

BROWN COUNTY
PRECINCT #

POLICY ON USE OF COUNTY OWNED VEHICLES

PURPOSE

1. The purpose of this policy is to establish the Commissioner's guidelines on the use of precinct-owned vehicles.

CATEGORIES OF VEHICLES

1. Precinct support vehicles. Precinct support vehicles are those vehicles used principally to support road construction and maintenance at the precinct level. These vehicles include, but are not limited to, dump trucks, fuel trucks, qualified specialized utility repair trucks, and other such vehicles.

USE OF PRECINCT VEHICLES

1. All precinct-owned vehicles must, at all times, be marked by placards or other markers which indicate county ownership.
2. All employees driving a county-owned vehicle must have a valid Texas drivers license with a classification which allows for the operation of that particular vehicle. If, during the course of employment an employee loses his/her driver's license due to suspension or non-renewal, the employee shall immediately notify his/her foreman and/or Commissioner.
3. Improper use of a county vehicle shall be subject to disciplinary action, up to and, including termination. Improper use shall include, but is not limited to,
 - a. operating county vehicle in a reckless manner in such a way as to cause damage to county property.
 - b. having three (3) or more moving violations assigned against your driver's license over a three (3) year period.
 - c. driving a county vehicle while under the influence of drugs or alcohol.
4. Allowed passengers in county vehicles are:
 - a. county employees,

December 11, 2017
(EXHIBIT #1)

- b. a non-employee on county-related business,
- c. any person in need of transportation due to a medical emergency.

VEHICLE SAFETY

1. Employees shall operate all vehicles in accordance with its designed use, taking into consideration traffic and conditions surrounding the use of the vehicle and the safety of others.
2. All drivers of county vehicles shall comply with all state, county, and local rules and regulations governing the safe and legal operation of vehicles.
3. Seat belts shall be worn and secured at all times when the vehicle is moving.
4. The driver shall be responsible for assuring that all passengers are seated and properly secured before moving the vehicle. Under no circumstances shall passengers ride on fenders, running boards, the tops of vehicles, or any place not designed for passengers.
5. Trucks transporting materials shall secure said material tightly to prevent movement in transport. All cargo that extends beyond the end of the bed shall be clearly marked with a red cloth not less than sixteen (16) inches square. At night, red lights shall be used.
6. Lights, brakes and other vehicle equipment shall be checked regularly to verify proper working order. Any malfunction of the vehicle shall be reported to the immediate supervisor and arrangements for repairs shall be made immediately.
7. If a vehicle is found to be unsafe, proper repairs shall be made before it is placed back in service no matter how urgent the need for such vehicle.
8. All county employees/drivers are required to drive defensively and observe traffic laws.
9. All county employees/drivers are required to always be courteous to all other drivers.
10. Flashing lights shall be turned on and traffic cones in place whenever a vehicle or piece of equipment is stopped where work is being performed, or whenever it obstructs traffic. Vehicles and/ or equipment shall not be parked where they obstruct traffic unless it is absolutely necessary.

11. Whenever backing up, be positive about what is behind you even if it requires getting out of the vehicle to look.
12. Remember that a driver is held responsible for the vehicle he/she is driving, any passengers riding with the driver, and the load he/she is carrying.
13. During any hauling operations, loads shall be secured/tarped whenever designated by the immediate supervisor.
14. Operators must be constantly be aware of surrounding conditions, (i.e. ground personnel, overhead lines, pedestrians and other hazardous conditions).
15. Any employee involved in an accident while operating county equipment or vehicles shall immediately report the accident to his/her supervisor and to the proper authorities.
16. Any employee involved in an accident while operating county equipment or vehicles is subject to drug/alcohol testing.
17. As per texting and driving: Effective September 1, 2017, Texas law prohibits the use of a phone to "read, write, or send an electronic message while operating a motor vehicle unless the vehicle is stopped". All employees must adhere to this law and may not text while driving.
18. Precinct Road Supervisors *shall* be allowed to travel (at no expense to said supervisors) to and from their residence in County owned vehicles as they are on call 24/7 for County Road Emergencies.

PERSONAL USE

1. At no time may a county vehicle be used for personal gain, personal business, to drive to a place of secondary or part-time employment not related to county business, or for any other non county-related use.

**ACKNOWLEDGEMENT OF RECEIPT OF BROWN COUNTY POLICY ON
USE OF COUNTY OWNED VEHICLES**

I have received a copy of the BROWN COUNTY POLICY ON USE OF COUNTY OWNED VEHICLES, which outlines my obligations as an employee. I acknowledge that the provisions of this policy are part of the terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with this policy. If I need clarification on any part of this policy, I will contact my supervisor (or county personnel representative).

Since this information is necessarily subject to change, it is understood that any changes will be communicated to me by my supervisor through official notices and/or through postings on employee bulletin boards.

I further understand that my employment is terminable at will so that both the county and its employees remain free to choose to end their relationship at any time, for any legal reason or no reason at all.

I also acknowledge that as a county employee, I have a personal responsibility to provide quality service to the public, to achieve the highest degree of safety possible for my fellow workers and for myself, to continually make suggestions for improvement and to demonstrate a spirit of team work and cooperation. If at any time my immediate supervisor or my department head has reasonable suspicion that I am experiencing health problems, which may affect my ability to do my job and possibly endangering myself, my fellow workers, or the citizens of the county, then I agree to undergo a "fit for duty" physical at the county's expense.

This policy supersedes any and all other Brown County Policies on Use of County Owned Vehicles and shall become effective the 11th of December, 2017.

SIGNATURE OF EMPLOYEE

PRINTED NAME OF EMPLOYEE

DATE SIGNED