ask where you can obtain a copy of the report.
8.	A simple diagram of the accident. Draw the positions of both cars before, during and after the accident. Estimate speeds. If there are skid marks on the road, pace them off. Mark the positions of any crosswalks, stop signs, traffic lights or streetlights. <u>Do not place yourself in danger to complete an accident diagram.</u> Record the exact time, date and place the accident happened.
9.	Make notes on the weather and road conditions. If the accident happened after dark, note whether the streetlights were on.
10.	Take photos. A picture is worth 1000 words! If you have a camera with you, take pictures of the scene and the vehicles involved. Note any old damage you see on the other vehicles.

What Should I Do If The Other Driver Does Not Have Insurance?

If the other driver caused the accident and is not insured, the County insurance policy will cover you if you were following DMV and County driving guidelines.

What If I Get A Ticket?

Sign it. You are not admitting guilt. When you sign, you are only promising to appear in court about the ticket, or to pay it later if you wish. Consider legal counsel before you pay a fine or plead guilty to the charges on the ticket. You are responsible for paying any tickets received.

- Driving Under the Influence. Driving with a blood alcohol level above (0.08) or under the influence of drugs is unsafe and illegal.
- Seat belts. Click It or Ticket! You or your passengers can be ticketed for not wearing seatbelts.
- Distracted Driving – You can be pulled over if you were on your cell phone, texting, or were distracted and driving dangerously.
- Speeding & Parking Tickets – The most common tickets received. Drive safely & park correctly.

Should I Get A Physical Checkup After The Accident?

A checkup is a good idea for you and your passengers if you have concerns about your health. You could be injured and not know it right away. You may wish to call your doctor or another health care provider for advice. Notify your supervisor if you were injured and complete an AK30 – Employee Report of Injury & DWC-1 Worker's Compensation form.

Risk Management Safety Tailgate Topic

Sources: Risk Management – Liability, The California Bar Association

April 2010

Appendix D

**CONTRA COSTA COUNTY
VEHICLE ACCIDENT REPORT FORM**



Contra Costa County - Vehicle Accident Report rev.2011

Accident Date	Accident Time	Accident Location
Vehicle Equipment #	Lic. Plate #	Year / Make / Model

County Employee / Vehicle	
Driver Information	Name
	Department
	Home Address
	Home Phone
	Work Phone
	Driver's License #
Personal or Rental Vehicle	Personal Insurance Company
	Name & Phone of Agent
	Address
Seat Belts	Seat belt worn by County driver? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Seat belt worn by passengers? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Comments:
Damage to County Vehicle	
Damage to Other Vehicle	

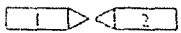
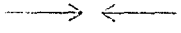
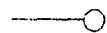

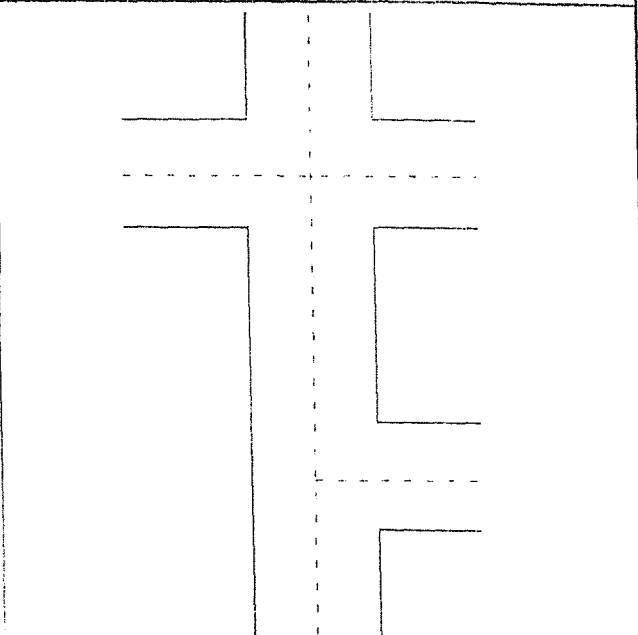
Other Driver / Vehicle	
Driver Information	Name
	Home Address
	Home Phone
	Work Phone
	Driver's License #
	Year / Make / Model
Vehicle Information	License Plate
	Registered Owner
	Address
	Home Phone
Work Phone	
Insurance Information	Company
	Address
	Policy #
	Agent Name
Agent Phone	

Police Report Info	Police Report Taken <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Report #
	Police Department	
Police Officer Name & Badge #		
Injured Person 1	Name / Phone	Address
Injured Person 2	Name / Phone	Address
Injured Person 3	Name / Phone	Address

Witness 1	Name / Phone	Address
Witness 2	Name / Phone	Address
Witness 3	Name / Phone	Address
Witness 4	Name / Phone	Address



Contra Costa County - Vehicle Accident Report rev. 2012

Accident Date _____	Vehicle Equipment # _____
<p>Prepare a sketch of the accident scene:</p> <p>1. Number each vehicle (indicate which is County vehicle) </p> <p>2. Show direction of travel using arrows </p> <p>3. Show path before accident with a solid line _____</p> <p>4. Show path after accident with dashed line _____</p> <p>5. Show pedestrians using </p> <p>6. Show railroad tracks using </p> <p>7. Indicate street names, traffic signs, landmarks, etc.</p> <p>A free accident sketching tool can be found at: www.accidentsketch.com</p>	

Describe how the accident occurred:

(Indicate approximate speeds of vehicles involved, whether parties appeared to be intoxicated, etc. Add pages as necessary.)

Check if additional pages are attached

REQUIRED - Supervisor Investigation			
Accident Review Finding <input type="checkbox"/> Preventable <input type="checkbox"/> Not Preventable	Accident Review Recommendations Supervisor Name (print) : _____ <table style="width:100%; border: none;"> <tr> <td style="border: none; width: 50%;">Supervisor Phone _____</td> <td style="border: none; width: 50%;">Supervisor Email: _____</td> </tr> </table>	Supervisor Phone _____	Supervisor Email: _____
Supervisor Phone _____	Supervisor Email: _____		

Employee Signature

Date

Supervisor's Signature

Date

**SEND TO: RISK MANAGEMENT, LIABILITY - WITHIN 24 HOURS OF THE ACCIDENT
RETAIN A COPY FOR DEPARTMENT RECORDS**

Appendix E

RISK MANAGEMENT DRIVER SAFETY TRAINING PROGRAM

Motor vehicle crashes are a leading cause of death and injury for all ages.

Crashes on and off the job have far-reaching financial and psychological effects on employees, their coworkers and families, and their employers. The purpose of the Driver Safety Training Program is:

- To save lives and to reduce the risk of life-altering injuries
- To protect your organization's human and financial resources
- To guard against potential company and personal liabilities associated with crashes involving employees driving on company business.

The Driver Safety Training Program will work to keep the driver and other drivers on the road safe. The Program also aims to change driver attitudes, improve behavior, and increase skills to build a "safe driving" culture. By instructing employees in basic safe driving practices and rewarding safety-conscious behavior, employees can avoid preventable accidents and fatalities.

Employees are the County's most valuable assets. The key to any good defensive driving strategy is to avoid traffic crashes and recognize potential hazards before it's too late.

The Driver Safety Training Program will train authorized drivers on crash prevention techniques, including:

- Scanning the roadway and adapting to surroundings
- Employing the two-second rule for following distances
- Knowing your vehicle's stopping distance
- Being aware of reaction distance
- Environment hazards
- Vehicle emergencies
- Sharing the road
- Passing and necessary clear distance
- Right of way
- Speed adjustments and railroad crossings
- Distracted Driving
- Road Rage and other Drivers

VEHICLE ASSET MANAGEMENT

Intent:

The purpose of this policy is to provide guidelines for the use of vehicle performance and tracking data generated from vehicle mounted electronic devices.

Policy:

Vehicle Asset Management technology allows the Department to monitor vehicle performance, track vehicle location, and use resources more efficiently. The information may allow managers to schedule preventative vehicle service before it becomes more costly, enhance job performance, personnel safety and situational awareness, and may provide assistance in time critical scenarios.

Vehicles equipped with a vehicle asset management device shall have the following decal to inform employees:

NO SMOKING IN ANY COUNTY VEHICLES, AT ANY TIME
ALWAYS AVOID UNNECESSARY ENGINE IDLING
There should be no expectation of privacy in any County vehicle at any time.
There should always be an expectation that GPS/monitoring system(s)
are installed and active in every County vehicle.

It is not the intent that the vehicle asset management device be used for routine monitoring of employees. However, Supervisors are expected to review certain reports of the data on a regular basis. Information contained in the reports may lead to disciplinary investigations. After analyzing the results of the investigation, the employee may receive discipline up to and including dismissal.

Approved for inclusion in Public Works Policies Manual:

Signed by Julia R. Bueren
Public Works Director

September 3, 2012
Date

Cross References:

Board Orders & Resolutions:

Ordinances & Administrative Bulletins:

Strategic Plan: Goal 2 Safety

Accreditation Management Practices: 18.9 Equipment Utilization
18.21 Equipment Monitoring

Policy reviewed and approved for continued use:

Reviewed by *Signed by Julia R. Bueren*
Public Works Director

Date *August 23, 2016*

Reviewed by _____
Public Works Director

Date _____

Reviewed by _____
Public Works Director

Date _____

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Rev. 02/16

County Vehicle Use – No Idling

Consequences and Prevention



Turn Your Key, Be Idle Free

Each year, idling vehicles in the U.S. consume more than 6 billion gallons of diesel and gasoline—without even moving. Roughly half of that fuel is wasted by noncommercial passenger vehicles – the millions of individual drivers waiting “just a few minutes” to pick up friends or family, or waiting to move forward in line at a drive-thru. Unnecessary idling not only wastes fuel, but also contributes a significant amount of emissions into the air each day.

Turning your key when stopped for more than 10-30 seconds is a small change with big returns:



Not idling saves money

It is estimated that the average driver idles his or her vehicle for 10 minutes each day. Considering, an idling car wastes between 0.2 - 0.6 gallon per hour, drivers all across America are consuming significant amounts of fuel to go nowhere. Over time this translates to considerable fuel costs and engine wear.



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Not idling reduces pollution

When a vehicle is idling, it continues to release emissions into the air. Additionally, when a vehicle is not moving, more pollutants are able to enter the cab.



Not idling supports public health

Tailpipe emissions contribute to Particulate Matter (PM2.5) in the air, and the formation of ground-level ozone. These pollutants aggravate respiratory and cardiovascular problems, especially in children who take more air into their lungs per minute than adults.



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Not idling follows the law

No vehicle or engine subject to the diesel regulation may idle for more than 5 consecutive minutes. This regulation took effect under California law on June 15, 2008. (California Code of Regulations, Title 13, Division 3, Article 1, Chapter 10, section 2485(c)).



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May 24, 2016

Contra Costa County Public Works
Department

Idling Myths

The engine should be warmed up before driving.

Idling is not an effective way to warm up your vehicle, even in cold weather. The best way to do this is to drive the vehicle. With today's modern engines, you need no more than 30 seconds of idling on winter days before driving away.



Idling Myths

Idling is good for your engine.

Excessive idling can actually damage your engine components, including cylinders, spark plugs, and exhaust systems. Fuel is only partially combusted when idling because an engine does not operate at its peak temperature. This leads to the build up of fuel residues on cylinder walls that can damage engine components and increase fuel consumption.



Idling Myths

Shutting off and restarting your vehicle is hard on the engine and uses more gas than if you leave it running.

Frequent restarting has little impact on engine components like the battery and the starter motor. Component wear caused by restarting the engine is estimated to add \$10 per year to the cost of driving, money that will likely be recovered several times over in fuel savings from reduced idling. The bottom line is that more than ten seconds of idling uses more fuel than restarting the engine.



Telematics Device Reports

CONTRA COSTA COUNTY Scheduled Report

Pacific Daylight Time

Report: Idle Time

Selected Groups: All Groups
 Selected Attributes: Matches Any: All Attributes
 Report Run Date/Time: 5/24/16 4:21 PM PDT
 Report Time Period: 4/1/16 12:00 AM - 5/2/16 12:00 AM
 Total Vehicles in Report: 38/93
 Minimum Idle Filter (minute): 5
 Idle Percentage Threshold: >= 30%
 Idle Hours Threshold: N/A

Average Idle Pct: 60.2%
 Average Idle Time(hh:mm): 38:24
 Total Idle Time(hh:mm): 1516:10
 Total Operating Time(hh:mm): 2424:13
 Report Time Window: 12:00 AM- 12:00 AM
 Day of the Week: Full Week

Vehicle Label	Driver	Total Operating Time(hh:mm)	Drive Time(hh:mm)	Total Idle Time(hh:mm)	Total Idle Percentage	Filtered Idle Time(hh:mm)	Filtered Idle Percentage
1244	Unassigned	37:50	23:13	14:37	38.63%	14:06	37.26%
4531	Unassigned	54:51	23:09	31:43	57.81%	30:31	55.64%
4535	Unassigned	00:37	00:02	00:34	93.34%	00:31	86.13%
4686	Unassigned	30:37	20:45	09:53	32.26%	09:11	30.01%
4687	Unassigned	01:19	00:41	00:38	47.91%	00:33	41.23%
4731	Unassigned	01:41	00:59	00:42	41.55%	00:36	35.65%
5249	Unassigned	146:29	89:59	56:29	38.56%	48:39	33.21%
5257	Unassigned	52:47	30:40	22:06	41.89%	18:23	34.83%
5469	Unassigned	66:59	29:54	37:06	55.37%	35:39	53.22%
5472	Unassigned	81:13	43:49	37:24	46.06%	32:47	40.36%
5476	Unassigned	21:07	11:52	09:15	43.82%	08:26	39.92%
5479	Unassigned	104:08	68:54	35:14	33.83%	31:54	30.64%
5483	Unassigned	92:15	54:58	37:17	40.42%	34:03	36.9%
5484	Unassigned	93:55	51:00	42:55	45.69%	39:22	41.92%
5485	Unassigned	161:06	97:23	63:43	39.55%	60:04	37.29%
5444	Unassigned	00:22	00:04	00:19	84.16%	00:19	84.16%

Total Operating Time(hh:mm)	Drive Time(hh:mm)	Total Idle Time(hh:mm)	Total Idle Percentage
37:50	23:13	14:37	38.63%
54:51	23:09	31:43	57.81%
00:37	00:02	00:34	93.34%
30:37	20:45	09:53	32.26%
01:19	00:41	00:38	47.91%
01:41	00:59	00:42	41.55%
146:29	89:59	56:29	38.56%

Prevention

- **Review consequences of idling:**
 - Waste of money and resources
 - Increases pollution
 - Creates public health hazard
 - Against the law
 - Excessive wear on equipment
- **Reminder that the public is watching**
- **Monitor Verizon Networkfleet telematics device reports for potential vehicle misuse, i.e. speeding, excessive idling, etc....**



Contra Costa County Board of Supervisors

Subcommittee Report

AD HOC COMMITTEE ON SUSTAINABILITY

6.

Meeting Date: 11/05/2018
Subject: RECEIVE REPORT from Sustainability Commission Chair.
Submitted For: Jody London, Sustainability Coordinator
Department: Conservation & Development
Referral No.:
Referral Name:
Presenter: Jody London, DCD **Contact:** Jody London (925) 674-7871

Referral History:

The Ad Hoc Committee on Sustainability has asked the Sustainability Commission to provide a report on its deliberations at each Committee meeting.

Referral Update:

N/A

Recommendation(s)/Next Step(s):

RECEIVE REPORT from Sustainability Commission Chair.

Fiscal Impact (if any):

N/A

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AD HOC COMMITTEE ON SUSTAINABILITY

7.

Meeting Date: 11/05/2018
Subject: RECEIVE REPORT from Sustainability Coordinator.
Submitted For: Jody London, Sustainability Coordinator
Department: Conservation & Development
Referral No.:
Referral Name:
Presenter: Jody London, DCD **Contact:** Jody London (925)674-7871

Referral History:

The Ad Hoc Committee on Sustainability has requested an update at each meeting on sustainability work by County staff.

Referral Update:

Since the Committee's last meeting, staff who work on sustainability and climate issues have accomplished the following:

- Continued working with consultants and County staff on the Renewable Resource Potential Study. The third stakeholder meeting was September 27, and a final stakeholder meeting was held October 29. The report is expected to be completed in November, and staff anticipates briefing the Board of Supervisors later in December. Staff will initiate work with communities that have potential community energy projects in November, in consultation with the Supervisors in whose districts those communities are located.
- Continued coordinating with other local governments in response to proposed reduction by PG&E in funding for local government energy efficiency partnerships. Loss of these funds would make it very difficult for many cities and counties to continue working on energy and climate programs and projects that support local and State goals.
- Worked with the Contra Costa Transportation Authority (CCTA) in selecting a consultant for the Electric Vehicle Readiness Blueprint. CCTA received six proposals and interviewed three teams; County staff participated on the review panel. On October 17, the CCTA Board approved a contract with Cadmus. The project will begin very soon and will move quickly to meet a July 1, 2019, completion deadline, which will allow CCTA to compete for Phase 2 implementation funds.
- Worked with staff at the Bay Area Air Quality Management District and in the County to develop the contract for Cleaner Contra Costa, an online engagement program being funded through a Climate Protection Grant. Also developed agreements with partners in this project: the cities of Antioch, San Pablo, Walnut Creek, as well as Sustainable Contra Costa and Community Climate Solutions. Once the agreements are executed, the project will start.
- Worked with ecoAmerica to plan a workshop that will be held November 8 on

communicating about climate and sustainability issues. The workshop is funded through the Cleaner Contra Costa grant. Participants will include local government staff from across the County, as well as neighboring jurisdictions, community based organizations, members of the Sustainability Commission, and interested community members.

- Worked with the Bay Area Regional Energy Network (BayREN) Codes and Standards team on expanding their existing Residential Water Heater Replacement online eTool guide to include windows. County staff also presented a demonstration of the updated eTool at the BayREN Codes and Standards Regional Forum in June.
- In coordination with the City of Concord, County staff hosted a homeowner workshop on September 27th at Concord City Hall to educate homeowners regarding energy efficiency rebates offered through BayREN for single-family homes.
- Following direction provided at the September 24 meeting of the Committee in response to the report on asthma in Contra Costa County, staff from the Health Department and DCD have begun exploring opportunities for a healthy homes program. MCE is participating in this work.
- Collaborated with County staff working on topics including land use and transportation, hazardous materials, green business program, economic development, Planning Integration Team for Community Health (PITCH), codes, solid waste, energy.
- Participated in regional activities.
- Supported the Sustainability Commission, including preparing agenda for September meeting.

Recommendation(s)/Next Step(s):

RECEIVE REPORT from County Sustainability Coordinator.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.
