

## **Policies and Procedures**

### ***Vehicle Policy***

Hamblen County intends the pool vehicle to service the transportation needs of courthouse employees that do not have a vehicle assigned for conducting official county business.

It is the intent to maintain this vehicle at “like new” condition. A copy of this vehicle policy is available on the Hamblen County’s website at [www.hamblencountytn.gov](http://www.hamblencountytn.gov) . A copy of the policy is also in the glove box.

#### **Authorized Vehicle Use**

The operation and use of the County’s vehicle is limited to authorized passengers. Authorized passengers are limited to county employees, guest, and family members who are accompanying the employee on official travel. Non-employees are not permitted to drive county vehicles. Members of the County Legislative Body and other boards whose members are appointed by the County Mayor or County Commission qualify to drive the vehicle.

#### **Unauthorized Vehicle Use**

Use of the County’s vehicle without proper authorization, or use by or transporting unauthorized personnel or materials, unauthorized possession of vehicle beyond the established time frame, DMV violations, off-paved road use, towing vehicles or trailers, smoking within the vehicle, while in violation of the Alcohol and Drug Policy, use of vehicle for personal business, are all considered unauthorized or vehicle misuse.

#### **Authorized Drivers**

Our insurance carrier has recommended the following:  
A driver of the County vehicle must maintain a copy of his/her valid driver’s license and a signed acknowledgment of Vehicle Policy on file in personnel records.

#### **Reservation Procedures and Information**

Elected Official, Department Head, or designated person will need to contact the Mayor’s Office to reserve the vehicle.

Vehicle reservation is provided on a first come, first served basis, and vehicle requests can be made as far as six months in advance.

Upon determining vehicle availability, the following information will be needed:

- Start and end dates and times
- Driver or drivers' names
- Department name
- Contact number
- Account number to charge expenses and destination

### **Vehicle Sign-Out Procedures**

The vehicle will be located in the Church Street parking lot.

The key for the vehicle can be picked up at the County Mayor's office Monday – Friday, 8:00 AM to 4:00 PM. The keys will be maintained by the Mayor's office. In case of emergency, the Maintenance Department has an additional set of keys.

If your reservation occurs during the weekend or early in the morning (before 8:00 AM), vehicle keys may be picked up the day prior as long as doing so does not interfere with another reservation.

### **Vehicle Cleanliness**

Please remove any remaining trash or debris from the vehicle after use; the next user will appreciate it, and eliminate your chances of being charged for vehicle cleaning. Please notify Maintenance Department of any stains that need attention upon your return. It is recommended on any reservation of two (2) days or more to take vehicle to Crescent Center Car Wash before returning. Hamblen County has a monthly purchase order with Crescent Center Car Wash.

Smoking is prohibited in the County vehicle, and you will be charged to remove the odor from the vehicle.

Off-road use of County vehicle is prohibited; the user and/or department will be liable for all repair work or cleaning resulting from this type of use.

### **Vehicle Fuel and Fueling**

Please return County Vehicle to the same gas level as you started.

Fuelman Credit Cards are to be used for each fueling. The driver will be responsible for knowledge of Fuelman station in the area where county business is being conducted. Please be aware that this information can be obtained from the internet prior to the trip at [www.fuelman.com](http://www.fuelman.com). The station's Fuelman scanner will require the current odometer reading.

The only authorized grade of fuel is regular unleaded. If an alternate grade of fuel is used, the employee will be responsible for payment and the County may not be responsible for reimbursement for unauthorized grade usage.

Charges for fuel while on County business will be allocated to the department for which the trip was proposed for in the Van Reservations Form.

### **Vehicle Insurance**

Vehicle Insurance Card is located in glove box.

The County assumes no liability, expense or losses incurred by users resulting from (a) unauthorized or prohibited use of the vehicle, (b) improper fuel credit card use, (c) towing, storage, and impound charges resulting from motor vehicle violations, (d) vehicle damage, mechanical failure, or property losses resulting from driver negligence. The County is only liable for expenses relating to mechanical operation of the vehicle provided; excluding fuel level at pick up or cleanliness of vehicle.

### **Vehicle Accidents or Damage**

Whenever a vehicle sustains damage or you are involved in an accident, contact local law enforcement immediately to file a report. You are required to notify the Human Resource Manager within the first 24 hours (one workday). Upon your return, you may be required to complete a report about your accident as well as a first report of injury.

The reserving department is financially responsible for all vehicle repairs costs, but may be reimbursed by the insurance company less a \$500 comprehensive and \$1,000 collision deductible for each vehicle incident.

### **Vehicle Return Procedures:**

Return the vehicle to the Church Street parking lot and make sure vehicle is locked and secured.

The driver is required to complete the mileage log (current odometer reading), and return the mileage log, Fuelman receipts, Crescent Center Car Wash receipts, and keys to the County Mayor's Office.

**Emergency Information:**

Accidents: Human Resource Manager - 423.586.1931

Fuelman: Accounts Payable Manager - 423.586.1931

Maintenance Issue: Maintenance Supervisor - 423.312.0587

All other issues: Department Head or Elected Official for reserving department

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