

County of Gloucester
Human Resources Manual

CHAPTER:	9 – GENERAL RULES AND REGULATIONS	ADOPTED: 3/7/06
SECTION:	9 – USE OF COUNTY VEHICLES	REVISED: 6/21/17

County vehicles assigned to employees are the responsibility of those employees and are to be used for County business only. Employees may access County vehicles through their department, or with advanced notice, employees may request the use of a vehicle through the “Loaner Vehicle” form, which is available from the Department Head/designee.

All drivers of County vehicles must possess a valid driver’s license, and if applicable, a CDL. The County reserves the right to check an employee’s motor vehicle record at least annually after the date of hire. Furthermore, all drivers of County vehicles are required to give written notice within three (3) business days with a copy of suspension or revocation to his/her Department Head if his/her driver’s license is suspended or revoked.

The County reserves the right to monitor the use of County vehicles. The County shall or may utilize GPS (global positioning systems) in any of its vehicles or equipment whether owned or leased.

County vehicles are to be used for official business only, unless otherwise authorized by the Board of Freeholders. Unauthorized personal use of vehicles is prohibited and shall be cause for disciplinary action and/or termination of employment (4A:2-2.3 a (8)). Only authorized employees are allowed to take home a county vehicle. Permission to take home a county vehicle is determined by duly appointed Freeholder Board designees.

Employees who fail to follow established reporting procedures or are negligent in the use of County property or vehicles may be subject to disciplinary action.

Employees may be liable for damages incurred to or caused by County equipment, property, and/or vehicles if such damage is the result of employee negligence. Any employee who is negligent in the operation of a County vehicle may be subject to disciplinary action.

Parking and speeding tickets must be paid by the driver.

Any incidents involving County employees, property or vehicles which result in damages or injuries, no matter how minor, must be reported by the employee to his/her Supervisor immediately. (See HR 8.4 titled “Incidents Involving County Property”). Any damage to County vehicles must be reported, via the Vehicle Accident Report, available in the glove

compartment of the car, to the Safety Coordinator of the Human Resources Department by the end of the next working day. (Please refer to HR 8.4 for more details).

Only authorized persons may be transported in County vehicles.

Vehicles shall be used for official, work-related activities only. This does not include such activities as excursions for check cashing, coffee break, or responding to an emergency (HR 9.6).

Insurance premiums and registrations are paid by the County. Current insurance and registration cards will be placed in vehicle glove compartments.

All occupants of County vehicles must wear seat belts at all times.

Use of hand held cellphones while operating County vehicles is strictly prohibited.

Employee:

Inspects the vehicle prior to operating it to ensure no problems are present and a safe trip is expected.

Ensures the current vehicle registration and insurance card are in his/her possession.

Ensures valid inspection sticker is displayed on windshield.

Should obey the rules of the road and share the road courteously with others. If a parking or speeding ticket is issued, the employee is responsible for paying the fine. Furthermore, the employee must provide proof of such payment to his/her Department Head.

Keeps vehicles assigned to him/her clean.

Fills out mileage sheet with each use.

Reports any incidents involving County vehicles which result in damages or injuries, no matter how minor, to his/her Supervisor immediately.

Notifies his/her Department Head if his/her driver's license is suspended or revoked.

Department Head/designee:

Ensures vehicles assigned to his/her department are clean, in good operating condition, serviced according to the established preventative maintenance schedule, and inspected by the New Jersey Division of Motor Vehicles as required.

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Human Resources Manual

Authorizes employee use of vehicles assigned to their work unit.

Provides proof of fine payments as applicable.

Ensures the Safety Coordinator is notified of county vehicle accidents involving a member of their staff.

Contacts Human Resources and Safety if receives notice that an employee's driver's license is suspended or revoked.