

UINTAH WATER CONSERVANCY DISTRICT

FLEET MANAGEMENT PROGRAM GUIDELINES

MAY 2019

Program Purpose

At some time during employment, an employee may drive District vehicles. Consequently, it is necessary to establish a fleet management program with guidelines which address vehicle use including the District's commuting guidelines, scheduling, driver qualification and operation, training, maintenance, accident reporting, and vehicle operation violations. The intent of the program is to maintain a continued record of safe driving while providing uniform and consistent vehicle-use guidelines. It is expected that employees cooperate fully with the following guidelines and that employees be held accountable for deviations from safe practices and appropriate vehicle usage. The General Manager is responsible for training employees on these guidelines.

Definitions

Commuting - Transportation between your home and your main or regular place of work.

IRS Fringe Benefit "Commuting Rule" - Under this rule, you determine the value of a vehicle you provide to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. If more than one employee commutes in the vehicle, this value applies to each employee. This amount must be included in the employee's wages or reimbursed by the employee.

District Vehicle - Any vehicle belonging to the District which all District employees are authorized and qualified to operate.

Preventable Accident - An accident in which the driver failed to exercise every reasonable precaution to prevent the accident (National Safety Council).

Qualified Non-Personal Use Vehicle - These are vehicles that, by their nature, are not likely to be used more than a minimal amount for personal purposes. They include utility service vehicles, trucks and vans that have been specially modified, such as by installation of permanent shelving, tool shelves, boxes, hoists, cables, and painting to display advertising or the employer's name. They are not subject to the commute tax. (IRS)

Fleet Manager – The District General Manager

Program Guidelines

I. Vehicle Use

A. District Property

1. All vehicles are the property of the District and use of such does not grant any expectation of privacy. Employees are discouraged from transporting, keeping and/or storing personal items with or in District vehicles. However, employees with assigned vehicles may have the need to occasionally keep or store personal items as a matter of necessity. The District is not responsible for personal items lost or stolen from District vehicles.

2. All District vehicles shall display an identification mark (decal) designating the vehicle as the property of the District in a conspicuous place on both sides of the vehicle (Utah Code Annotated 41-1a-407-i-b). Authorized District decals shall be placed on the front doors of each vehicle.

B. Vehicle Assignment

No District vehicle is exclusively assigned to or operated by any District employee.

C. Vehicle Use by Non-Employees

Use of a District vehicle is restricted to authorized District personnel. The use of District vehicles by others is prohibited unless emergency circumstances warrant such use or unless approved on a case-by-case basis by the General Manager.

D. Authorized Passengers in District Vehicles

1. Authorized passengers are defined as employees of the District, family members, or other individuals authorized to be in a District vehicle. Examples of other authorized passengers may include citizens requiring assistance, authorized volunteers, media representatives, board members, elected officials, recruited individuals, participants on official District business and/or educational tours, etc. Authorization for passengers other than District employees should be obtained from the General Manager.

2. This District should take every opportunity to create a professional image, as well as develop positive experiences for officials, citizens and families. Authorizing passengers in District vehicles can be a very educational and productive opportunity. In addition, recruitment of knowledgeable and informed individuals for future employment is required to accomplish the mission of the District.

3. District employees should be aware of and sensitive to what the public may perceive as unofficial or personal use of District vehicles. There should always be an easily articulated, direct connection between assigned duties and passengers riding in District vehicles.

4. Liability considerations and common sense dictate that passengers need to be kept “out of harms way”. District employees should not participate in any situation where an authorized passenger is placed at unnecessary risk.

E. Vehicle Use for Personal Purposes

District vehicles are to be used for work-related purposes only and are not to be used for personal purposes or for an employee’s individual transportation, e.g., home-work-home, etc., unless emergency circumstances warrant such use or specific approval is granted by the General Manager. Employees should be sensitive to what the public may perceive as “personal use” of District vehicles. Such use is subject to the commute tax unless the vehicle is a qualified non-personal use vehicle.

F. Use of Personal Vehicles for Business Purposes

1. The District endeavors to provide a sufficient number of vehicles for business use by District employees. Consequently, employees are encouraged to use a District vehicle in lieu of a personal vehicle for District business when such are available. However, the District realizes that employees may need to use a personal vehicle when a District vehicle is not available or in an emergency situation where it would be difficult to schedule and/or secure a District vehicle. Upon approval, mileage will be paid at the approved IRS rate contingent on the completion and submittal of the Expense Reimbursement Form.

2. Personal vehicles may be used when appropriate if an employee is traveling to training or to District meetings. Mileage reimbursement shall be granted at the current IRS mileage rate when approved by the General Manager.

3. The District has non-owned/hired auto liability insurance which protects the District and its employees against claims from liability arising out of the use of an employee vehicle while on District business. This coverage does not cover the physical damage of the employee’s vehicle as personal insurance should provide that coverage. The limit of coverage is \$1,000,000 per incident.

II. Vehicle Commuting

The District is in the business of providing water to its customer agencies 24 hours a day, seven days a week. To enable the District to respond timely to after-hour emergencies, calls for assistance, and to maintain the District’s water system, the District provides use of a limited number of vehicles to employees.

A. No Personal Use Except for Authorized Commuting

Only the following vehicles may be used by District employees to commute to and from work:

a) Those vehicles assigned by the General Manager to specific persons or employment positions with authorization for commuting. (Subject to the commuting fringe benefit tax and the employee must account for such benefit on their timesheets.)

b) Those vehicles identified by the General Manager as necessary to accomplish the following purposes:

24-hour on-call assignments or for employees who may need to respond to an emergency – it must be demonstrated that the commute is for a potential emergency. This condition of being on 24-hour call does not mean a vehicle should always be provided (per IRS regulations, those situations where employees are required to take a “qualified non-personal use vehicle” home for on-call assignments are excluded from the commute fringe benefit tax. A qualified non-personal use vehicle includes certain specialized heavy-use vehicles, qualified specialized utility repair vehicles specially designed and used to carry heavy tools or other service repair equipment where the vehicle has permanent interior shelves, racks, built-in tool boxes, etc., and where the vehicle is unlikely to be used for more than minimal personal purposes.) In addition, District employees who take a District vehicle home for purposes of convenience to save time from coming back to the office to pick up a District vehicle for a work assignment, or District managers who have the need to take a vehicle home for potential emergency response are subject to the commute tax where the vehicle isn’t a qualified non-personal use vehicle.

III. Driver Qualification

All District employees, including seasonal and temporary employees from a leasing agency, must be qualified to operate a District vehicle. Each must have a current driver’s license and obtain a Motor Vehicle Report prior to driving a District vehicle.

A. Verification of Driving Record

1. Motor Vehicle Records (MVR)

a) MVRs will be obtained for all District employees.

b) MVRs may be obtained:

- (1) Prior to operation of a District vehicle (prior to employment)
- (2) On an annual basis
- (3) After involvement in an accident
- (4) Any other time the General Manager deems it necessary

c) The information obtained will be reviewed and discussed with the employee.

2. Driver's License Records

Verification of the validity of an employee's driver's license may be made by the District prior to employment and periodically by reviewing MVRs. The General Manager may examine the records carefully, noting:

- (1) The state of issue
- (2) The date of issue
- (3) The date of expiration
- (4) Restrictions
- (5) Violations (MVR)

IV. Driver Operation

A. General Requirements

1. Each employee operating a District vehicle must be courteous and safe in his/her driving and observe all local traffic laws, paying particular attention to speed limits. A District employee should not engage in any behavior which may be distracting while driving. Utah law prohibits the manual operation of a phone, i.e., texting while driving, dialing phone numbers manually, etc.

2. The use of seat belts by District vehicle operators and all occupants of the vehicle is mandatory. Failure to use seat belts is considered an unsafe act, and a disregard for the proper use of safety equipment.

3. Employees who receive a citation, e.g., speeding, etc., while operating a District vehicle must report this to the General Manager immediately. Employees are responsible for the payment of all fines, penalties, etc., associated with violations for the law.

4. Employees who have an accident while driving a District vehicle should complete the Employee Report of Accident Form.

5. Employees operating a District vehicle or a personal vehicle for business use, must have a current Utah driver's license with the appropriate class the type of vehicle being operated.

6. Smoking is prohibited in all District vehicles.

V. Vehicle Security and Storage

A. Vehicle Security

Employees should secure vehicles to prevent damage to or theft of the vehicle or the contents therein. If the vehicle has been damaged or theft has occurred, notify the police immediately to report the damage or theft. Employees should also notify the General Manager.

B. Vehicle Storage

1. Employees should store or park District vehicles in designated, secure parking areas.
2. Personal vehicles should not be parked in secure parking areas designated for District vehicles unless an employee has received approval from the General Manager.

VI. Vehicle Fueling and Preventative Maintenance

A. Vehicle Fueling

1. Employees operating District vehicles are responsible for fueling the vehicles at designated Pilot/Flying J Fleet facilities. Where Pilot/Flying J Fleet facilities are unavailable or in the case of a malfunctioning Pilot/Flying J Fleet Card, employees may use their District Purchasing Card.
2. Problems encountered with Pilot/Flying J Fleet Card fueling procedures should be directed to the General Manager.

B. General Maintenance

Employees using District vehicles are expected to take responsibility for the general cleanliness and maintenance of such vehicles. Any problems with the vehicles should be communicated to the General Manager.

C. Preventative Maintenance

1. Normally, preventative maintenance is performed on a mileage or a time basis. Typical jobs which are normally performed on a routine basis are oil and filter changes, lubrication, tightening of components, engine tune-ups, brake jobs, tire rotation, replacement of specific engine hoses, radiator maintenance, and cleaning.
2. Each employee should create maintenance schedules which, at a minimum, track preventative and general maintenance items, dates of service, and cost of maintenance. Major maintenance items should be reviewed with the General Manager.
3. Maintenance service can be provided at various locations depending on the service required. Contact the General Manager to review available facilities.

VII. Driver Education

A. Defensive Driving Training

1. Employees who operate District vehicles may be required to attend the National Safety Council Defensive Driving Course (DDC). This attendance requirement will be based upon safety issues, i.e., accidents, citations, etc.
2. The General Manager will budget for and schedule this training for employees as needed.

VIII. Driver Safety Training Meetings

Driver Safety Training Meetings can often be combined with scheduled safety training meetings. It is recommended that District managers conduct periodic driver safety meetings during the year. Topics covered should include safety aspects particular to your circumstances, i.e., vehicle operation, preventative maintenance, winter driving, fatigue, fleet management schedules, etc. Records of such meetings with employee names and dates attended should be filed.

IX. Accident Reporting Procedures

As each accident results in a reduction of District assets, either through lost time to an injured employee or repair/replacement costs, the major goal of District management is the elimination of all accidents. In order to achieve this, the District has created the Employee Report of Accident Form. The post-accident information gathered may be used for training purposes and to assist the District in eliminating future accidents.

A. Driver Responsibility

As the driver will be the first person at the accident scene, his/her initial actions are often critical to minimizing the end results of the accident. The driver may be under extreme stress at the time, thus the procedures to follow must be clear and concise and thoroughly understood. After insuring that everyone involved is safe, and that all medical needs (if any) are being met, the driver should contact the General Manager.

B. Management Responsibility

1. In the event of an accident, the employee should contact the General Manager. The employee should also complete the District Employee Report of Accident Form.
2. Once the vital facts are collected regarding the accident, the General Manager shall determine whether it is necessary to dispatch a District representative to the scene of the accident. If there are fatalities, multiple serious injuries or extensive property damage, a District representative should be dispatched to the scene immediately.

3. All accidents should be investigated. It is the General Manager's responsibility to know exactly what happened and why it happened to determine what might be done to prevent a similar occurrence in the future. The General Manager will require that all employees involved in an accident seek needed medical evaluation and treatment.

4. The General Manager should ensure that all vehicles contain a complete first aid kit, a fire extinguisher, as well as other safety equipment. The first aid kit should be checked annually and restocked as needed.

C. Accident Records

The District Clerk shall create and maintain files containing information concerning all District vehicle accidents. This file may include the preliminary accident report from the driver, copies of accident reports submitted to various agencies, accident investigation data, police records, and any other information which might be useful when evaluating the accident.

X. Vehicle Operation Violations

A. Accident/Incidents

1. For minor violation/incidents, or in the case of a preventable accident, the General Manager may recommend remedial training (Defensive Driving).

2. When there is more than one preventable accident within one year, and/or other violations/incidents of the law, the General Manager, upon investigation, may require remedial training and/or impose formal disciplinary action.

3. When a D.U.I. incident, or other serious violation occurs involving a District vehicle, the General Manager may, upon investigation, recommend more serious disciplinary action up to and including termination.

4. In all cases, the General Manager should be consistent in addressing deviations from these guidelines.

XI. Post-Accident Drug/Alcohol Testing

Employees have the responsibility to notify the General Manager immediately in the event of accident or upon receipt of a citation or violation. If reasonable cause exists to believe that an accident or citation/violation was related to alcohol or drugs, as determined by the General Manager, the employee may be requested to undergo a test for the presence of alcohol and/or drugs in the body. If required, these tests shall be administered consistent with District policies.