



UNION COUNTY VEHICLE USE POLICY

**APPROVED REVISION
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PURPOSE

Providing safe working conditions is essential to protecting the employees and assets of Union County (“County”). For the safety of County employees and the public, the County seeks to allow only employees with a safe driving history to operate County vehicles. The term “County vehicles” shall include all vehicles owned, leased or rented by the County.

The purpose of the Vehicle Use Policy shall be to establish a policy on the use of County vehicles to ensure proper preventive maintenance procedures are being followed, that repairs are being handled correctly and cost efficiently, and that vehicles are being utilized correctly. The Vehicle Use Policy also addresses County employees’ use of personal vehicles while conducting official County business.

The Board of County Commissioners delegates to the County Manager the authority to deviate from this Policy as the Manager deems necessary to serve the best interests of the County. In addition, use of Sheriff’s vehicles for law enforcement activities shall be at the discretion of the Union County Sheriff. Any such deviation from this Policy or discretionary use of vehicles must, however, comply with applicable law.

Violation of the Vehicle Use Policy is subject to disciplinary action. Any disciplinary actions specified in this Policy shall not be construed to preclude other disciplinary actions if deemed warranted.

As used in this policy, “Director” shall mean a Department Director, County Attorney, the Board of Elections Director, the Sheriff, the Register of Deeds, the County Manager, or such persons’ designee(s).

AUTHORIZED USE

No Private Use

The use of a County vehicle is governed by North Carolina General Statutes, the Internal Revenue Code and County policies. North Carolina General Statute § 14-247 states that “It shall be unlawful for any officer, agent or employee . . . of any county . . . to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to . . . any county” As this statute explains, “It is not a private purpose to drive a permanently assigned state-owned [County owned] motor vehicle between one’s official workstation and one’s home”

Union County may assign employees the use of vehicles for commuting purposes, between work and home, when it is necessary for the performance of duties related to the delivery of essential services. The Director must approve the commuting arrangement and obtain the County Manager’s approval before an assigned vehicle may be taken home. County employees who live outside the County will not be allowed to commute in

County vehicles unless it is in the best interests of the County as determined by the County Manager. Once the commuting arrangement has been fully approved, the Director must notify the County Finance Department.

Approved commuters are expected to use the shortest, most direct route between their assigned workstation and home.

Approved commuters are permitted the use of County vehicles assigned to them for: 1) travel between work and home, or 2) to obtain meals and other work related necessities while on duty.

Withholding Requirements for Commuters

The Internal Revenue Code (the "Code") requires the value of using a County vehicle for commuting to and from work to be taxed as income subject to Federal, State and FICA withholding requirements. The tax and withholding treatment of such vehicle use is further described in Section 5.16 of Article XIV of the Union County Personnel Resolution.

Driver Qualifications

Only County employees, or other individuals authorized by Risk Management to operate County Vehicles, who hold a valid North Carolina or South Carolina driver's license, and who meet the following Driver Qualifications, shall be allowed to operate County vehicles or drive their personal vehicles while conducting official County business:

1. Have at least one year of experience in the class of vehicle to be operated or have received proper training in the operation of the vehicle, as approved by the Risk Manager, prior to use.
2. Must meet driver's licensing requirements.
3. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling, or use of drugs.
 - Has automobile insurance canceled, declined or not renewed by a company for reasons related to unsafe driving practices.
 - Has 12 or more points assigned to their driving record. Points are assessed by the Risk Manager for traffic convictions and automobile accidents occurring during business or personal use. (See Appendix A for Point System.)

All County employees are required to report any Driving While Impaired (DWI) arrest, or any other drug or alcohol related arrest while driving, whether on or off duty, to their Director and the Risk Manager. The employee's driving privileges will be suspended until final disposition by the courts. Failure to report the arrest will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action.

All County employees must, upon request, provide a copy of their driver's license to Human Resources.

Use for Official County Business Only

Except as otherwise provided for in this Policy or in the County Travel Policy, County vehicles shall be used for official County business only.

No Right of Privacy

County vehicles are the property of Union County and as such, are subject to inspection, audit, search, and monitoring by County officials. The County reserves the right without advance notice to, at any time, inspect, audit, and search County vehicles as well as to monitor County vehicles' whereabouts. This includes the right to place tracking devices on County vehicles and monitor their whereabouts without notice to employees. The County Manager shall designate persons authorized to conduct inspections, audits, searches, and monitoring.

RESPONSIBILITY OF VEHICLE OPERATORS & ASSIGNED CUSTODIANS

All County employees who operate County vehicles or their personal vehicles while conducting official County business are required to operate them in a safe and lawful manner in accordance with the motor vehicle laws of North Carolina and the applicable law of any other governmental entity having jurisdiction. Approved commuters are responsible for making sure the County vehicle assigned to them is parked safely and securely when parked at the employee's home. The vehicle should be parked so that it is visible to the public if the vehicle can be parked safely and securely in such a manner.

Alcohol, Drugs, Tobacco and Firearms Prohibited

Possession, transportation, or consumption of alcohol or illegal drugs by anyone in a County vehicle is strictly forbidden, and no tobacco products may be used in County vehicles. The possession of firearms or weapons, concealed or otherwise, is also prohibited in County vehicles, unless otherwise provided by law.

Traffic Violations

All County employees who are assigned a County vehicle or who drive any vehicle more than 10% of his/her work time are required to report any traffic violations, whether on or off duty, to their Director. Failure to report traffic violations will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action. Fines imposed on a County employee for a traffic offense committed while on or off duty are imposed on the employee personally and payment thereof is the employee's personal responsibility.

Personal Vehicles Used on Official County Business

Individuals using personal vehicles on official County business are required to carry at a minimum, the North Carolina statutory auto liability limits as evidence of financial responsibility. This is the primary insurance coverage for the employee's vehicle at all times, including when the vehicle is used on official County business. These individuals are required to provide the Risk Manager with evidence of insurance upon request.

Only private passenger vehicles may be used while driving a personal vehicle on official County business. Exceptions may be allowed by the Sheriff for approved events.

Refer to the Union County Travel Policy for uniform interpretation of payment or reimbursement for travel expenses pertaining to official County travel and subsistence.

Appearance

It shall be the responsibility of the employee to which a County vehicle is assigned to keep the vehicle in a state of cleanliness. County vehicles are a direct reflection on the County and as such should portray a professional appearance.

Maintenance and Repair

The assigned custodian of a County vehicle shall be responsible for ensuring that the state vehicle inspection is timely performed each year and that regularly scheduled maintenance (i.e., lube and oil changes) is performed as required by scheduling the work through the garage operated by Fleet Management (the "Garage"). Regularly scheduled maintenance shall be performed on the earlier of either twelve (12) months or 5,000 miles. All operators of County vehicles shall check the tires of the vehicles they drive to ensure that the tires have adequate tread and that the tire pressure is maintained in accordance with the vehicle specifications. Any unsafe County vehicle shall be reported promptly to the appropriate Director and taken to the Garage for repairs.

All repairs involving incidents or accidents to a County vehicle shall be made through the Garage unless there is an emergency. No vehicles may be taken anywhere else for maintenance and/or repair unless appropriate Garage personnel have referred them there.

In the event that an emergency arises during evening, weekend or holiday hours, the driver of the vehicle shall be allowed to have emergency repairs completed on the vehicle. However, the driver must notify the appropriate Director and the Garage on the next business day. For these situations, an emergency shall be defined as the breakdown of a critical vehicle (resulting from mechanic failure, an accident, or otherwise) where there is not another vehicle available for use.

In the event that towing shall be necessary, the vehicle operator shall call the Garage and the Garage will notify the wrecker service. If the Garage is not in operation, the driver may call for a wrecker service approved by the Garage. The Garage maintains business

cards with phone numbers for the approved wrecker service(s). This information should be kept in the County vehicle at all times. If the approved wrecker service(s) cannot handle the call for whatever reason, then the driver may use another wrecker service.

Damage to a County vehicle shall be reported to the Garage, which will make the final determination on required repairs. If Garage personnel determine that repairs are required and the damages had not been previously reported to the Garage, the repairs shall be charged back to the respective Department as a Preventable loss.

Incidents and Accidents

To the extent permitted by applicable law, in the event of a preventable accident involving death, the employee will, at a minimum, be suspended five (5) scheduled work days without pay and required to attend a Defensive Driving course approved by the Risk Manager at the County's expense before he/she is permitted to resume driving any vehicle while conducting official County business.

All vehicle operators are required to report any accident or other incident involving a County vehicle, or any accident or other incident while conducting official County business in any vehicle, immediately, or as soon as possible, to their Director and the Risk Manager. In the event of an accident, the vehicle operator shall also:

1. Contact the appropriate investigating agency, regardless of the extent of damages.
2. Not discuss the circumstances of the accident with anyone other than the investigating officer, the County's insurance carrier, or persons conducting an internal investigation.
3. Make no attempt to reach a settlement.
4. Get the name, address, and phone number of all involved parties and witnesses.
5. Take photographs of the accident or incident scene, if possible.

A County Vehicle Incident Report Form shall be filled out in its entirety by the County driver immediately after the incident or accident, or as soon as possible, and sent to the Risk Manager. If a police report is prepared, the driver or Director is responsible for picking up a copy of this report and providing it to the Risk Manager.

Vehicle Logs

Vehicle logs may be placed in vehicles at certain times by County Administration to help gather information to help the County assess its vehicle needs and usage patterns. When this happens, each driver will be responsible for ensuring that there is a vehicle log in his or her vehicle and that it is filled out each day. When a page is filled out completely, the driver is responsible for getting his or her Director's initials on the sheet showing that they have reviewed the record.

Vehicle Inspection Checklist

Each employee who is assigned a County vehicle shall complete a Vehicle Inspection checklist (which is attached and incorporated herein by reference as Appendix B) and provide a copy to his or her Director no less than once monthly, as determined by the Director.

Gas Stations

Only approved gas stations may be used unless there are extenuating circumstances. Fleet Management periodically provides a list of approved gas stations. The driver shall input the correct odometer reading.

Passengers

Only passengers on official County business are allowed in County vehicles, for example, local government officials and parties in contractual relationships with the County.

Cell Phones

The use of a mobile telephone for voice communications while operating a County vehicle or while operating a personal vehicle on official County business is discouraged except in emergency situations. Employees should park their vehicle in a safe manner and location when it becomes necessary to use a mobile telephone for voice communications inside the vehicle.

It is unlawful under North Carolina General Statute § 20-137.4A for "any person to operate a vehicle on a public street or highway or public vehicular area while using a mobile telephone to: (1) Manually enter multiple letters or text in the device as a means of communicating with another person; or (2) Read any electronic mail or text message transmitted to the device or stored within the device, provided that this prohibition shall not apply to any name or number stored in the device nor to any caller identification information." This law does not apply to "(1) The operator of a vehicle that is lawfully parked or stopped. (2) Any of the following while in the performance of their official duties: a law enforcement officer; a member of a fire department; or the operator of a public or private ambulance. (3) The use of factory-installed or aftermarket global positioning systems (GPS) or wireless communications devices used to transmit or receive data as part of a digital dispatch system. (4) the use of voice operated technology." A violation of North Carolina General Statute § 20-137.4A while operating a County vehicle or while operating a personal vehicle on official County business is considered a violation of this Policy.

Mobile telephones should not be used while pumping gasoline.

The use of any other electronic digital media device (e.g. laptop computer) while operating a County vehicle, or while operating a personal vehicle on official County business, is discouraged. Employees should park their vehicle in a safe manner and location when it is necessary to use an electronic digital media device inside the vehicle.

Defensive Driving Training

Each employee who is assigned a County vehicle or who drives any vehicle more than 10% of his/her work time, shall be required to attend a Defensive Driving course facilitated by the Risk Manager no less than once every three years.

RESPONSIBILITY OF DIRECTORS

It shall be the responsibility of Directors to manage the County vehicles assigned to their Department.

Directors shall verify that all employees provide a copy of their driver's license to Human Resources upon request, and ensure that employees keep all County vehicles assigned to their Department clean and presentable.

It shall also be the responsibility of the Directors to ensure that the license tag of each vehicle assigned to their Department is turned into the Garage when the vehicle is removed from service.

Traffic Violations and Accidents

Directors shall be responsible for making sure that all traffic violations and accidents reported to them by their employees are reported promptly to the Risk Manager.

All accidents or incidents occurring during normal business hours involving a County vehicle, or involving any vehicle while used to conduct official County business, should be reported by the Director to the Risk Manager immediately upon knowledge of the accident. If the Risk Manager is not available, it should be reported to Human Resources.

Maintenance and Repair

Directors shall be responsible for making sure that their employees keep all County vehicles inspected and maintained on a regular basis.

Except for emergency situations, Directors shall be responsible for ensuring that all County vehicles needing repairs and/or maintenance shall be taken to the Garage first for repair. No vehicles may be taken anywhere else for maintenance and/or repair unless appropriate Garage personnel have referred them there.

All outside work (work done other than at the Garage) must be approved in advance by the appropriate Garage personnel. Invoices pertaining to vehicle maintenance must be sent to the Garage for approval before they are sent to the Finance Department for payment. No invoices shall be paid by Finance that have not been presented to the Garage first. Directors are responsible for ensuring that any invoices that they might receive for services and/or supplies are being coded with the proper expense account

numbers. Repairs that are not pre-authorized by the Garage, except for emergencies, shall be the responsibility of the respective Director and/or the vehicle driver.

Vehicle Logs

If vehicle logs are placed in the vehicles for usage studies, Directors shall be responsible for ensuring that these vehicle logs are located in each vehicle assigned to their Department and that the individual drivers are filling them out daily. Directors shall verify this by initialing each vehicle log sheet as it is completed.

Recalls

Directors shall designate one individual from their Department, either themselves or someone else, to be the contact person to handle manufacturers' vehicle recalls ("recalls"). Directors shall provide the Garage Supervisor with the name and contact information for the selected person. Garage personnel will notify this person whenever a recall is issued on a vehicle in their Department. The designated contact person shall then schedule the recall repairs with the help of the Garage. Once notified by Garage personnel, it shall be the responsibility of the designated contact person to ensure that the vehicle recall repairs are taken care of in a prompt and efficient manner.

RESPONSIBILITY OF HUMAN RESOURCES

Drivers' Licenses

A copy of the driver's licenses of all employees shall be provided to Human Resources upon request. A visual check of the driver's license shall confirm the following:

- Signature matches the individual.
- Photo resembles the individual.
- Description and address fits the individual.
- The expiration date has not passed.
- The license has been issued by either North Carolina or South Carolina.

RESPONSIBILITIES OF FLEET MANAGEMENT AND GARAGE PERSONNEL

The mission of Fleet Management is to supply safe, dependable transportation to the County employees and their clients at the least cost. Fleet Management's goal of extending vehicle life and reducing repairs is achieved by a maintenance program that is preventive rather than reactive. The graduated preventative maintenance program (PM) is based on the manufacturer's recommendations. The activities associated with each vehicle in the County fleet are tracked separately by using a computerized fleet management system.

All new County vehicles shall be delivered to the Garage. Garage personnel shall maintain all vehicle records.

Fleet Management personnel shall make available all vehicle information on particular vehicles when requested to help determine which vehicles might need replacing and shall advise the Risk Manager of every addition or deletion of a vehicle to County's fleet in order to obtain adequate insurance.

Garage personnel shall also be responsible for making sure that all license plates from vehicles taken out of service are turned into DMV. The receipt that DMV gives for the license plate being turned in will be placed in the file of that vehicle.

Maintenance and Repair

It shall be the responsibility of Garage personnel to establish a maintenance file on each County vehicle for the purpose of assuring that all recommended maintenance is being completed for each vehicle.

Each time repairs or maintenance are completed on a vehicle, a description of the work, the date, and the name of the mechanic who performed the work shall be entered into the appropriate vehicle maintenance file and in the maintenance software program installed in the Garage computer. Garage personnel shall also place a sticker on the inside of each vehicle they service that states the mileage and the service date for the next scheduled recommended service.

A full regularly scheduled service consists of changing oil and checking filters, brakes, all fluids, belts, air pressure in tires, and any physical condition that may present problems later.

It shall be the responsibility of Garage personnel to maintain the vehicles according to the manufacturer's specifications. All repairs and/or maintenance shall be completed according to industry standards.

Garage personnel shall authorize the installation of tires including the appropriate size and number of tires for the particular vehicle. In the event of a disagreement, the Fleet Management shall make the ultimate determination on whether or not vehicles need tires, how many tires they need, and the appropriate type of tire for that particular vehicle. The size and use of the vehicle shall be considered in making this determination. If unable to complete the tire installation in house, Garage personnel shall issue a signed requisition slip to the driver of the vehicle to take to a designated tire company to have the tires installed. It shall be the responsibility of the Garage personnel to check when servicing vehicles to see if the tires need rotating.

If Garage personnel notice vehicles that are obviously not being kept clean and presentable, they are to report it to the appropriate Directors. Garage personnel shall report to the appropriate Directors any obvious or apparent abuse of County vehicles. If,

in the opinion of the Garage, repairs are required for damages not previously reported to the Garage, the repairs shall be charged back to the respective Department as a Preventable loss.

Garage personnel shall provide the Risk Manager with copies of any repairs involving vehicle accidents for submission to the insurer for claim recovery.

Recalls and Warranty Work

It shall be the Garage's responsibility to handle all manufacturers' vehicle recalls. Upon receiving a "recall" notice, Garage personnel shall contact the designated person in the affected Department and coordinate the taking of the vehicle to the appropriate dealership to have the "recall" repairs completed. Records of all recall repairs shall be placed in each vehicle's file and entered into the maintenance software program.

Garage personnel shall also be responsible for coordinating all warranty work to be done on County vehicles. Copies of warranty work invoices shall be placed in each vehicle's file and entered into the maintenance software program.

Registration, Title and Tags

Fleet Management shall be responsible for the proper registration, title and tags of new County vehicles upon receiving the appropriate paperwork on all new vehicles from the Garage and/or Department. All Union County vehicle titles shall be retained and filed in the office of Fleet Management, with the exception of community transportation van titles held by the North Carolina Department of Transportation. No new vehicles shall be driven until title work has been filed with NCDMV and a proper registration has been issued.

Regularly Scheduled Maintenance

It is the responsibility of Fleet Management to maintain records to ensure that all County vehicles receive regularly scheduled maintenance on the earlier of either twelve (12) months or 5,000 miles, and as set forth in Appendix D, which is attached and incorporated herein by reference. Should a vehicle custodian not make an appointment for regularly scheduled maintenance, Fleet Management personnel will contact the appropriate Director.

RESPONSIBILITY OF THE RISK MANAGER

Motor Vehicle Reports

The Risk Manager, or his or her designee, shall be responsible for securing motor vehicle records ("MVR Reports") for all employees at time of hire, annually, and for cause.

Additions and Deletions

The Risk Manager shall ensure that all County vehicle additions and deletions, once reported to him or her by the Fleet Management, will be included on the annual update of the Fleet Schedule for the insurance provider to ensure adequate insurance coverage.

Defensive Driving Course

The Risk Manager shall make a Defensive Driving course available no less than every three (3) years to all employees who are assigned County Vehicles or who drive any vehicle more than 10% of his/her work time.

Driver Evaluation Point System

The Risk Manager shall assess points to employees' County driving records using the Driver Evaluation Point System (which is attached and incorporated herein by reference as Appendix A), and recommend actions to encourage Loss Prevention and Safety Policy enforcement. Points for accidents shall only be assessed if, at the time of the accident, the employee was driving a County vehicle or was driving a non-County vehicle while conducting official County business. All other points shall be assessed regardless of whether the employee was on duty or was on personal time.

For purposes of assessing points for traffic convictions under the County's system, a traffic conviction shall include a guilty plea (including an Alford plea), a plea of no contest, or a prayer for judgment.

Accidents

The Risk Manager shall be responsible for reporting all accidents involving personal injury or property damage to others involving County vehicles which may exceed the County's deductible to the insurance company.

In the event that an accident involving a County vehicle is the fault of a third party, the Risk Manager shall coordinate all subrogation activities with the County Legal Office or Insurer assistance, as necessary.

The Risk Manager shall maintain reports of vehicle accidents and distribute to the Directors no less than annually.

The Risk Manager shall determine whether an accident is Preventable or Non-Preventable (using Appendix C, which is attached and incorporated herein by reference, as a guide), assess points to the employee's County driving record using the Driver Evaluation Point System (Appendix A), and recommend actions to encourage Loss Prevention and Safety Policy enforcement. However, all accidents involving high speed pursuits or emergency responses shall be handled by the Sheriff's Office, and the Risk Manager shall not make any determination, assessment, or recommendation with respect to such accidents. Should an employee disagree with the assessment of the Risk Manager, the employee may appeal the Risk Manager's decision to the Vehicle Accident Review Board, whose decision shall be final. In order for the employee's appeal to be

considered by the Vehicle Accident Review Board, the employee must file a written appeal with the Director of Human Resources within ten (10) days of receiving notice of the Risk Manager's decision.

The Vehicle Accident Review Board (Board) shall be composed of: one (1) representative from the Sheriff's Office; one (1) representative from Union County Water ; one (1) representative from the Department of the driver involved in the accident currently under Board review; and up to three (3) additional County employees from any Department appointed by the County Manager to serve on the Board.

The Board shall elect a chairperson for the meeting. The Board shall review the decision and recommendations of the Risk Manager as they relate to the accident. The Chairman shall report the decision of the Board to the Risk Manager.

The form in which facts of an accident may be presented to the Board may include but are not limited to the following:

- A. Driver's report of the accident
- B. Law enforcement investigation reports
- C. Statement of witnesses
- D. Diagrams, photographs, and any other available evidence
- E. Past County accident history
- F. Statement of any County employee appearing before the Board on the employee's behalf

APPENDIX A

DRIVER EVALUATION POINT SYSTEM

DRIVER AGE

6	Under 21 years of age
3	Under 25 years of age

SPEED RELATED MOVING VIOLATIONS

6	Speeding in a school zone
4	Speeding > 15 mph over the speed limit
4	Driving too fast for conditions
3	Speeding <= 15 mph over the speed limit
3	All other speed related violations

NON-SPEED RELATED MOVING VIOLATIONS

12	Refusing a drug or alcohol chemical test
6	Passing stopped school bus when lights are flashing
6	Reckless Driving
4	Leaving the scene of an accident
4	Driving after having license suspended or revoked
4	Failure to yield right-of-way to emergency or other authorized vehicle
4	Failure to follow instructions of police officer
4	Passing where prohibited by posted signs or pavement markings
4	Driving wrong way on one way street
3	Improper lane change
3	Following too closely
3	Passing on the wrong side
3	Failure to obey traffic instructions stated on traffic signs or traffic devices
3	Failure to yield right-of-way in manner required at uncontrolled intersection
3	Improper U-Turn
3	Improper turn
3	Failure to stay in proper lane
3	Making improper entrance to, or exit from, highway
3	Improper backing
2	Failure to signal
3	Failure to yield right-of-way at stop sign
2	All other non-speed related violations

ACCIDENTS - Evaluated by Accident Review Board

The following points shall be assessed in addition to any other points that may be assessed for violations (e.g. speed related moving violations; non-speed related moving violations) occurring at the time of the accident.

0	Non-Preventable Accidents
1	Preventable Accident with a parked vehicle or fixed object, with damages (automobile physical damage & bodily injury) of more than \$200 but less than \$1,000
2	Preventable Accident with damages (automobile physical damage & bodily injury) of \$1,000 or more but less than \$10,000

3	Preventable Accident with damages (automobile physical damage & bodily injury) of \$10,000 or more but less than \$25,000, or where the injured party is transported from the scene due to serious injuries
4	Preventable Accident with damages (automobile physical damage & bodily injury) exceeding \$25,000 or where a death occurs

ALCOHOL, DRUGS

12 Alcohol or Drug related convictions

SEAT BELT VIOLATIONS

2 Applies to driver and/or passengers

Driver Evaluation

Three (3) year MVR report history is reviewed

The best drivers will have 0 to 3 points.

5 to 9 points indicate a questionable rating as a driver. Drivers with 5 to 9 points will be notified of the points on their County driving record and placed on probation. Employee will be eligible to continue to operate a County vehicle.

10 to 11 points indicate action is needed on the part of Management. Employee will be placed on probation. Employee will not be allowed to drive a County vehicle or personal vehicle on official County business unless there are extenuating circumstances documented by the Director.

12 or more points is not acceptable. Employee will not be eligible to drive a County vehicle or personal vehicle while conducting official County business.

APPENDIX B

VEHICLE INSPECTION CHECKLIST UNION COUNTY

Vehicle ID: _____ Driver completing report (Print) : _____

Next Service Due: _____ NC Inspection Date: _____

Pre-Start (if not applicable, state n/a)

_____ First Aid Kit	_____ Fire Extinguisher (properly charged)
_____ Oil Level	_____ Windshield Wiper Fluid
_____ Tires (Pressure and Wear)	_____ Coolant Level
_____ Spare Tire	_____ Jack/Lug Wrench
_____ License Plate	_____ Registration Card/Insurance card
_____ Seatbelts	_____ Horn

Start Engine (if not applicable, state n/a)

_____ Oil Pressure	_____ Water Temperature
_____ Adjust rear view mirror	_____ Steering Operation
_____ Parking Brake	_____ Indicator Lights (High Beam, Brake, etc.)
_____ Defroster	_____ Air Conditioner
_____ Windshield Wipers	_____ Backup Alarm
_____ Turning Signals	_____ Head Lights (High and Low Beam)
_____ Emergency Signals	_____ Topped off with Fuel
_____ Reverse Lights	_____ Brake Lights

** LIFT VANS ONLY **

Lift has been checked and run through full cycle (Yes/No) _____

Cleanliness of Vehicle (check if clean)

_____ Exterior _____ Interior _____ Truck Bed _____ Toolbox

NOTE ANY ADDITIONAL PROBLEMS DISCOVERED DURING INSPECTION

Signature of driver completing report: _____ Date: _____

Signature of Director or Supervisor _____ Date: _____

APPENDIX C

UNION COUNTY VEHICLE ACCIDENT GUIDELINES

This guide, while it is designed to assist in determining the preventability of vehicular accidents, cannot list every causal factor that may be involved in a given accident. It does cover the most common aspects of the principal causes of accidents, and as such, it can serve as a guide only when considering preventability. From time to time revisions may be necessary to improve accuracy to apply to the facts of a case.

Struck While Parked

Non-Preventable if:

1. Driver was properly parked in a location where parking was permitted.
2. Vehicle was protected by emergency warning devices as required by federal and state regulations, or if driver was in process of setting out or retrieving signals.

Intersection Accidents

Preventable if:

1. Driver failed to control speed so that he could stop within available sight distance.
2. Driver failed to check cross-traffic and wait for it to clear before entering intersection.
3. Driver pulled out from side street in the face of oncoming traffic.
4. Driver collided with person, vehicle or object while making right or left turn.
5. Driver, going straight through an intersection, collided with another vehicle making a turn.

Striking Other Vehicle in Rear

Preventable if:

1. Driver failed to maintain safe following distance and have vehicle under control.
2. Driver failed to keep alert to traffic conditions and note slowdown.
3. Driver failed to ascertain whether vehicle ahead was moving slowly, stopped or slowing down for any reason.
4. Driver misjudged rate of overtaking.
5. Driver came too close before pulling out to pass.
6. Driver failed to wait for car ahead to move into the clear before starting up.
7. Driver failed to leave sufficient room for passing vehicle to get safety back in line.

Sideswipe and Head-On-Collisions

Preventable if:

1. Driver was not entirely in the proper lane of travel.
2. Driver did not pull to the right and slow down and stop for vehicle encroaching on own lane of travel when such action could have been taken without additional danger.

Struck in Rear or Side by Other Vehicle

Preventable if:

1. Driver was passing slower traffic near an intersection and had to make sudden stop.
2. Driver made sudden stop to park, load or unload.
3. Driver's vehicle was improperly parked.
4. Driver rolled back into vehicle behind.

Non-Preventable if:

1. Driver's vehicle was legally and properly parked.
2. Driver was proceeding in own lane of traffic at a safe and lawful speed.
3. Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal or the directions of a police officer or other person.
4. Driver was in proper lane, stopped and waiting to make turn.

Backing Accidents

Preventable if:

1. Driver backed vehicle, causing accident, when such backing could have been avoided.
2. Driver failed to get out of vehicle and check proposed path of backward travel.
3. Driver failed to use a "spotter" if driver was in a position where the mirrors failed to show the hazard.

Accidents Involving Train

Preventable if:

1. Driver attempted to cross tracks directly ahead of train or streetcar.
2. Driver ran into side of train or streetcar.
3. Driver stopped on or parked too close to tracks.

Accidents While Passing

Preventable if:

1. Driver passed when view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.

2. Driver attempted to pass in the face of closely approaching traffic.
3. Driver failed to warn the driver of the vehicle being passed.
4. Driver failed to signal change of lanes.
5. Driver pulled out in front of other traffic overtaking from rear.
6. Driver cut-in short returning to right lane.

Accidents While Being Passed

Preventable if:

1. Driver failed to stay in own lane, or hold or reduce speed to permit safe passing.

Accidents While Entering Traffic Stream

Preventable if:

1. Driver failed to signal when pulling out from curb.
2. Driver failed to check traffic before pulling out from curb.
3. Driver failed to look back to check traffic if driver was in position where mirrors did not show traffic conditions.
4. Driver attempted to pull out in a manner, which forces other vehicles(s) to change speed or direction.
5. Driver failed to make full stop before entering from side street, alley or driveway.
6. Driver failed to make full stop before crossing sidewalk.
7. Driver failed to yield right of way to approaching traffic.

Pedestrian Accidents

Preventable if:

1. Driver did not reduce speed in area of heavy pedestrian traffic.
2. Driver was not prepared to stop.
3. Driver failed to yield right of way to pedestrian.

Mechanical Defects Accident

Preventable if:

1. Defect was of a type which driver should have detected in making a pre-trip or inspection of vehicle.
2. Defect was a type which driver should have detected during the normal operation of the vehicle.

All Types of Accidents

Preventable if:

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to yield right of way to avoid accident.
5. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
6. Driver was in violation of County operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances.

Accidents Involving Animals/Debris

Preventable if:

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
5. Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinance.

Non-preventable if:

1. Driver attempted to stop safely while maintaining control of the vehicle and stay in their lane of traffic.
2. Driver was operating at a speed consistent with existing condition of the road, weather and traffic.

APPENDIX D

PREVENTIVE MAINTENANCE SCHEDULE

Union County Fleet Maintenance Preventative Maintenance Schedule

Task to be performed	PM A	PM B	PM C	PM D	PM E	PM INSPECTION	FEDERAL INSPECTION	WHEELCHAIR LIFT MAINTENANCE SCHEDULE	
Mileage Due	Multipoint Inspection; Change Oil and Filter. Check Belts, Wipers, Hoses, Fluids, Coolant System, Air Filter, Trans Fluid Level, Pull Wheel and Inspect Brake Pads/ Shoes/ Rotors/ Drums/ Brake Lines/ Parking Brakes. Rotate and Check Tire Tread Depth and Pressures.	Replace Fuel Filters (if Applicable)	Change Gear/Differential Oil (if Applicable)	Change Spark Plugs/ Tune Up	Repack Wheel Bearings (if Applicable)	NC State Safety and Emission Inspection; Check all Safety Items and Emission Control Items(if applicable) as Outlined in NC Safety and Emission Inspection Guidelines	Federal DOT inspection (if Applicable); Check all safety components as outlined in a Federal DOT Safety Inspection	LIFT CYCLE COUNT	LIFT PM TYPE DUE
5k	X					ANNUALLY	ANNUALLY	750	A
10k	X							1500	B
15k	X							2250	A
20k	X							3000	B
25k	X							3750	A
30k	X	X						4500	C
35k	X							5250	A
40k	X							6000	B
45k	X							6750	A
50k	X							7500	B
55k	X							8250	A
60k	X	X						9000	C
65k	X							9750	A
70k	X							10500	B
75k	X							11250	A
80k	X							12000	B
85k	X							12750	A
90k	X	X		X	X			13500	C
95k	X							14250	A
100k	X							15000	B
105k	X							15750	A
110k	X							16500	B
115k	X							17250	A
120k	X	X						18000	C
125k	X							18750	A
130k	X							19500	B
135k	X							20250	A
140k	X							21000	B
145k	X							21750	A
150k	X	X	X					22500	C

**UNION COUNTY GARAGE
PREVENTIVE MAINTENANCE SCHEDULE**

PM's Scheduled at the Following Mileage:

	5K	10K	15K	20K	25K	30K	35K	40K	45K	50K	55K	60K	65K	70K	75K	80K	85K	90K	95K	100K
PERFORM MULTI-POINT INSPECTION THAT INCLUDES:																				
Change engine oil & oil filter, check belts, hoses, fluids, air filter & transmission fluid level (jobcode 02-002)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Pull all 4 wheels to inspect brake pads/shoes/rotors/drums, brake lines & parking brake system (jobcode 13-000)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Check lighting system, park lamps, headlamps, turn signals, brake light and back up lights (34-000)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect engine cooling system, flush if needed (jobcode 42-000)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Check horn operation, back-up alarm (if applicable) or any other safety devices (jobcode 54-000)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Rotate tires (if needed) & check for wear (jobcode 17-008)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Check lifts on Transportation vans & lubricate (jobcode 52-019)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect complete exhaust system & heat shields (jobcode 43-000)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half-shafts / drive-shafts, and u-joints (jobcode 16-000)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Replace fuel filter (jobcode 44-002)						X						X						X		
Repack wheel bearings, if applicable (jobcode 18-005)												X								
Replace spark plugs, Tune-up (jobcode 33-005)																X				
Change gear oil in rear differential and front, if applicable (jobcode 11-008)																				X