

**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.

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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**



**Appendix B**

**DRIVER'S VEHICLE INSPECTION REPORT FORM**



**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.*

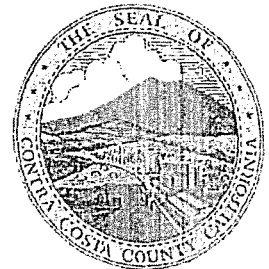
*Contact Risk Management – Liability at (925) 335-1400 within 24 hours.*

### 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.



### 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.

Appendix D

CONTRA COSTA COUNTY  
VEHICLE ACCIDENT REPORT FORM





Contra Costa County - Vehicle Accident Report rev. 2/01

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
Personal or Rental Vehicle	Driver's License #
	Personal Insurance Company
	Name & Phone of Agent
Seat Belts	Address
	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	

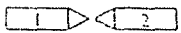
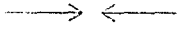
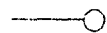

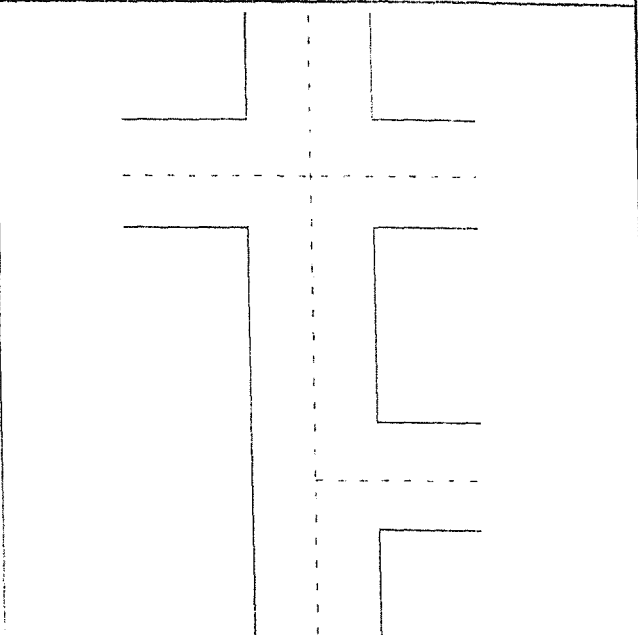
Other Driver / Vehicle	
Driver Information	Name
	Home Address
	Home Phone
	Work Phone
	Driver's License #
Vehicle Information	Year / Make / Model
	License Plate
	Registered Owner
	Address
	Home Phone
Insurance Information	Work Phone
	Company
	Address
	Policy #
	Agent Name
Agent Phone	

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:  <a href="http://www.accidentsketch.com">www.accidentsketch.com</a></p>	

**Describe how the accident occurred:**

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

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Check if additional pages are attached

<b>REQUIRED - Supervisor Investigation</b>			
<b>Accident Review Finding</b>  <input type="checkbox"/> Preventable <input type="checkbox"/> Not Preventable	<b>Accident Review Recommendations</b>  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