

SAMPLE Vehicle Use Policy for Extension District Board Owned Vehicles

This vehicle usage guide is meant to provide suggestions and options for County Extension District Board owned vehicles.

The assignment and use of an organization owned vehicle is a privilege and it is the _____ County Cooperative Extension Service's policy to ensure that designated users operate in a safe and economical manner all vehicles owned and used by the _____ County Cooperative Extension Service.

General Requirements

1. County Extension District Board owned vehicles will be used for Extension Service purposes.
2. Only county Cooperative Extension Service Staff, maintenance personnel, District Board members and approved leaders shall operate a county extension service owned vehicle, as covered by vehicle's insurance policy. Exceptions in case of an emergency.
3. Operators must maintain a proper current driver's license.
4. Operators must be mentally and physically able to drive safely.
5. Operators of county owned vans (12 -15 passengers) must complete the van driver training before transporting passengers in the van. A certificate of completion for the van driver training must be secured in all county offices and in the file folder of the approved volunteer leader in the county's client protection files. On-line training available:
https://ehs.uky.edu/classes/classes_ohs_0001.php#pass_van (See Passenger Van Safety Awareness)
6. Operators will notify the County Cooperative Extension Service District Board of any citations received while driving a County Extension Service owned vehicle.
7. Operator will be responsible to pay any parking or other citations received while operating a county extension owned vehicle.
8. Operator authorizes the County Cooperative Extension Service to obtain and review the Motor Vehicle Record of the operator.
9. Operator must follow generally accepted safe driving practices and obey traffic regulations. The operator agrees to operate the vehicle in a manner that will not expose the County Cooperative Extension Service to excessive liability or risk.
10. Operators will not drive the vehicle outside the United States unless prior approval from the County District Board is given.

11. A vehicle mileage log will be completed for each trip.
12. All occupants in the County Cooperative Extension Service owned vehicle must always wear seat belts. It is up to the operator to enforce this policy.
13. An employee transporting a child of 40 inches or less in height must have the child properly secured in a child restraint system that meets federal motor vehicle safety standards.
14. Accidents must be reported in a 24-hour period to at least one of the County District Board members, county manager, county fiscal coordinator, and/or facilities manager, in addition to the Area Extension Director, and insurance agency. Injury accidents shall be reported immediately. An accident/incident report form must be completed.
15. The use of alcohol and/or controlled substances prior to and during operation of any County Extension Service owned vehicle is prohibited.
16. Smoking and the use of smokeless tobacco products are prohibited in all County Extension District Board vehicles.
17. Vehicles owned by the County Extension Service should not be parked at a business or in a place that will reflect unfavorably or poorly upon the overall Cooperative Extension Service.
18. The County Cooperative Extension Service owned vehicles cannot be used for family vacations.
19. The County Cooperative Extension Service owned vehicles may be used in a limited amount for non-business uses. In cases where the vehicles are used for non-business uses, the operator will reimburse the County Extension Service District Board at the current University of Kentucky mileage rate.
20. County Staff Members, maintenance personnel, Board members, or approved leaders are permitted to make short side trips at no charge to them while traveling to or from an event, or when out of the county. Examples include stopping off at the store on the way home from an extension activity, while attending 4-H camp, or working at the State Fair and using the vehicle for meals.
21. The vehicles must be parked in a safe and legal area. Doors should be locked and windows closed when vehicle is left unattended.
22. If the vehicle needs major repairs, the operator will report this to the County Manager, County Fiscal Coordinator, and/or facilities manager and the County Extension Board for approval of the repairs. If repairs are in an amount greater than the vehicle's worth, the County Extension District Board may choose to liquidate the vehicle and replace with a new one.

23. The useful life of the vehicle will be determined by the County Extension District Board.

24. When the County Extension Service District Board has deemed the vehicle has reached its useful life and is no longer safe to operate, the County Manager or County Fiscal Coordinator and/or facilities manager will solicit bids for a replacement. They will advertise for bids for purchase of the current vehicle and request trade-in quotes for the vehicle. Whichever of these two is the highest amount is how the vehicle will be disposed.

Maintenance Guidelines

1. It is the responsibility of the operator to maintain the vehicle in an adequate working order and complete recommended service work on the vehicle at the expense of the County Extension District Board.
2. Shared use vehicles should be returned clean with no less than a half (1/2) tank of gas remaining. Best practice would be to fill the gas tank before returning. All personal items and trash should be removed.
3. An assigned fleet fuel card or an office credit card should be used for the purchase of appropriate gasoline.
4. Vehicles should be properly maintained according to the maintenance service log. Prior authorization is not needed for routine maintenance and oil changes.
5. An office credit card may be used for emergency maintenance services without prior authorization. An "emergency" is defined as a repair that cannot be anticipated and requires immediate attention during normal business hours, weekends, and/or holidays.
6. All fuel and maintenance receipts must be turned into the staff assistant responsible for budgeting and bill payment.

Shared Vehicle Guidelines

1. Shared use vehicles will have a reservation calendar and be reserved on a "first come, first serve" basis, with staff agreeing to be open to change when requested by another staff member.
2. A key check-out system will be established.
3. Shared use vehicles may stay at employee's home up to 24 hours before or after the work function for which it was used. The vehicle must be reserved for the entire time it will be away from the office.

Assigned Vehicle Guidelines

1. All general requirements and fueling/maintenance guidelines apply.
2. Agents are provided with an assigned Extension District Board owned vehicle for use in conducting the business of the Cooperative Extension Service.

- 3. Board owned vehicles may not be used for personal purposes other than commuting or minimal personal use (such as a stop for a personal errand on the way to or from the Extension Office).

I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE POLICY.

Agent Signature

Date

Agent Signature

Date

Agent Signature

Date

Agent Signature

Date

Agent Signature

Date

Agent Signature

Date

Board Chairman

Date