

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Assignment and Use of County-Owned Vehicles and Mobile Equipment

**Policy
Number**

H-10

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Purpose

To establish a single comprehensive policy covering the assignment and use of County-owned vehicles and mobile equipment. It is the intent of this policy to ensure the most efficient and cost-effective use of vehicles and mobile equipment required for the County's transportation and operational needs. For the purpose of this document, vehicles and mobile equipment are defined as motorized and self-propelled on- and off-road vehicles, maintenance equipment and related towed equipment, such as trailers and trailer-mounted power units, herein after referred to as "vehicles."

Background

County Charter Section 501.5 authorizes the Board of Supervisors to provide for the regulation of the marking and operation of County vehicles. In accordance with this Charter provision, the Board has adopted ordinances beginning with County Code of Administrative Ordinances Section 398.10, County Vehicles and Mobile Equipment. Among the most important provisions of these ordinances are the prohibition of use for other than official County business and the designation of the Director, Department of General Services, to allocate and control the use and marking of County-owned vehicles. For vehicles under the control of the Department of Public Works, County Code of Administrative Ordinances Sections 450, *et seq.* designate the Director, Department of Public Works, as responsible for their proper use. The provisions of this policy are applicable to all County-owned vehicles without regard to the revenue source or fund from which they are acquired. The policy provides for the assignment of all County-owned vehicles to one of two departments with the responsibility and authority to monitor and control their use.

The purpose of this policy is to ensure that such vehicles are assigned and used in accordance with the public services provided by the County and for no other purpose.

Policy

It is the policy of the Board of Supervisors that:

1. The assignment and use of County-owned vehicles shall be under the direction of the Chief Administrative Officer, or designee. Vehicles shall be allocated to the various Elected Officials, and Executive Management Staff ("EMS") as provided for in County Code of Administrative Ordinances, Section 496 and departments of the County by the Director of General Services or the Director of Public Works to meet their specific needs in accordance with this policy and all applicable codes and ordinances. This allocation may be modified or terminated as necessary to ensure the most cost-effective use of the vehicles, and to ensure conformity with criteria in this policy.

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2. County-owned vehicles shall only be used for County business and not for personal use. County-owned vehicles shall not be used to transport unauthorized passengers, including family members, except as may occur on an incidental basis or with a business justification and only with the preapproval of the Chief Administrative Officer, or designee. Family members and individuals not employed by the County shall not operate a County-owned vehicle assigned to an Elected Official, EMS, or Departments. The Elected Official, EMS, or Department Head to which the vehicles are allocated is responsible to the County for their proper use.

3. All County-owned vehicles shall be marked in accordance with County Code of Administrative Ordinances Section 398.10.1, "Marking of County Vehicles and Mobile Equipment."

4. The Chief Administrative Officer, or designee, shall develop and implement procedures and systems for providing procurement, disposal, inventory, regulatory compliance, preventive maintenance, repair and fueling of County-owned vehicles.

5. The Chief Administrative Officer, or designee, shall ensure that an inventory shall be maintained of all vehicles owned by the County.

6. County-owned vehicles may be allocated to Departments and offices as pool vehicles for the general use of County employees to meet their official transportation needs. County-owned vehicles may be allocated or reallocated on the basis of verified workload requirements.

7. County Department Heads or Elected Officials, and EMS who have been allocated vehicles or their use and control will be responsible for fueling, timely servicing, cleanliness of interior and exterior, parking security and safe operation in compliance with the California Vehicle Code.

8. The Chief Administrative Officer, or designee, is responsible for monitoring the assignment and use of all County-owned vehicles allocated to departments and offices and shall withdraw from that allocation any vehicle determined to be abused, underused or used for other than official County business.

9. Elected Officials and EMS may be provided a County-owned vehicle in lieu of the authorized automobile allowance if justified by their duties and approved by the Chief Administrative Officer. A request to be provided a County-owned vehicle in lieu of an automobile allowance shall be in writing and filed with the Chief Administrative Officer.

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10. County employees, other than Elected Officials and EMS, may, upon written request to, and approval by, the Appointing Authority for his or her department, be personally assigned a County-Owned vehicle and allowed to store such vehicle at his or her place of residence or County facility on a full-time or temporary basis based on criteria established by the Chief Administrative Officer, this policy, and the County Code of Administrative Ordinances. Personal assignment and home garaging of County-owned vehicles shall be reviewed and authorized on an annual basis.

11. Elected Officials and EMS who receive an automobile allowance or who have been provided a County-owned vehicle in lieu of an automobile allowance shall not drive nor be transported in a County-owned vehicle except on the rare occasion when such transport is unavoidable or would otherwise be extremely impracticable to avoid and in any event should not occur more than three times in any calendar month.

12. The Chief Administrative Officer, or designee, shall analyze, on a continuing basis, the comparative efficiencies of using County-owned vehicles versus the payment of private mileage reimbursement for transportation in conducting County business. When such an analysis determines that it is both cost-effective and in the best interest of the County to provide the County-owned vehicle, provisions shall be made.

Responsible Departments

1. Department of General Services
2. Department of Public Works
3. Chief Administrative Office

Sunset Date

This policy will be reviewed for continuance by 12-31-17.

References

- 11-13-84 (30)
- 8-8-89 (37)
- 11-29-94 (40)
- 01-28-03 (16)
- 12-09-08 (33)
- 06-28-11 (9)
- 10-18-16 (15)