
County Vehicles

430.1 PURPOSE:

To establish guidelines for the use and maintenance of county vehicles.

430.2 DEFINITIONS:

Accident: Any incident where the vehicle comes into contact with another object (another vehicle, a fixed object, a pedestrian, etc.) regardless of the amount of damage suffered or the state of the vehicle when the accident occurred (i.e., moving, parked, etc.).

Fusion: An asset database management system used by the Probation Department to maintain accountability of vehicles/equipment.

Strobes: Clear flashing lights installed in vehicles that can be activated for employee safety and public safety purposes.

Voyager Card: A fuel card issued by Fleet Management that is assigned to a specific vehicle. It should be kept in the glove box or center console of the assigned vehicle to be used to purchase regular unleaded gasoline and Diesel fuel when out of the county, in an emergency, or when fiscally prudent and authorized by a Division Director.

County Vehicle:

- A. The use of county vehicles is authorized for the following purposes:
 - 1. Department/County business purpose and/or need or as otherwise specifically approved.
 - 2. Use as authorized by the Chief Probation Officer or their designee.
 - 3. No employee or volunteer under 18 years of age may operate a county owned vehicle.
 - 4. Complete the San Bernardino County "Release and Hold Harmless Agreement" (located on the Risk Management website) for any passengers in county vehicles who are not covered by this section.
 - 5. The general criteria for use of the vehicle shall be consistent with regular use of county vehicles for county business. Short deviations from the normal to and from work route are acceptable, keeping in mind that county vehicles are highly visible to the general public.

- B. Misuse of a county vehicle may be reported by one of the following:
 - 1. Calling the County Fraud, Waste, and Abuse Hotline (800) 547-9540
 - 2. Utilizing the following email: Fraudhotline@sbcountyatc.gov
 - 3. Utilizing the following address: Fraud, Waste, & Abuse Hotline, Auditor-Controller/Treasurer/Tax Collector, PO Box 619, San Bernardino, CA 92402-0619.

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- C. The most current information regarding Fleet Management, including contact numbers, service centers, car washes, etc., can be found on the Fleet Management website.

430.2 RESPONSIBILITIES:

- I. All Staff:
 - A. Shall operate the county vehicle safely and ensure it is equipped with all necessary safety equipment.
 - B. Shall be responsible for adhering to all applicable state/federal/department/county rules, regulations, laws, policies, procedures, etc.
 - C. Shall leave the vehicle clean and in good operating order with the gas tank at least $\frac{3}{4}$ filled.
 - D. Shall not operate a county vehicle if injury or illness prevents safe operation of such.
 - E. Shall not transport alcohol or drugs unless it is evidence in a violation of probation, a new crime, etc.
 - F. Probation Volunteers and Student Interns may operate county vehicles provided they have been briefed by their assigned supervisor on the requirements of department procedures/county policy, signed a copy of this procedure, and have a valid California Driver's License. Volunteers or contractors driving county vehicles are deemed county employees and are subject to its vehicle policies and procedures.
 - G. When not in use, vehicles shall be parked at a Probation Department location, or an approved county location, unless otherwise authorized in writing by the Chief Probation Officer or their designee.
 - H. Ensure vehicles that have been assigned to specific individuals and/or temporarily authorized, pursuant to this procedure, for job specific duties outside the standard tour of duty and/or twenty-four (24) hour response are parked off the street when not in use (e.g., in a driveway, carport, garage). A waiver may be requested and granted at the discretion of the Chief Probation Officer or their designee.
 - I. Strobes may be activated for officer safety and public safety purposes only. Generally, strobes should not be activated while the vehicle is in motion. Examples of appropriate activations include, but are not limited to: rendering assistance at traffic accidents, establishing perimeters, and when summoning aid to assist first responders in identifying the incident location. Strobes do not fall under CVC Section 21806, Authorized Emergency Vehicles, and do not require any specific behavior by citizens.
 - J. New vehicles should not be picked up from Fleet without prior authorization.
 - K. Monthly Vehicle Inspections:

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1. Visually inspect vehicles utilizing the Vehicle Inspection Form (located in ProbTools).
 2. Submit the completed form to the Unit Supervisor by the 5th day of the month, to include any identified deficiencies (e.g., missing and/or malfunctioning safety equipment, damage, etc.).
 3. Ensure any deficiencies are addressed as necessary and ensure deficient inventory is replaced from a vehicle within 72 hours.
 - (a) For missing, damaged, or expired vehicle/trauma bag items, please contact [REDACTED]
 4. Verify a minimum of one blank County of San Bernardino Vehicle Accident Report (located in Prob Tools) is in the vehicle's glove compartment.
 5. Verify a current Notice of Insurance (NOI) is in the glove compartment or center console.
- L. Maintenance:
1. Obtain fuel, oil, other automotive essentials, repairs, and maintenance at county service centers unless an emergency occurs. If the vehicle requires immediate repair and the vehicle is at a significant distance from a county garage, after consulting and obtaining approval by Fleet Management, [REDACTED] (after hours), staff may choose to pay for the service with personal money or a Cal Card. Staff must notify their Unit Supervisor as soon as possible regarding repairs approved by Fleet Management.
 2. Submit vehicles for service within the time frame designated by Fleet Management.
 3. Remove all safety equipment from vehicles when service is performed by an outside party, or when the vehicle is no longer utilized by the Probation Department.
 4. Coordinate with the Unit Supervisor or designee to remove the Mobile Data Computer (MDC) when a vehicle has to go to an outside party for service.
 5. Registrations are not issued every year, only the first year the vehicle is in service. As such, do not destroy the registration due to date.
- M. Accidents:
1. Report all vehicle accidents as soon as possible to the Unit Supervisor or designee.
 2. The driver shall:
 - (a) Provide vehicle insurance (information located in the glove compartment of all county vehicles).
 - (b) Use Fleet Management, 210 N. Lena Road, San Bernardino, CA 92415, as the name and address of the vehicle's owner. Do not release personal information.

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- (c) Take photographs of the scene and damage, if any.
 - (d) Not drive the vehicle if involved in an injury or fatality and contact Fleet Management at [REDACTED] after hours.
 - (e) Unless directed otherwise, follow the instructions on the Vehicle Accident Report Form, which is located in the glove compartment of the vehicle, and complete/submit the required documentation as soon as possible, but before the end of the shift.
- N. Shared Vehicles:
 - 1. Ensure two sets of keys are checked out when conducting fieldwork.
 - 2. Maintain and complete the Vehicle Utilization Log located in the vehicle after each use (Form template is located in ProbTools). When the Vehicle Utilization Log is completed for the month, file it with the Office Assistant (OA).
 - 3. Unless there is an emergency requiring immediate deployment, prior to driving any county vehicle, conduct a visual inspection and report any issues to the Unit Supervisor (e.g. flat tire, unreported damage, etc.).
- O. For general vehicle inquiries including the following, please contact [REDACTED]
 - 1. Copy of vehicle registration.
 - 2. Voyager replacement card.
 - 3. Fuel PIN.
 - 4. Modification or non-standard repair (i.e., additional or new window tint, additional parts to be installed, removal of equipment.)
- P. Immediately report through the chain of command:
 - 1. Maintenance needs.
 - 2. Safety equipment needs.
 - 3. Traffic violations or citations.
 - 4. Any damage incurred or noted during visual/monthly inspections.
 - 5. Use of any county vehicle for passengers who are not listed under County Vehicle Section above. As applicable, ensure the San Bernardino County "Release and Hold Harmless Agreement" (located on the Risk Management website) is completed.
- II. Supervisors/Designee:
 - A. Ensure Vehicle Inspection Forms (located in ProbTools) are completed and processed.
 - B. Ensure staff completes any deficiencies as needed.
 - C. In case of an accident:

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1. Complete a San Bernardino County Vehicle Accident Report located on the Risk Management website under Forms via Countyline and forward all information, documents and photographs to [REDACTED]
 2. Begin the Worker's Compensation Claim process when applicable.
 3. Ensure accident/incident reports are received and submitted to the necessary parties in a timely manner.
- D. Ensure all vehicles assigned to their units are utilized and maintained as outlined in this procedure.
- E. Ensure through direct observation the vehicles assigned to their unit are being parked at their assigned location when not being used for department business. Confirm location in writing on the monthly Vehicle Inspection Form.
- F. Complete the Probation Vehicle Transfer Form (located in ProbTools) if transferring a vehicle to another unit. Follow instructions listed on the form and submit it to [REDACTED] by the end of the work shift.
- III. Mobile Command Vehicles:
- A. Are designated for use during field commander shifts and/or critical events, including but not limited to: natural disasters, hostage situations, escapes/ AWOLs, warrant apprehensions, or as determined by the Chief Probation Officer or their designee.
 - B. Field Commander or designee is responsible for equipment and maintenance of the vehicle.
- IV. Office Assistant/Designee:
- A. Ensure the monthly Vehicle Inspection Forms (located in ProbTools) are entered into Fusion by the 15th of each month.
 - B. Store and file all monthly Vehicle Utilization Logs (located in ProbTools) for one (1) year.
- V. Training Unit:
- A. Ensure the vehicle deficiency list is filled and Fusion records are updated.
- VI. Fiscal Unit:
- A. Ensure a Vehicle Inspection Exception report is completed by the 20th of each month.
- VII. Administrative Services Bureau:
- A. Purchasing Unit:
 1. Produce the initial draft of the Assigned Vehicle Report.
 2. Receive and process any paperwork for upfitting or modification to vehicles.

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- B. Probation Administration:
 - 1. Review and submit the final report to the Auditor-Controller/Treasurer/Tax Collector (ATC).
 - 2. Ensure the Probation Vehicle Transfer Form is received.
 - 3. Approve county vehicle use for carpools and vanpools.
- VIII. Division Director/Manager:
 - A. Ensure all vehicles assigned to their divisions/areas are utilized and maintained as outlined in this procedure.
 - B. May authorize the temporary use of a county vehicle for job specific duties outside the standard tour of duty and/or twenty-four (24) hour response. If authorized, notification shall be sent via email to the respective Deputy Chief Probation Officer indicating the reasoning and specifics of the authorization.
- IX. Chief Probation Officer/Designee:
 - A. Shall authorize the assignment of a specific vehicle to a specific individual for the purpose of job-specific duties and/or twenty-four (24) hour response. The reason for authorization will be documented and retained in the Office of the Chief.
 - B. Shall establish automotive maintenance controls and the collection of automobile usage data on county vehicles assigned to the Department.
 - C. Periodically review vehicles to determine if vehicles should be equipped with GPS.