

**Colusa County  
Vehicle Use Policy**

- I. PURPOSE:** This policy establishes procedures regarding the assignment of County vehicles, use of County vehicles and official County business use of private vehicles. This applies to all County employees, elected officials and vehicles. This policy shall be read in conjunction with the Colusa County Driving Policy Number 501.1 and shall be effective on passage by the Board.
- II. DEFINITIONS:**
- A. Official County Business:** County vehicles belong to the citizens of Colusa County and are assigned solely for purposes consistent with providing services to those citizens.
1. County vehicles are not personal vehicles and are not for personal use except as allowed herein.
    - a. County vehicles are to be driven only in the course of an employee's official duties of County employment with reasonable consideration for use for meals while in the course of performing official business on behalf of the County.
    - b. Individuals assigned a vehicle for overnight use may stop between work and home to perform personal business provided any such use is an exception rather than the rule and only if the stop is in route from work to the employee's residence.
- B. Assigned Vehicle:** A County-owned vehicle designated for a Department's use by individual employees in the normal performance of their duties is generally not authorized to be taken home except as incident to official County business.
- C. Take-Home Vehicle:** A County-owned vehicle designated for the use of an individual employee in the normal performance of his/her duties, which use includes the employee's commute from home to work, provided the vehicle is not taken outside the County of Colusa unless in route to an official business purpose away from the County.
- D. Mileage reimbursement:** A per mile rate as established by the IRS which is paid to compensate employees and elected officials for the use of a privately owned vehicle for official County business, based on actual logged miles.
- III. ASSIGNMENT OF VEHICLES:**
- A.** Only Colusa County employees satisfying the requirements of Colusa County Driving Policy 501.1 Section III F are authorized to drive County vehicles or equipment or use personal vehicles on official County business, all of which use must be authorized by a Department Head *and may be discontinued at any time for any reason.*
1. Failure to satisfy the requirements of Policy 501.1 may result in loss of the privilege to drive on official County business whether in a County owned or personally owned vehicle.
- B.** In situations where it is deemed in the best interest of the County as determined solely by the Board of Supervisors upon a written request by the Department Head, except as provided by subparagraph l.d. below, employees may be assigned a Take-Home vehicle for the ordinary and necessary discharge of their job duties.
1. Factors the Board of Supervisors will consider in providing Take-Home Vehicles include but are not limited to:
    - a. Positions subject to frequent after hour emergencies or other unscheduled work which involves the first response to a real or present threat to life or property requiring an immediate response and the County vehicle, tools or equipment are essential to performance of the unscheduled work;

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- b. Positions subject to frequent call backs to work at locations other than the employee's normal duty station and returning to the normal duty station to retrieve a County vehicle and equipment would cause an unacceptable delay in the response time;
- c. The assignment serves the County's best economic interests; or
- d. Such other situations as approved by the Board or deemed necessary by a Department Head in an extraordinary emergency situation.

C. Employees using a County vehicle between home and work will be subject to tax consequences pursuant to IRS regulations.

**IV. UNAUTHORIZED VEHICLE USE**

1. Examples of unauthorized vehicle use include but are not limited to:

- 1. Use of a County vehicle without Department Head approval;
- 2. Use of a County vehicle while driving with a suspended or otherwise invalid license for the vehicle driven;
- 3. Allowing a non-employee to drive a County vehicle;
- 4. Pre-planned transportation of passengers or materials in a County vehicle without prior approval of the employee's Department Head;
- 5. Possession of the vehicle beyond a time frame authorized by a Department Head;
- 6. Violations of the law while operating a County vehicle;
- 7. Use of the vehicle for personal purposes, including use during non-duty hours except as allowed in this policy going to and from the employee's duty station; and
- 8. Violation of Driving Policy 501.1 III F.2-5.

2. Unauthorized use of a County vehicle may cause:

- 1. Loss of the privilege to drive a County vehicle;
- 2. An obligation to reimburse the County for costs incurred arising from misuse; and/or
- 3. Disciplinary action, up to and including termination.

**V. MILEAGE REIMBURSEMENT:** It is the policy of the County to reimburse its employees and elected officials for travel and transportation expenses directly related to official business of the County pursuant to Travel and Reimbursement Policy #202. All travel costs will be reimbursed directly to the individual incurring the expense and may not be billed to the County without prior approval of the individual's Department Head. (Reimbursed travel costs shall not be considered income.)

**A.** An employee required to utilize his/her personal vehicle to conduct official County business will be reimbursed as follows.

- 1. Commuting mileage to respond to an after-hours call back to work shall be considered official County business.
- 2. Mileage shall be reimbursed from the employee's duty station to an official destination.
- 3. An employee's Department Head must approve all claim requests for mileage reimbursement.

**B.** Claims from employees and elected officials for mileage reimbursement shall be submitted to the Auditor.

**C.** Mileage shall be reimbursed from an elected official's home or office to an official destination.