

COUNTY OF PRINCE GEORGE ADMINISTRATIVE POLICIES Prince George, Virginia	POLICY NUMBER: 110.1 through 110.5	Page 1 of 8
	SUPERSEDES: October 27, 2020	DATE ISSUED: November 28, 2023
SUBJECT: County Vehicle	AUTHORIZATION: Adopted by the Board of Supervisors on November 28, 2023 to take effect November 28, 2023	

110.1 General Provisions

The objective of Prince George County is to establish administrative regulations to govern the use of County-owned vehicles. Prince George County is committed to promoting safe and responsible driving for all employees. The County requires all employees who operate County-owned vehicles to do so in a lawful and safe manner. As the County has the sole discretion in determining who may operate County vehicles, the County has the right to review any appropriate documents including, but not limited to, driving records and proof of a valid license. Supervisors must be made aware of any driving violations, changes to driver information, and driver status within one working day.

110.2 Vehicle Use

The regulations and procedures outlined in this policy are to apply to all County-owned vehicles. The following guidelines apply to the use of county vehicles:

1. County vehicles will be assigned to those departments that have demonstrated a continuing need for them. Employees who require transportation in the course of their normal job tasks may be assigned a County vehicle for that use. All other employees needing transportation for County business may use vehicles assigned to their department or those from the fleet.
2. All County vehicles, except unmarked vehicles used for law enforcement or special investigations, will be appropriately marked with a vehicle unit number and will display a County seal or other appropriate County identification, unless exempted by the County Administrator or County policy.
3. Employees who operate a County-owned vehicle must possess and maintain a valid Virginia driver's license and will maintain a driving record that is acceptable to the County's insurance carrier and that meets the requirements of the Personnel Policy Manual.
4. Employees who are assigned County vehicles are responsible for ensuring proper operation. Maintenance will be provided by County maintenance facilities or as otherwise authorized by vehicle maintenance staff.
5. Appearance of a County vehicle and equipment shall be the responsibility of the employee to whom it is assigned. County vehicles shall be locked at all times when

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not in use. Employees shall refrain from altering the mechanical or electrical equipment of the County vehicle. Employees desiring to install additional radios, telephones or other equipment not issued by the County must receive written permission from the Fleet Manager and Department Director, Constitutional Officer, or County Administrator. Placement of unauthorized stickers and decals on windows, bumpers and other locations is forbidden.

6. In addition to requirements of State law, accidents, theft, or damage involving any County vehicle must be reported to the Police Department as soon as possible, not to exceed 24 hours following the incident, and to the Department Director or Constitutional Officer and to the appropriate Finance Department Personnel that handles vehicle claims within one working day. A written letter of explanation detailing the circumstances will be given to the Department Director or Constitutional Officer and to the appropriate Finance Department Personnel that handles vehicle claims within one working day.
7. Employees are responsible for any traffic violations for which they are at fault.
8. Employees may request the use of a County vehicle for County business.
9. Under no circumstances are alcoholic beverages to be consumed or transported in County vehicles. The transporting of alcohol does not apply to law enforcement in the performance of official duties.
10. Employees utilizing County vehicles are representatives of the County and are expected to maintain a high level of professionalism and follow the County's policies and procedures.
11. Employees shall ensure that all occupants are riding in an area of the vehicle that is equipped with seats and a seatbelt.
12. Employees shall not drive on the wrong side of the road towards oncoming traffic at any time. This does not apply to emergency vehicles in the performance of official duties.
13. Employees shall ensure that all occupants, including himself/herself, wear safety belts when the vehicle is in operation. However, Fire & EMS and law enforcement employees are exempt from this policy when required to perform certain duties in a vehicle that render the wearing of a safety belt impractical.
14. Employees shall adhere to all the manufacturer's specifications and limitations within the operator's manual for the vehicle.
15. Any person operating a County vehicle shall observe all traffic and motor vehicle laws and shall ensure that he/she is not distracted while operating a County vehicle.

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16. The County is not obligated to place an employee who has a suspended or revoked driving license, or fails to maintain a driving record that is acceptable to the County's insurance carrier, into a non-driving position or otherwise accommodate such an employee.
17. Employees may request to take a vehicle to their residence temporarily, on an as needed basis, for off hours, overnight travel, or other unusual circumstances if approved by the Department Director, Constitutional Officer, or County Administrator. Any such request in excess of six days shall be approved by the County Administrator.

110.3 Take Home Vehicles

Vehicles will be assigned on the basis of functional requirements of an employee's position and should not be construed as being a substitute for other compensation or a fringe benefit. Vehicles are assigned, and certain privileges and their usage are granted, only as a means of providing effective management of County functions. All County vehicles shall bear markings to identify them as County vehicles with the exception of unmarked law enforcement vehicles and specified investigative vehicles. Vehicles shall be assigned when all qualifying requirements of the particular class have been met.

1. Class I

These vehicles are authorized for use in accordance with employment contract constraints.

2. Class II

These vehicles are assigned to employees whose job responsibilities justify a take home vehicle because of public safety requirements. These individuals include, but are not limited to, Fire and EMS personnel. These vehicles, by their nature, must be marked with appropriate emergency equipment.

Qualifying Requirements:

- a. Employees must reside within a five-mile perimeter of Prince George County.
- b. Employees will have a memo approved by the County Administrator to that effect in their personnel file.

3. Class III

These vehicles are assigned to Department Directors or Constitutional Officers whose job responsibilities justify a take home vehicle but who are not entitled to Class I vehicles as part of their compensation packages.

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Qualifying Requirements:

- a. The Department Director or Constitutional Officer is subject to frequent after-hours call back.
- b. Call back responses are to locations other than the Department Director or Constitutional Officer's normal workstation.
- c. The Department Director or Constitutional Officer's return to the normal workstation to retrieve the necessary vehicle would result in an unacceptable delay in the response.
- d. The Department Director or Constitutional Officer must reside within a five-mile perimeter of Prince George County.
- e. The Department Director or Constitutional Officer will have a memo approved by the County Administrator to that effect in their personnel file.

4. Class IV

These vehicles are assigned to employees who are subject to after-hours call back. This classification includes Utilities, General Services, and Animal Control.

Qualifying Requirements:

- a. The employee is subject to frequent after-hours emergency call back or other unscheduled work.
- b. Such unscheduled work involves an immediate response to a real or present threat to life or property or be considered a critical service.
- c. Specialized vehicles, tools, or equipment are required for the performance of emergency duties.
- d. The employee must reside within a five-mile perimeter of Prince George County; however, employees who live outside the five-mile perimeter of Prince George County may park their vehicles at a secured location with the approval of the Department Director or Constitutional Officer and the County Administrator.
- e. During a week when an employee is on call, the employee may drive his/her County assigned vehicle home provided he/she lives within a fifteen-mile perimeter of the County and receives written approval from the Department Director and County Administrator.

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- f. Employees will have a memo approved by the County Administrator to that effect in their personnel file.

5. Class V

These vehicles are assigned to employees who have varying work hours at locations other than the County Complex. Employees may be allowed to take home vehicles when they have irregular hours, split shifts, or other extenuating circumstances when it would be in the County's best interest to allow the commuting.

Qualifying Requirements:

- a. The employee lives within a five-mile perimeter of Prince George County.
- b. Employees will have a memo approved by the County Administrator to that effect in their personnel file.

6. Class VI

These vehicles are assigned to employees whose job responsibilities justify a take home vehicle because of public safety requirements. These individuals include, but are not limited to, sworn law enforcement personnel.

Qualifying Requirements:

- a. Full-time sworn personnel who reside in Prince George County are qualified to participate in the take home vehicle program.
- b. Full-time sworn personnel who reside within a ten-mile perimeter of Prince George County may request permission to utilize their assigned vehicle to commute to/from their residences.
- c. To participate, officers/deputies must obtain approval by emailing their name, unit number and address to the Office of the Chief of Police or Sheriff. Officers/deputies will receive a response indicating whether or not the request is approved.
- d. Exceptions to the ten-mile perimeter requirement may be made based on critical needs of the department. Any exceptions require authorization from the Chief of Police, or Sheriff, and the County Administrator.
- e. The Take-home car program is a privilege and may be revoked, altered, or suspended at any time, for any reason, via memorandum approved by the Chief of Police or Sheriff.

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110.4 Use of Assigned County Vehicles

County vehicles taken home should not be used for personal business, with the exception of minimal errands along the route between the job site and the employee's residence. These errands may include picking up or dropping off passengers within the reasonable route to work. Because employees who drive County vehicles to and from work have no other form of transportation available during work hours, these employees are allowed to:

1. travel to and from lunch within one road mile of the perimeter of Prince George County
2. travel to and from medical appointments within Prince George County
3. perform errands during scheduled breaks provided the travel occurs within Prince George County
4. respond to bona fide family emergencies

All employees provided a vehicle shall comply with IRS rules regarding the use of County vehicles to commute to and from work by accurately reporting days and mileage.

110.5 County Volunteers

Individuals providing volunteer services to the County may use County vehicles only on official County business, upon approval of the responsible Department Director or Constitutional Officer. While commercial liability insurance coverage is provided for volunteers when they operate County vehicles, the Department Director and Constitutional Officer shall ensure that the planned operation is covered under the scope of the commercial liability policy prior to granting approval for volunteers to operate County vehicles.

Travel to and from their home to their work location must be approved by the County Administrator. This approval will be contingent upon the home and work locations being within Prince George County or within the first run area; furthermore, the individual must be permitted to respond to emergency calls from work and be able to perform all functions associated with the equipment on the vehicle. Any other use of the County vehicle is prohibited.

Approved volunteers will be provided vehicles for business use in accordance with the following guidelines:

1. Volunteers who operate a County-owned vehicle must possess and maintain a valid Virginia driver's license, and will maintain a driving record that is acceptable to the County's insurance carrier and the County Administrator. Volunteers must inform within one working day, their Department Director and/or Constitutional Officer of any changes that may affect their ability to meet the standards of this policy.

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2. Volunteers who are assigned County vehicles are responsible for ensuring proper operation. Maintenance will be provided by County maintenance facilities or as otherwise authorized by vehicle maintenance staff.
3. Appearance of a County vehicle and equipment shall be the responsibility of the volunteer to whom it is assigned. County vehicles shall be locked at all times when not in use. Volunteers shall refrain from altering the mechanical or electrical equipment of the County vehicle. Volunteers desiring to install additional radios, telephones or other equipment not issued by the County must receive written permission from the Fleet Manager, Department Director and/or Constitutional Officer. Placement of unauthorized stickers and decals on windows, bumpers and other locations is forbidden.
4. Accidents, theft, or damage involving any County vehicle must be reported to the Police Department as soon as possible, not to exceed 24 hours following the incident, and to the Department Director or Constitutional Officer and to the appropriate Finance Personnel that handles vehicle claims within one working day. A written letter of explanation detailing the circumstances will be given to the Department Director or Constitutional Officer and to the appropriate Finance Personnel that handles vehicle claims within one working day.
5. Volunteers are responsible for any traffic violations for which they are at fault.
6. Under no circumstances are alcoholic beverages to be consumed or transported in County vehicles. The transporting of alcohol does not apply to law enforcement in the performance of official duties.
7. Volunteers utilizing County vehicles are representatives of the County and are expected to maintain a high level of professionalism and follow the County's policies and procedures.
8. Volunteers shall ensure that all occupants are riding in an area of the vehicle that is equipped with seats and a seatbelt.
9. Volunteers shall not drive on the wrong side of the road towards oncoming traffic at any time. This does not apply to emergency vehicles in the performance of official duties.
10. Volunteers shall ensure that all occupants, including himself/herself, wear safety belts when the vehicle is in operation, However, Fire & EMS and law enforcement volunteers are exempt from this policy when required to perform certain duties in a vehicle that render the wearing of a safety belt impractical.
11. Volunteers shall adhere to all the manufacturer's specifications and limitations within the operator's manual for the vehicle.

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12. Any person operating a County vehicle shall observe all traffic and motor vehicle laws and shall ensure that he/she is not distracted while operating the County vehicle.

13. Volunteers may request to take a vehicle to their residence temporarily, on an as needed basis, for off hours or overnight travel or other unusual circumstances if approved by the Department Director or Constitutional Officer. Any such request in excess of six days shall be approved by the County Administrator.