

CHAPTER 20 VEHICLE USE

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Authorized Uses

County vehicles shall be used only by County officials, employees and authorized volunteers and only for a County purpose. (See Shasta County Personnel Rules, Chapter 32, Vehicle Operations Policy, Section 34.3, Page 149.)

Traffic Violations

Traffic laws shall be observed at all times. The driver shall pay fines or penalties levied for violations for which the driver is directly responsible.

Driver's License/Vehicle Use Permit

All drivers of a County vehicle must have in their possession a valid California Driver's License.

Vehicle Safety

1. Seat Belts - Except for rollers and compactors which weigh more than 5,950 pounds, riding lawn mowers, and small tractors, all County-owned vehicles shall be equipped with seat belts and restraint systems. Private vehicles being used on County business shall also be equipped with seat belts. All persons in a County vehicle or in a private vehicle being used on County business must use seat belts any time the vehicle is in motion. The driver of the vehicle is responsible for ensuring that all occupants of the vehicle are wearing seat belts before the vehicle is put into motion.
2. Defensive Driving - Employees operating a motor vehicle while on County business are encouraged to follow the defensive driving guidelines outlined below.
 - Keep a "cushion of space" between your vehicle and others. The greater the speed, the greater the "cushion of space" should be.
 - Be alert to developing situations in the traffic ahead. Look into the rear-view mirror frequently: once every five seconds is ideal.
 - Use all safety devices provided, including the horn. Be sure the other driver sees you. Being seen is as important as seeing.
 - Never demand the right of way, even if legally it is yours.

- Avoid interrupting the flow of traffic whenever possible, because such interruptions can cause an accident.
- Never allow your attention to be diverted from the primary task of driving.
- Drive courteously. A courteous driver will usually not be involved in a hazardous situation.

Abuse of Vehicles

County vehicles shall not be used for activities which may damage the vehicle. County ordinance prohibits smoking in any County-owned vehicle. (See Shasta County Personnel Rules, Chapter 34, Vehicle Operations Policy.)

Personal Liability

Employees may be held personally liable for damage to County equipment, and other penalties may be assessed if damage occurs to a County vehicle through gross negligence or illegal activity. (See Shasta County Personnel Rules, Chapter 34, Vehicle Operations Policy.)

Employees may be held personally liable when, outside the course and scope of their employment, they cause damage to other persons or property while driving a County vehicle. (See Shasta County Personnel Rules, Chapter 34, Vehicle Operations Policy.)

Personal Property

Personal property, such as radios or air conditioners, shall not be attached to a County vehicle.

Keys

Keys shall not be left in unattended vehicles, even when parked in secured enclosures.

Use of Motor Pool

1. A valid California driver's license is required for assignment of a vehicle from a motor pool.
2. Vehicles may be checked out from the Service Station motor pool on a first-come basis. To ensure maximum utilization and minimum cost, employees shall

not check out vehicles until the vehicle is actually needed. Vehicles shall be returned to the motor pool immediately when no longer needed. Trips shall be shared whenever feasible.

3. For mechanical repairs, call the Service Station (225-5173). If no answer, call the Sheriff's Office Dispatch (225-6000) for emergency towing, or other arrangements, which the County may desire.