

RESOLUTION NO. 2838

A RESOLUTION ADOPTING THE GRAND COUNTY FLEET POLICIES AND PROCEDURES MANUAL

WHEREAS, it is necessary from time to time to amend the County Employment Policies and Procedures Manual previously enacted by the Grand County Council to improve and establish new policies and procedures;

NOW THEREFORE, be it resolved by the Grand County Council to amend and enact policies pertaining to County fleet vehicles for all employees. The adopted policies and procedures are contained in Exhibit A, which is attached to this Resolution. This policy and procedure will be an element of the Grand County Employment Policies and Procedures Manual. A six (6) month time period from the date of the approval of this resolution is established for current employees to meet the requirements of an authorized operator of County fleet vehicles.

This Resolution was duly and regularly introduced and passed at a regular meeting of the Grand County Council, State of Utah on the 15th day of July, 2008.

ATTEST:

GRAND COUNTY COUNCIL



Diana Carroll, Clerk/Auditor



Gene Ciarus, Chairman

EXHIBIT A

GRAND COUNTY UTAH



FLEET POLICIES & PROCEDURES

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PURPOSE

To establish policies and procedures to ensure that Grand County's fleet units are selected, acquired, utilized and maintained in a manner that provides the best possible support to County operations through economical fleet management.

DEFINITIONS

Accident: Any occurrence, in which a County fleet unit is involved in a mishap resulting in harm or injury to persons, or damage to property, regardless of total cost of treatments or repairs.

Authorized Operator: Any employee of the County who has been identified by the County as having the authority, within his or her scope of employment or position, to operate a County fleet unit on the County's behalf, who holds a valid drivers license, and has completed the specific training and other criteria required by the County for the fleet unit which will be operated.

County General Fleet Vehicles: Vehicles that are checked out through the Clerk's Office.

County Vehicle: Any vehicle purchased and owned by the County for official County business.

Elected Official: Includes the elected official of the Assessor's, Attorney's, Clerk/Auditor's, Recorder's, Treasurer's and Sheriff's Office.

Elected Official Office's: Includes the offices of the Grand County Assessor, Attorney, Clerk/Auditor, Recorder, Treasurer and Sheriff.

Equipment Modification: Adding, changing, deleting parts, accessories or specific capacities to fleet vehicles and equipment other than as delivered to Grand County.

Equipment Misuse and Abuse: Damage to equipment where reasonable care to prevent damage was not taken which includes but is not limited to: use of equipment for other than its intended purpose or use of equipment with low or high fluid levels (fuel, oils, water, and tire pressure). Not having vehicle/equipment preventative maintenance service performed in a timely manner.

Fleet Unit: Any vehicle or equipment purchased and owned by the County for official County business. This includes vehicles, heavy equipment, and trailers.

Non-Preventable Accident: Any occurrence involving an accident/incident in which everything that could have been reasonably done to prevent it was done and the accident still occurred. Non-preventable accidents shall include vandalism of County vehicles being used to conduct County business.

Personal Use: The use of a County vehicle to conduct an employee's personal affairs, not related to County business.

Preventable Accident: Any occurrence involving a County vehicle, which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the authorized operator in question failed to do everything that could have reasonably been done to prevent it. Preventable accidents shall include accidents that result from backing up a vehicle and driving faster than conditions permit.

Preventive Maintenance: Vehicle services and inspections that are conducted at regular time intervals to deter mechanical breakdowns, including, but not limited to, lube, tire rotation, oil and filter changes.

GENERAL POLICIES AND PROCEDURES

Applicability

The Grand County Fleet Policies and Procedures shall be applicable to every individual operating a County fleet unit. In some cases Offices or Departments such as the Sheriff's Office and the EMS Department have fleet policies specific to their operations. In cases of conflict with the aforementioned policies and procedures the most restrictive policy and procedure shall apply.

Utilization and Reimbursement

Employees are encouraged to use County vehicles whenever possible to conduct County business. When a fleet vehicle is not available an employee may use a personal vehicle to conduct authorized County business. When a personal vehicle is used the individual will be reimbursed at the rate established by the County. Employees who use their personal vehicle for County business purposes shall carry the minimum insurance required by Utah law for passenger hazard and public liability.

Authorized Operator Eligibility

To operate a County fleet unit, authorized operators shall have a valid Utah driver's license for the type and class of unit being operated.

Authorized operators shall submit a copy of their Utah driver's license and the Certificate of License and Insurance Coverage Form contained in Appendix 1.

Any authorized operator is not allowed to operate a County fleet unit when he/she does not have a valid Utah driver's license. In the event that an authorized operator is found not to have a valid Utah driver's license, his or her authority to operate a County fleet unit shall be withdrawn until the license is once again valid. It is the responsibility of authorized operators to notify their Supervisor, Human Resource Director, County Fleet Manager and Insurance Coordinator if driver's license status changes. Operating a County fleet unit when a license has been suspended or revoked may be grounds for termination.

The County has also adopted the following age restrictions for authorized operator's eligibility for the following fleet units:

- Vehicles that have a gross weight less than 26,000 pounds and trailers that have a gross weight less than 10,000 pounds may be operated by employees 18 years of age and older. An Elected Official or Council Administrator may grant an exception that allows employees 17 years of age to drive these vehicles when elected officials or department heads make such a recommendation based upon unusual circumstances.
- Vehicles that have a gross weight greater than 26,000 pounds and trailers that have a gross weight greater than 10,000 pounds may be operated by employees that have obtained a CDL License and are at least 21 years of age.

Licensing

All County fleet unit licenses, titles, and registrations shall be maintained according to all required Federal, State, and local laws. Each County vehicle will carry a copy of the vehicle registration and insurance card at all times.

Usage

Authorized operators shall be aware of the following County fleet unit usage rules:

- All authorized operators shall have a current and valid Utah drivers' license for the vehicle to be operated, i.e., OHV's, trucks, commercial drivers' license (CDL).
- County fleet units shall only be used for official County business.
- County fleet units shall be respected, protected, and not misused or abused by authorized operators.
- Opportunities to minimize fleet unit idling time shall be sought by authorized operators.
- Conservative driving habits, such as gradual acceleration and strict adherence to local, state, and federal driving and traffic laws, shall be implemented by authorized operators of vehicles. Sheriff's Office and Emergency Medical Service vehicles responding to emergencies will be governed by department policy.
- Authorized operators of County fleet are responsible for all fines and penalties imposed for parking or traffic violations with respect to the vehicle while the County vehicle is in their possession.
- Safety belts shall be worn by all occupants of vehicles at all times.
- County fleet units shall not be operated by authorized operators who have consumed alcoholic beverages or who are under the influence of drugs that may diminish ones ability to drive as required by the County drug policy. Some prescription drugs and over-the-counter drugs also may affect your driving and decision-making abilities. All employees shall notify the supervisor when they are taking such drugs and follow all requirements of the County's drug policy.
- Smoking is not allowed in County's general fleet vehicle (vehicles checked out through the Clerk's Office).
- No County fleet unit will be operated with a known safety deficiency.
- County vehicles shall not be taken home outside an authorized operator's normal duty hours unless he/she qualifies for on-call or take home status (see After-Hour On-Call / Take-Home Use within this policy).
- Fleet units shall be operated safely and within unit design standards.
- Fleet units shall not exceed the gross weight restrictions. Exceptions are only provided when working in a construction zone.
- All mirrors shall be adjusted for the proper vision of the operator.
- Employees shall not operate fleet units in which they have no training and have not demonstrated the ability to operate the equipment in a controlled environment.
- Fleet units shall be refueled properly.
- Operators shall not get involved in "road rage" incidents with aggressive drivers. Operators shall simply pull over to the right lane or the side of the road and allow them to pass.
- Passengers in County vehicles shall not be allowed unless the passengers are:
 - Other County employees
 - Other persons engaged in or advising on matters relating to County services or improvements
 - Other persons, who are being transported as part of an approved activity, car pooling/ride sharing as approved by the Council Administrator or Elected Official,

or County employee's family members as approved by the employee's supervisor.

- Passengers shall follow all County rules while in County vehicles. The responsibility of passengers following all County rules lies on the authorized operator of the County vehicle.

Backing Policy

Operators shall use caution when backing up large vehicles that hinders the driver's ability to see behind the vehicle. Operators shall walk around the vehicle to check for objects immediately prior to backing a vehicle. Whenever possible, the operator should park the vehicle so that they will not be required to back the vehicle when leaving. If necessary, the driver should call for assistance.

As needed operators backing large trucks shall request another employee's help. The employee guiding the driver should be positioned so that the driver is always able to see them in his rear view mirror at all times. If the driver is unable to see the employee guiding the driver in the rear view mirror, the driver shall only proceed when the employee guiding the driver is again visible in the rearview mirror.

Operators shall never back a vehicle when small children are present unless another employee is guiding the driver. Small children move quickly and are difficult to see in the rear view mirror. A walk around the vehicle is not enough to prevent an accident when children are present. If necessary, the driver should call for assistance. This is particularly applicable when there are a large number of pedestrians of all ages.

The County Fleet Manager shall install back up alarms on those vehicles in which it is determined by the elected official or department head to increase safety and awareness of employees and citizens or as required by OSHA.

Accidents involving backing up a vehicle shall be considered a Preventable Accident.

Identification

County fleet units shall be plainly marked with the Grand County logo except when the following conditions apply:

- Fleet equipment that is too small for the County logo.
- Those vehicles approved by the Council Administrator or Elected Official.

Misuse and Abuse

Damage to a County fleet unit caused by willful conduct or negligence on the part of the authorized operator shall be cause for disciplinary action. Such disciplinary action may include: restitution for the cost of repairs, suspension or revocation of operating privileges, or termination.

Accidents

All operators shall immediately report accidents to their supervisors. In accordance with the County's drug policy all operators shall submit to post accident drug testing. Police reports are Passed by Resolution #2838 7/15/08

required for all accidents. Operators shall complete and submit to the Insurance Coordinator all the applicable information contained in Accident Reporting Procedures packet which is attached as Appendix 2 and contained in the glove box of the County's general fleet vehicles.

All CDL holders will comply with federal and state laws regarding the reporting of accidents.

Accident Resolution

Accidents occurring in a County vehicle shall be determined by the County Safety and Accident Review Committee as preventable or non-preventable through careful review of the accident police report and any other means. Should the accident be determined to be preventable, the following shall be imposed and enforced by the appropriate supervisor and Human Resource Director:

- After the first preventable accident, the authorized operator shall be required to attend a risk management-approved driver safety program;
- After the second preventable accident, the authorized operator shall be required to attend, at their own expense, a state certified or nationally recognized defensive driving course.
- After three preventable accidents within five years of being involved in the first preventable accident shall be cause for disciplinary action, which may include loss of driving privileges and leading up to and including termination. If operating a vehicle is an essential function of the position the authorized operator may be terminated.

Custodial Responsibility

Custodial responsibility of each vehicle will be assigned to the office or department for the intended use of the office or department. The elected official or department head or his/her designee will be responsible for the maintenance and upkeep of the vehicles assigned to their office or department. Use of vehicles will be delegated by the elected official or department head or his/her designee.

Cleaning and Preventative Maintenance

Each department is responsible for maintaining the cleanliness of their assigned fleet unit. Vehicles shall be cleaned at regularly scheduled intervals. When a vehicle from the General County Fleet has been checked out overnight the authorized operator shall fuel, vacuum, and wash the vehicle prior to returning the keys to the Clerk's Office. The Clerk's Office will have petty cash funds available to vacuum and wash the cars.

Each department is also responsible for keeping up with the preventative maintenance schedule outlined by the County Fleet Manager. For further details about repairs and preventative maintenance, see Maintenance and Repair Procedures.

Fuel

The County has established contracts for retail fuel dispensing services. Offices and departments are required whenever possible to use the contracted vendor cards. Occasionally use of a non vendor fueling facility may be necessary when a vendor facility is not available in certain areas. Using a County fuel card to fuel personal vehicles may be grounds for termination depending upon the circumstances.

Unless specifically prohibited by manufacturer warranty or recommendations, all fleet units operating on gasoline shall use regular unleaded gasoline. Diesel vehicles are required to use type 2 diesel fuel.

Modification

All requests for fleet unit modifications shall be approved by an Elected Official or Council Administrator and transmitted to the County Fleet Manager in writing. Elected officials or department heads will not install, nor allow to be installed, any additional electrical or electronic equipment such as stereo, CB's, light, light chargers and radio chargers in any County fleet unit. Equipment of this type will be installed by the County's Shop or a vendor approved by the Fleet Manager. Radar detectors are strictly prohibited in County vehicles.

Acquisition

Prior to fleet unit acquisition, the using office or department shall conduct a needs analysis to determine the minimum size vehicle or equipment needed to meet departmental requirements based upon demonstrated need in the conduct of official business.

The County will identify and give preference in its vehicle procurement to the acquisition of fuel efficient, the lowest emission vehicles available and practical and reasonably cost competitive for a given application. Additionally, acquired fleet units shall provide the best possible support of County operations. All purchasing decisions shall strongly consider maintenance costs, repair costs, operating costs, and resale value as acquisition criteria.

Incidental Overnight Usage

Occasional overnight usage of County owned vehicles is permitted if the employee has been assigned the use of a County vehicle for authorized County business away from the work station to which the employee is permanently assigned, and the number of miles traveled, or the time needed to conduct the business will be minimized if the employee uses a County vehicle to travel to the employee's residence before or after traveling to the place of County business. These situations must be approved by the elected official or department head and Council Administrator prior to the vehicle being taken home.

If occasional overnight usage by any employee exceeds 15 times per year, IRS regulations require that the log form for each overnight commute trip must be completed for auto fringe benefit calculations and the information report to the Clerk Auditor's Office and central payroll.

Commuting with County Owned Vehicles

The use of a County fleet vehicle for commuting to and from an employee's residence is prohibited except under very limited circumstances. A County vehicle may be used by a County employee to travel to and from the employee's residence under the following circumstances:

- When an employee's job description requires an employee to respond to a work-related emergency during hours when the employee is not normally working and as approved by their respective elected official or by department heads and the Council Administrator.

All vehicles assigned to Elected Official Office's are allowed for commuting purposes when approved by their respective elected official. All vehicles assigned to departments are allowed for commuting purposes when approved by their respective department heads and the Council Administrator. These vehicles are considered a qualified non personal-use vehicle which by IRS terms is considered to be any vehicle the employee is not likely to use more than minimally for personal purposes because of its design. Qualified non personal-use vehicles generally include:

- Clearly marked police and fire vehicles
- Unmarked vehicles used by law enforcement officers if the use is officially authorized
- Pickup trucks or vans clearly marked with permanently affixed decals
- Special Equipment Vehicles manufactured for special application or equipped with tools or devices for specific job applications.

Discipline

The authority to operate a County fleet unit may be suspended or revoked by the appropriate supervisor or elected official for any of the following grounds when an authorized operator:

- Does not have an up-to-date Utah driver's license
- Has been involved in three or more preventable accidents during a five year period
- Has two or more moving violations during the last 12 months
- Has misused or illegally operated (on the basis of citizen complaints) a County fleet unit three times during a five year period
- Has not obeyed County fleet unit usage rules.
- Has a DUI (drugs or alcohol), or drug or alcohol related reckless driving during the last 12 months.

RESPONSIBILITIES

County Fleet Manager

Be responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, and replacement.

In implementing and complying with this authority, the County Fleet Manager shall principally:

- Review with the Council Administrator and elected officials all fleet purchasing and specification issues that require additional clarification or conflict resolution.
- Ensure that Grand County's fleet acquisitions minimize acquisition, operating, and repair costs; and maximize resale value.
- Ensure proper assignment of custodial responsibility for each vehicle.
- Enforce authorized operator eligibility in conjunction with the appropriate elected official or department head.
- Ensure that all vehicles comply with the state safety inspection law.
- Coordinate with the Clerk/Auditor's Office to ensure that all County fleet units are properly titled and licensed to Grand County.
- Arrange for authorized operator training, testing, and certification to keep authorized operators. Coordinate with the Human Resource Director the requirements for defensive driving courses.
- Train authorized operators on conducting a pre-trip inspection on licensed heavy vehicles and written logs of the inspection in the vehicle.
- Find ways to facilitate authorized operator abidance of fleet policies and procedures (e.g. provide training, etc.).
- Monitor vehicle usage and determine the suitability of replacing vehicles and equipment. Recommend the disposal of a fleet vehicle or equipment when it becomes uneconomical to maintain. As vehicles and equipment reach target miles or time for replacement, prepare a technical and cost evaluation, including repair/replace analysis to determine if units are to be retained, disposed of or in some situations, be reassigned.
- Develop replacement criterion for each vehicle/class of vehicles and appropriate replacement schedule. All County vehicles and fleet equipment acquired and maintained shall be targeted for replacement according to industry standard. The guidelines shall be used as a basis for developing the useful life of equipment for chargeback purposes and programming future departmental vehicle and motorized equipment requirements. The guidelines shall be based on time and/or mileage, and measured against actual fleet usage.
- Advise departments in developing specifications for new or replacement vehicles and fleet equipment.
- Produce reports as needed or requested.
- Annually monitor and evaluate the condition of Grand County fleet units.
- Establish a preventative maintenance program. The program should incorporate:
 - Scheduling preventative maintenance that ensures minimum vehicle downtime.
 - Manufacturers' maintenance standards.
 - Preventative maintenance tasks directed towards energy, efficiency, including regular filter changes, proper tire pressures, and a tune up program that insures the engine is operating at peak efficiency designed for each vehicle or class of vehicles depending on its operating environment.
- Monthly, notify each office or department of vehicles past due for scheduled preventative maintenance.
- Track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent the County from paying for repairs or parts that are still covered under manufacturer warranties.
- Administer service contracts to ensure that vendors are performing at the set service levels. Each year the County Fleet Manager should obtain three phone bids (based on an hourly rate) on all ongoing maintenance services and mechanic work that Grand County contracts out.
- Make recommendations on fleet policies and procedures.

- Maintain written records for the maintenance performed on each vehicle/equipment. Any maintenance not performed by the County Road Shop, shall provide copies of said maintenance to the Road Department to be placed in the vehicle/equipment file.
- Purchase emergency kits for fleet vehicles and ensure that they are in the vehicle and in usable condition when doing routine inspections.

Elected Official and Department Heads

- Carefully assess offices or department needs to minimize fleet size and plan vehicle and equipment usage to maximize efficiency and minimize mileage driven.
- Ensure that vehicles and motorized equipment requested for acquisition and use within their department are of the appropriate size and have only those items/accessories that are operationally required.
- Reinforce the County usage rules and discipline authorized operators for violation of policies.
- Ensure that employees inspect their assigned vehicles as required and that they make time available for preventative maintenance scheduling.
- In cases of accident the elected official or department head shall coordinate with the Insurance Coordinator and Human Resource Director to ensure that employees are tested in accordance with the County's Drug Policy.

County Clerk/Auditor

- Maintain Fixed Asset Inventory files which include titles to all vehicles along with the originals of other important documents pertaining to vehicles.
- Schedules the use of all County fleet vehicles and has a set of keys.

Human Resource Director

- Prior to hiring, the potential employee shall provide to the County Human Resource Director, a completed Certificate of License and Insurance Coverage form in which information is provided about their operator's license. Attached as Appendix 1.
- Maintain in employee's personnel file the following information: a copy of a completed Certificate of License and Insurance Coverage form (Attached as Appendix 1), fuel card number assigned, keys that may be assigned to an employee.
- Maintain in employee's personnel file information pertaining to accidents involving County fleet units and provide this information to the County Fleet Manager, Insurance Coordinator and Safety and Accident Review Committee as needed.
- In cases of accident oversee the assistance of the employee, elected officials and department heads and Insurance Coordinator in complying with the standards contained in the County's Policy and Procedure.
- Maintain written records of all training and ability tests, accidents, citations, etc.
- Ensure that all new employees attend a defensive driving course within the first year of employment and once every five (5) years thereafter.

Insurance Coordinator

- Ensure that all fleet units have adequate insurance coverage.
- Provide a written statement on or before July 1 of each year stating that the driving record has been checked of each employee or volunteer who is expected to drive on County business.

- Provide a copy of the driving record to the County insurance provider, Human Resource Director for any individual who has one or more of the following:
 - DUI (drugs or alcohol), or drug or alcohol related reckless driving during last 12 months.
 - Two or more moving violations during the last 12 month, or
 - Driver's license revoked or suspended in the last 12 month.
- Maintain records obtained for each insured on file until June 30th of the following year and make them available for inspection upon request of the County's insurance provider, Human Resource Director and/or the Safety and Accident Review Committee.
- In cases of accident the Insurance Coordinator shall coordinate all claim information as required in the Accident Reporting Procedures packet, Attached as Appendix 2 with the employee, elected official or department head, County Fleet Manager, County Safety and Accident Review Committee, and the County's insurance provider to ensure all required information and forms are complete.
- In cases of accident the Insurance Coordinator shall collaborate with the Human Resource Director in assisting the employee and elected official or department head in complying with the standards contained in the County's Policy and Procedure.
- Develop an incentive program for county drivers while in the course of their employment that recognizes and rewards those who have not caused an accident nor had any moving violations during the previous year.

Authorized Operators

- Abide by all of the County usage rules and other requirements of this policy.
- It is the responsibility of each authorized operator to assume complete responsibility for its care while the vehicle is so assigned.
- Pre-trip inspections will include, but not be limited to, the following safety items depending upon fleet unit type:
 - Foot and emergency brake
 - Head, tail and brake lights
 - Turn signals
 - Visual inspection of tire pressure and condition and emergency equipment.
 - Windshield wipers
 - Mirrors
 - Visual inspection for damage (dents, large scratches, cracked windows, etc.)
 - Water and oil levels (required to be checked daily for vehicles that have a gross weight over 26,000 pounds, vehicles that have a gross weight under 26,000 pounds shall check these fluids at a minimum when refueling the vehicle).
- Report deficiencies discovered through authorized operator's inspection, which are beyond the authorized operators capability to resolve to the County Fleet Manager for repairs.
- Authorized operators will operate all County fleet units in accordance with the restrictions or limitations imposed upon their respective driver's license.
- In cases of accident the authorized operator shall comply with the testing requirements of the County's Drug Policy or be subject to discipline.
- Each year employees shall submit a copy of their driver's license and the Certificate of License and Insurance Coverage Form contained in Appendix 1.

MAINTENANCE AND REPAIR PROCEDURES

General

Vehicle maintenance includes inspection, lubrication, adjustment, cleaning, testing and replacing vehicle components which have failed or are on the verge of failure. These actions will be performed in one of two ways:

- On a scheduled, periodic basis, which is called preventative maintenance (PM) cycle or;
- On an unscheduled basis, which is referred to as breakdown or unscheduled maintenance.

As an overall reference, Grand County should strive to follow the fleet management “best practices”:

- Rotate tires at manufacturer-recommended intervals and require operators to inspect tire air pressure weekly. Properly inflated tires last longer and contribute to fuel efficiency.
- Replace brake pads and shoes before they wear disks or drums. Pads and shoes are cheaper than disks and drums. Replace as needed and save money in the long run.
- Create a specific vehicle maintenance policy or schedule for each class of vehicles operated. Enforce the policies and schedules to ensure routine service is completed as scheduled.

Vehicles Requiring Preventative Maintenance or in Disrepair But Operational

Fleet units requiring preventative maintenance or in disrepair but safely operational will be delivered to the County Fleet Manager. The authorized operator will provide the County Fleet Manager with the vehicle number and repairs required. The County Fleet Manager will prepare a vehicle work order and coordinate the vehicles repair.

APPENDIX

The following attached exhibits contain official Grand County forms that may be updated periodically as deemed necessary by the County Insurance Coordinator and or Safety and Accident Review Committee.

Appendix 1- Certificate of License and Insurance Coverage Form

Appendix 2- Accident Reporting Procedures Packet

Appendix 3- Pre-trip Inspection Form

Appendix 1- Certificate of License and Insurance Coverage Form

CERTIFICATE OF LICENSE AND INSURANCE COVERAGE FORM

Section A – Drivers License Verification

I certify that I have a valid and appropriate Utah Drivers license and that the information contained below is complete and accurate. I agree to notify the Human Resources Office immediately if my license expires, or is revoked. I agree that each time I endorse a mileage reimbursement check; I am certifying I possess a valid driver license. I understand if I drive a vehicle while in the course of performing my job without a valid and appropriate license I will be subject to disciplinary action, which may include termination.

Drivers License Number	Type of License	Expiration Date

Signature _____ Date _____

Section B – Auto Insurance Coverage

I certify that I have at least the minimum insurance required by Utah State Laws on each personal vehicle I operate while performing my job. I agree to have such coverage in effect while using my vehicle(s) when employed. I agree to notify the Human Resource Office immediately if my insurance coverage ceases to be in effect for any reason. I agree that each time I endorse a mileage reimbursement check; I am certifying my insurance coverage is in effect. I understand that if I drive a vehicle while in the course of performing my job without the minimum coverage amounts I will be subject to disciplinary action, which may include termination.

I understand that the minimum insurance required by state law includes the following:

1. No Fault Coverage
2. A "25-50-15" liability policy which covers at least \$25,000 per individual for bodily injuries and a \$50,000 minimum per accident or \$50,000 total per accident which can be used for bodily injuries or property damage.
3. Property damage coverage of at least \$15,000.
4. Uninsured motorist coverage of \$25,000 per person and \$50,000 per accident.

Signature _____ Date _____

Appendix 2- Accident Reporting Procedures Packet



Grand County
125 East Center Street
Moab, Utah 84532
435-259-1323

ACCIDENT REPORTING PROCEDURES

The following is provided to elected officials, department heads and supervisors as a guide for reporting employee workplace injuries, accidents and property damage incidents. All forms needed for reporting are attached. Please make copies as needed. If you have any questions or need additional forms please contact the Insurance Coordinator.

1. Immediately if possible or within 24 hours following any accident notify the County Insurance Coordinator of workplace injury, accident or property damage and complete the Supervisor/Department Head Report of Injury or Property Damage form and submit to the **Grand County Insurance Coordinator: Pat Byrd 259-1323**. All employees involved in an accident and/or workplace injury resulting in a fatality, damage to property or an employee seeking medical attention are required to complete a post accident drug test at the designated testing facility, Moab Medical Center, 380 North 500 West as soon as possible and within 8 hours of the accident/injury. Please have the employee involved in the accident/injury take the attached Grand County Chain of Custody & Laboratory Drug Test Requisition form when reporting for a post accident drug test.
2. **Employee Workplace Injuries: All** workplace injuries shall be reported to the Insurance Coordinator. Supervisors will ensure that employees complete the Workers Compensation First Report of Injury or Illness (Form 122) and the Employee Written Statement and return to the Insurance Coordinator as soon as possible. The supervisor shall ensure that each witness to the incident complete a Witness Written Statement form. If an injury requires medical treatment Grand County's designated health care provider for workplace injuries is Dr. Rouzer located at the Moab Medical Center, 380 North 500 West; Moab, Utah. If the injury is of a serious nature and requires emergency medical attention the employee should be taken directly to the emergency room for treatment. The supervisor may accompany the injured employee to the medical center or emergency room. The Authorization for Treatment form shall be completed by supervisors and submitted to the medical facility providing treatment to the injured employee. If an injury should occur after hours and requires medical attention the employee should be taken to the emergency room for treatment.
3. **Auto Accidents: All** motor vehicle accidents shall be reported to the Insurance Coordinator. Supervisors will ensure that employees involved in the accident complete the Driver's Accident Report and return as soon as possible to the Insurance Coordinator. Supervisors have each witness to the accident complete a Witness Written Statement form. Submit pictures of the damage to vehicles (both County and other) along with 2 repair estimates and any law enforcement reports to the Insurance Coordinator.
4. **Property Damage:** Supervisor or department head will notify the Insurance Coordinator of damage by written explanation of date, time and description of property damage on the Grand County Report of Property Damage form. Attach pictures of damage and law enforcement reports. Two estimates of repair are required. If witnesses were present, have them complete a Witness Written Statement form.

Forms attached:

- Supervisor/Department Head Report of Injury or Property Damage
- Drivers Accident Report
- Employee Written Statement
- Witness Written Statement
- Form 122 Workers Comp First Report of Injury or Illness
- Authorization for Medical or Hospital Treatment
- Grand County Chain of Custody & Laboratory Drug Test Requisition

Driver's Accident Report

Complete this report at scene of accident and submit it to your County Insurance Coordinator immediately upon return to the office. In case of serious accident, telephone your office at once.

County Driver Information

Name _____

Home Address _____

Home Phone _____

Driver's License Number _____

Were You Injured Yes No

If Yes, What Hospital
Did You Go To _____

Accident Information

Date _____ Time _____ Vehicle # _____

Place of Accident _____

Condition
of Road _____ Weather _____

What Direction
Were You Going _____ Speed _____

What Direction Was
Other Car Going _____ Speed _____

Damage to
County Vehicle _____

Did a Police Officer Take Report Yes No

Name of Officer _____

Badge Number _____ Precinct _____

Was Citation _____ To _____

Issued _____ Whom _____

Other Vehicle Information

Name of Driver _____

Address _____

Phone# _____

License _____ Make/ _____
Number _____ Model _____

Owner of
Other Car _____

Address _____

Vehicle ID Number _____

Insured By _____

Injured Person(s)

Name _____ Age _____

Address _____

Extent of Injury _____

Name _____ Age _____

Address _____

Extent of Injury _____

Name of Doctor
or Hospital _____

Damage to Property

Owner _____

Address _____

Damage to Auto Premises Fixtures

Extent of Damage _____

Where is
Damaged Property _____

Remarks

Describe, in detail, how accident occurred (use other side if needed) _____

Driver's Signature

Witnesses

Name _____

Address _____

Phone Number(s) _____

Name _____

Address _____

Phone Number(s) _____

Name _____

Address _____

Phone Number(s) _____

Additional Notes _____

FORM 122

For your protection Utah Law requires notice that worker's compensation fraud is a crime. Please see back of this form for the full fraud statement.

WORKER'S COMPENSATION EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS STATE OF UTAH - THE LABOR COMMISSION - DIVISION OF INDUSTRIAL ACCIDENTS 160 E 300 S, P.O. BOX 146610 SALT LAKE CITY, UTAH 84114-6610

GENERAL	EMPLOYER (Name & Address Incl. Zip)		CARRIER/ADMINISTRATOR CLAIM NUMBER	OSHA LOG NUMBER	REPORT PURPOSE CODE			
			JURISDICTION	JURISDICTION CLAIM NUMBER				
			INSURED REPORT NUMBER					
	INDUSTRY CODE EMPLOYER FEIN		EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)		LOCATION #	PHONE #		
CARRIER/CLAIMS ADMINISTRATOR	CARRIER/CLAIMS ADMINISTRATOR							
	CARRIER (NAME, ADDRESS, & PHONE#)		POLICY PERIOD	CLAIMS ADMINISTRATOR (NAME, ADDRESS, & PHONE NO)				
			TO					
			CHECK IF APPROPRIATE <input type="checkbox"/> SELF-INSURANCE					
	CARRIER FEIN	POLICY/SELF-INSURED NUMBER			ADMINISTRATOR FEIN			
	AGENT NAME AND CODE NUMBER							
EMPLOYEE	EMPLOYEE/WAGE							
	NAME (LAST, FIRST, MIDDLE)		DATE OF BIRTH	SOCIAL SECURITY NUMBER	DATE HIRED	STATE OF HIRE		
	ADDRESS (INCL ZIP)		SEX M MALE F FEMALE U UNKNOWN	MARITAL STATUS U UNMARRIED SINGLE/DIVORCE M MARRIED S SEPARATED K UNKNOWN		OCCUPATION / JOB TITLE		
	PHONE		# OF DEPENDENTS		EMPLOYMENT STATUS	NCCI CLASS CODE		
	RATE	PER: DAY MONTH	# OF DAYS WORKED/WEEK	FULL PAY FOR DAY OF INJURY?	YES NO			
		WEEK OTHER		DID SALARY CONTINUE?	YES NO			
OCCURRENCE	OCCURRENCE/TREATMENT							
	TIME EMPLOYEE BEGAN WORK	AM PM	DATE OF INJURY/ILLNESS	TIME OF OCCURRENCE	AM PM	LAST WORK DATE	DATE EMPLOYER NOTIFIED	DATE DISABILITY BEGAN
	CONTACT NAME/PHONE NUMBER		TYPE OF INJURY / ILLNESS		PART OF BODY AFFECTED			
	DID INJURY / ILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO		TYPE OF INJURY / ILLNESS CODE		PART OF BODY AFFECTED CODE			
	DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED			ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED				
	SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED			WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED			CAUSE OF INJURY CODE	
	HOW INJURY OR ILLNESS / ABNORMAL HEALTH CONDITION OCCURRED, DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL							
DATE RETURN(ED) TO WORK		IF FATAL, GIVE DATE OF DEATH		WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED?		YES	NO	
				WERE THEY USED?		YES	NO	
TREATMENT	PHYSICIAN/HEALTH CARE PROVIDER (NAMES & ADDRESS)			HOSPITAL (NAME & ADDRESS)			INITIAL TREATMENT	
							0	NO MEDICAL TREATMENT
							1	MINOR: BY EMPLOYER
							2	MINOR CLINIC/HOSP
							3	EMERGENCY CARE
							4	HOSPITALIZED > 24 HRS
							5	FUTURE MAJOR MEDICAL/ LOST TIME ANTICIPATED
OTHER	OTHER							
	WITNESSES (NAME & PHONE #)							
	DATE ADMINISTRATOR NOTIFIED	DATE PREPARED	PREPARER'S NAME & TITLE				PHONE NUMBER	

Please report to Moab Medical Center between 8:30 am & 9:30 am for pre employment testing. For post accident testing, report to testing center immediately following the accident.
 Take prescription medication you are currently using with you to the testing center.

GRAND COUNTY
CHAIN OF CUSTODY & LABORATORY DRUG TEST REQUISITION FORM

Step 1: To Be Completed by Employer or Collector

A. Employer Information

Name
 Address
 City, State, Zip
 Phone
 Fax
 Email

Grand County 125 E Center Street Moab, Utah 84532 435-259-1323

B. Collector Information (if different from Employer)

Name
 Address
 City, State, Zip Phone
 Fax
 Email

Moab Medical Center 380 North 500 West Moab, Utah 84532 435-259-0408

C. MRO Information (If Applicable)

Name
 Address
 City, State, Zip
 Phone
 Fax
 Email

Moab Medical Center 380 North 500 West Moab, Utah 84532 435-259-0408

D. Donor Information

Name
 Address
 City, State, Zip
 Phone
 SSN/I.D.#

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E. Reason for Test:

Pre Employment Random Return to Duty Reasonable Suspicion Post Accident Other/Explanation:

F. Confirmatory GC/MS Test(s) Requested:

Marijuana Cocaine Methamphetamine Opiates

G. Specimen Type:

Step 2: To Be Completed by Donor

I hereby consent to the collection of my specimen and its analysis for drugs of abuse. I certify that I have not adulterated my specimen in any way, that the information I provided on this form is correct, and that the specimen(s) collected were sealed in my presence. I authorize the release of the results of this testing to my employer, prospective employer, or my employer's authorized personnel.

Donor

Signature _____

Date _____

Step 3: Completed by Collector

I certify that the donor's identification has been positively verified by the means indicated below and that the specimen identified on this form is the specimen collected, labeled, and sealed in the donor's presence. I hereby release this specimen for transport to the laboratory.

I D verified by: Photo Employer Rep Other _____

Collector Name (Print) _____

Collector Signature _____

Date (mm/dd/yy) _____

Step 4: Completed By Laboratory

I certify that the specimen received with this form was sealed in the appropriate container with the seal intact, and the identification number and/or name on this form matches that on the specimen, and the specimen was transferred to temporary laboratory storage.

Yes No,

remarks _____

Accessioner (Print) _____

Signature _____

Date (mm/dd/yy) Accession No. _____

Appendix 3- Pre-trip Inspection Form

GRAND COUNTY ROAD DEPARTMENT

OPERATORS DAILY MEMO

Equipment Type _____ No. _____

Operator _____ Date ____/____/____

Hours Use _____

Hours Available unused _____

Hours Down _____ Why _____

Adjustments or Repairs Needed:

Trucks/Trailer No. _____ Load _____

Road No. _____

Vehicle Inspected by _____

• Fuel _____ Gal.
Engine _____ Qt.

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Trucks/Trailer No. _____ Load _____

Road No. _____

Vehicle Inspected by _____

• Fuel _____ Gal.
Engine _____ Qt.

INSPECTION

	OK	NA	Repair
Service Park & Emb. Brake			
Steering Mechanism			
Tires, Wheels, Nuts			
Fluid Levels (oils, coolant, etc.)			
Lights, Reflectors			
Coupling Device			
Operating Controls			
Windshield Wiper			
Horn			
Back-up Alarm			
Seat Belts			
Fire Extinguisher			
Roadside Reflectors/Flairs			
Mirrors			
Grease & Lube			
Body Damage Minor			

INSPECTION

	OK	NA	Repair
Service Park & Emb. Brake			
Steering Mechanism			
Tires, Wheels, Nuts			
Fluid Levels (oils, coolant, etc.)			
Lights, Reflectors			
Coupling Device			
Operating Controls			
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