

RESOLUTION NO. 3151

**A RESOLUTION AMENDING RESOLUTION NO. 2838 TO UPDATE
THE GRAND COUNTY FLEET POLICIES AND PROCEDURES MANUAL**

WHEREAS, on July 15, 2008, the County Council adopted Resolution No. 2838 establishing the Grand County Fleet Policies and Procedures Manual (Fleet Policy); and

WHEREAS, it is necessary from time to time to update and improve policies and procedures previously enacted by the Grand County Council; and

WHEREAS, the Safety and Accident Review Committee have discussed the Fleet Policy at length, reviewed it in detail with the Leadership Team, and do hereby make recommended updates and improvements to such Policy.

NOW THEREFORE, be it resolved by the Grand County Council to amend and enact policies pertaining to County assigned vehicles, County general fleet vehicles, county vehicles, fleet units, and rental units for each individual operating same. The adopted policies and procedures are contained in Exhibit A, which is made an integral part of this resolution. This policy and procedure is referenced in the Grand County Employee Handbook.

This resolution was duly and regularly introduced and passed at a regular meeting of the Grand County Council, State of Utah on the 7th day of August, 2018.

APPROVED by the Grand County Council in open session this 7th, day of August, 2018, by the following vote:

Those voting aye: Clapper, Halliday, Hawks, McGann, Paxman, Trim, Wells

Those voting nay: _____

Those absent: _____

ATTEST:

GRAND COUNTY COUNCIL



Diana Carroll, Clerk/Auditor



Mary McGann, Chairman

EXHIBIT A



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: An undesirable or unfortunate happening that occurs unintentionally and results in harm, injury, damage, and/or loss involving a County fleet unit being used for official county business, regardless of total cost of treatments or repairs.

Authorized Operator: Any employee, appointee, volunteer, or other person 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 driver's license, and has completed the specific training and other criteria required by the County for the fleet unit which will be operated.

County Assigned Vehicle: A vehicle that is assigned to a specific Department, Elected Office or individual for specialized functions or job duties.

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

County Vehicle: Any vehicle purchased, leased, and/or rented 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; Justice Court Judge, and County Council Members.

Elected Official Offices: 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 units 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 fleet unit preventative maintenance service performed in a timely manner.

Fleet Unit: Any vehicle or equipment purchased, leased, and/or rented by the County for official County business. This includes vehicles, heavy equipment, and trailers as well as private vehicles while in use for official county business.

Incident: An occurrence of seemingly minor importance involving a fleet unit being used for official county business.

Near Miss: An instance of narrowly avoiding an incident or accident involving a fleet unit being used for official county business.

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 fleet units being used, parked, or staged in an area to conduct County business.

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

Preventable Accident: Any occurrence involving a fleet unit, 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.

*****SPECIAL NOTE*****

Preventable accidents should generally include accidents that result from backing up a fleet unit or driving faster than conditions permit, as determined by the Safety and Accident Review committee, S.A.R.C.

Preventive Maintenance: Vehicle or equipment 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.

Radar Detector: Any electronic device designed to detect or block radar.

Rental Unit: Any vehicle or equipment rented by the County for official County business.

Valid Driver's License: A Driver's License which is current for licensee's permanent residence and includes all job-required endorsements appropriate for the vehicle or equipment to be operated.

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 Emergency Medical Services (EMS), Road Department, and Sheriff's Office 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. All state and federal laws must be adhered to while operating a fleet unit.

Utilization and Reimbursement

Authorized Operators are encouraged to use County vehicles whenever possible to conduct County business. When a County vehicle is not available an Authorized Operator may use a personal vehicle to conduct authorized County business. When a personal vehicle is used the individual will, upon submitting a reimbursement request form, be reimbursed for mileage at the rate established by the County. Authorized Operators 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

Authorized Operators shall submit a copy of their valid 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 driver's license. In the event that an Authorized Operator is found not to have a valid 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 Elected Official, Council Administrator, or Department Head who then relays the information to the Insurance Coordinator and Human Resources Director, of driver's license status changes. Operating a County fleet unit when a license has been suspended or revoked may be grounds for termination.

The Commercial Motor Vehicle Safety Act of 1986 established minimum requirements that must be met when a state issues a Commercial Driver's License (CDL). It specifies the following types of license:

1. 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 Authorized Operators 18 years of age and older.

An Elected Official or the Council Administrator or Department Head may grant an exception that allows Authorized Operators 17 years of age to drive these vehicles when Elected Officials, the Council Administrator or Department Head make such a recommendation based upon unusual circumstances.

2. **Class B** -- Any single vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR may be operated by Authorized Operators that have obtained a class "B" CDL and are at least 21 years of age.

3. **Class A** -- Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds may be operated by Authorized Operators that have obtained a class "A" CDL and are at least 21 years of age.

Driver Qualification

Safety is critical to our operations; therefore all Authorized Operators operating fleet units while conducting business for or on behalf of the County must be qualified as an "Authorized Operator" per this Driver Qualification policy prior to operating said vehicles on any public roadway.

Driver's or a potential driver's Motor Vehicle Record (MVR) will be screened pre-hire and monitored thereafter. Depending on the driver's MVR, the driver will be qualified as "Acceptable," "Borderline," or "Unacceptable." Drivers whose qualification is "Borderline" will require approval from the Safety and Accident Review Committee and review of the Grand County Fleet Policy before operating a fleet unit on public roadways while conducting, or traveling for County business. Drivers with a "Borderline" qualification who are authorized by the committee to drive may do so on a determination of the committee. Drivers with an "Unacceptable" qualification will not be allowed to operate fleet units while conducting, or traveling for County Business.

All drivers must possess a valid driver's license with endorsements appropriate for the fleet unit to be operated. The driver qualification evaluation will be based on the driver's MVR and other work-related motor vehicle incidents, whether or not the incident is reported to the State Driver License Division (DLD) and recorded on the driver's MVR. All violations or incidents recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

Any single major violation may result in an "Unacceptable" qualification as determined by the Safety and Accident Review Committee. Major violations include, but are not limited to, the following or an equivalent:

1. Driving under the influence of alcohol/drugs.
2. Failure to stop/report an accident.
3. Reckless driving/speeding contest.
4. Driving while impaired.
5. Making a false accident report.
6. Vehicular homicide, manslaughter or assault.
7. Driving while license is suspended/revoked.
8. Careless driving.
9. Attempting to elude a police officer.
10. Other violations as determined by the Safety and Accident Review Committee.

Licensing

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

Usage

Authorized Operators may be assigned fleet units in the course of their normal duties or to fulfill standby or other assignments. These units shall only be used for the purpose of County business and shall not be used for personal business unless stated differently in this policy. With the exception of law enforcement, fleet units shall not be used to transport persons who are not County Authorized Operators unless such transportation is in the course of the duties of the Authorized Operator.

Authorized Operators who drive a private vehicle in the normal course of their duties shall receive payment for mileage driven on authorized County business but shall not be paid to cover commuting mileage between an Authorized Operator's residence and their customary work site during regularly scheduled work hours.

County Vehicle Assignment: County vehicles may be assigned to Authorized Operators requiring vehicles of specialized function; for example, emergency vehicles, building inspectors, maintenance, etc. Approval shall be obtained from the Authorized Operator's Elected Official, Council Administrator or Department Head for assignments of vehicles and the designation of which Authorized Operators are assigned County vehicles.

All Authorized Operators including volunteers who drive County vehicles must have a current driver's license, and have taken the offered Defensive Driving course within their first year of employment (or first year of volunteerism using a County vehicle) and then every two (2) years thereafter.

1. To assure proper vehicle maintenance, each Authorized Operator assigned a vehicle will be accountable for communicating to the County Fleet Manager its service and/or repair needs.
2. Authorized Operators must follow all driving laws, regulations and ordinances and practice safe driving techniques at all times while operating a fleet unit for County business. Any fines, penalties or tickets issued to an Authorized Operator shall be the responsibility of the Authorized Operator. Unsafe, careless, negligent, or destructive driving, and/or excessive or avoidable traffic and parking violations may result in the loss of County driving privileges as well as disciplinary action, up to and including termination of employment.

Radar detectors are strictly prohibited in County vehicles.

3. Except for incidental, emergency, or for authorized commuting, personal use of any County vehicle is prohibited. This does not apply to any County department; i.e. law enforcement, Emergency Management, Emergency Medical Services (EMS), or Quick Response Vehicle (QRV), which has a separate policy related to the personal use of vehicles owned or managed by that department. The policy must be in writing and approved by the Authorized Operator's Elected Official, Council Administrator or Department Head.

4. Unless authorized by the County Council, and with the exception of a designated law enforcement vehicle or as noted differently in this policy, no County vehicle may be taken home or used for normal commuting between an Authorized Operator's residence and their customary work site during regularly scheduled work hours.
5. Authorized Operators may use a County vehicle outside the County or State only to the extent they have received prior authorization from their Elected Official, Council Administrator or Department Head.
6. Authorization to use a County vehicle outside the State must be approved by the Authorized Operator's Elected Official, Council Administrator, or Department Head; exceptions may be made for departments who need to travel to other bordering states to reach outlying regions in rural Utah.
7. Incidental personal use of a County vehicle is permitted when such use is of a minimum distance from the route of official use of the vehicle, and when such use does not adversely affect the vehicle or the public perception of the County.
8. No person may provide authorization to himself/herself to take home a County vehicle.
9. Authorization to take home a **County Assigned Vehicle** may be considered under certain circumstances. The original request must be in writing, approved by the Authorized Operator's Elected Official, Council Administrator or Department Head, and placed in the Authorized Operator's personnel file in Human Resources.

Said circumstances may include:

- a. The Authorized Operator has demonstrated, and continues to demonstrate, a need to respond to an average of five (5) emergency situations or call-outs to work per month. This must be documented for eligibility purposes on an "On-Call Form." This form must be submitted to the Authorized Operator's Elected Official, Council Administrator or Department Head for approval.
- b. The Authorized Operator's nature of work requires immediate response to situations that require a vehicle with specific capabilities or specific safety or emergency equipment that cannot reasonably be carried in the Authorized Operator's personal vehicle.
- c. The Authorized Operator may be called or sent to locations other than where his/her County vehicle is normally parked.

Authorized Operators under this Section who use the County vehicle to commute to and from work will show an additional amount of \$720.00 (or as updated per IRS regulations) on their annual W-2 statements showing as taxable income (which is figured at an average of \$1.50 (or as updated per IRS regulations) each way 48 weeks out of the year and takes into consideration two weeks of vacation and two weeks of holiday time away from work.

See exceptions below.

Exceptions:

- a. County vehicles may be used for personal use in emergency situations related to serious medical problems or property damage where the Authorized Operator of the County vehicle must respond quickly. Any emergency personal use of a County vehicle must be reported to the Authorized Operator's supervisor within eight (8) hours, or as soon as practical, following the emergency use.
- b. Situations may arise when it is impractical or uneconomical for an Authorized Operator to acquire or return a vehicle the same day of the authorized use due to the time or distance required to do so. Permission may be given in such circumstances for the Authorized Operator to take the vehicle home prior to or immediately following the authorized use.

To account for this disparity between business and personal use of these vehicles, all Authorized Operators with an assigned vehicle must maintain a log stating:

- a. Total miles driven by date,
- b. Reason for the trip and,
- c. Number of miles driven:
 1. Distinguish between miles driven from home to work and work to home.
 2. If several business stops are made in one trip, log the round-trip mileage on one line and include each destination visited.
- i. This log must then be submitted to the Clerk/Auditor at the end of each calendar year to be assigned to the Authorized Operator as wages. If a log is not provided by the Authorized Operator, the value of all use of the vehicle will be considered wages to the Authorized Operator and added to their W-2.

Those vehicles excluded from Section 19 of the Fleet Policy are:

- a. Clearly marked law enforcement, Aircraft Rescue and Firefighting (ARFF), or public safety office vehicles.
- b. Unmarked vehicles used by law enforcement officers if the use is officially authorized.
- c. Qualified specialized utility repair trucks (truck is designed to carry tools, equipment, etc; permanent interior construction, including shelves and racks; County must require Authorized Operator to commute for emergency call-outs to restore or maintain utility services (gas, water, sewer.)
- d. An ambulance or Quick Response Vehicle used for its specific purpose.
- e. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.

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

1. All Authorized Operators shall have a current and valid driver's license for the vehicle to be operated, i.e., OHVs, trucks, CDL.

2. County fleet units shall only be used for official County business.
3. County fleet units shall be respected, protected, and not misused or abused by Authorized Operators.
4. Opportunities to minimize fleet unit idling time shall be sought by Authorized Operators.
5. Conservative driving habits, such as gradual acceleration and strict adherence to local, state, and federal driving and traffic laws, shall be adhered to by Authorized Operators of vehicles. Sheriff's Office and Emergency Medical Service vehicles responding to emergencies will be governed by department policy.
6. Authorized Operators of County fleet units are responsible for all fines and penalties imposed for parking or traffic violations while the fleet unit is in their possession.
7. Safety belts shall be worn by all occupants of fleet units at all times.
8. Children shall wear or be restrained in approved seatbelt or child seat.
9. 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 one's ability to drive as required by the County's Drug Free Workplace Policy. Some prescription drugs and over-the-counter drugs also may affect driving and decision-making abilities. All Authorized Operators shall notify the supervisor when they are taking such drugs and follow all requirements of the County's Drug Free Workplace drug policy.
10. No County fleet unit will be operated with a known safety deficiency.
11. Fleet units shall not be taken home outside an Authorized Operator's normal duty hours unless otherwise described in this policy.
12. Fleet units shall be operated safely and within unit design standards.
13. Fleet units shall not exceed the gross weight restrictions. Exceptions are only provided when working in a construction zone, and/or with proper permits and licenses in place.
14. All mirrors shall be adjusted for the proper vision of the operator.
15. Authorized Operators 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.
16. Authorized Operators shall not get involved in "road rage" incidents with aggressive drivers. Authorized Operators shall simply pull over to the right lane or the side of the road and allow them to pass.
17. Passengers in County vehicles shall not be allowed unless the passengers are:
 - a. Other County employees or volunteers.
 - b. Other persons engaged in or advising on matters relating to County services or improvements.
 - c. Other persons, who are being transported as part of an approved activity, car pooling/ride sharing as approved by the Elected Official, Council Administrator or Department Head, or County employee's family members as approved by the employee's Elected Official, Council Administrator, or Department Head.
 - d. Road side assistance/stranded motorist assistance is permitted with proper documentation or permissions and/or supervisor's approval.
18. Passengers shall follow all County rules while in County vehicles. The responsibility of passengers following all County rules lies with the Authorized Operator of the County vehicle.

Smoking and Tobacco Use

Purpose and Scope

This policy establishes limitations on smoking and the use of tobacco products by employees and others while on-duty or while in Grand County facilities, vehicles, and/or equipment.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

Policy

Grand County recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also present an unprofessional image for the County and its employees. Therefore smoking and tobacco use is prohibited by employees and visitors in all County facilities, buildings, vehicles, and equipment. Details are outlined in this policy (Utah Code 26-38-3).

Backing Policy

Authorized Operators shall use caution when backing up large vehicles that hinder 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, Authorized 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 their 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.

Authorized Operators shall never back a vehicle when small children are present unless another Authorized Operator 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, Council Administrator or Department Head to increase safety and awareness of employees and citizens or as required by the Occupational Safety and Health Administration (OSHA).

*****SPECIAL NOTE*****

Preventable accidents should generally include accidents that result from backing up a fleet unit or driving faster than conditions permit, as determined by the Safety and Accident Review committee, S.A.R.C.

Identification

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

1. Fleet equipment that is too small for the County logo.
2. Undercover law enforcement.
3. Sheriff's Office units authorized to be unmarked.
4. The vehicle or equipment is a rental or lease unit, or is a private vehicle.

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, Incidents, and Near Misses

All Authorized Operators shall immediately report all accidents, incidents, and near misses to their supervisors and to the Insurance Coordinator for discussion by S.A.R.C. Post-accident drug testing shall be submitted in accordance with the County's Drug Free Workplace Policy. In all accidents involving police reports, the police reports are required to be submitted with all pertaining documents to the Insurance Coordinator. Authorized Operators shall complete within four (4) hours, or as soon as time permits, and submit to the Insurance Coordinator all the applicable information contained in the Accident Reporting Procedures Packet which is attached as Appendix 2 and available on the County website.

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

Accident and Incident Resolution

Accidents and incidents occurring in a fleet unit being used for official county business, 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 or incident be determined to be preventable, the following shall be imposed and enforced by the appropriate supervisor and the Insurance Coordinator:

1. After the first preventable accident, the Authorized Operator shall be required to attend a risk management-approved driver safety program;
2. 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.
3. Three preventable accidents within five (5) 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 County assigned vehicle will be fulfilled by the Elected Office's or Department's assigned staff. The Elected Official or Department Head or his/her designee will be responsible for reporting to the Fleet Manager the maintenance needs of the vehicles assigned to their office or department. Use of County assigned vehicles will be delegated as needed by the Elected Official, Council Administrator, or Department Head or his/her designee.

Cleaning and Preventative Maintenance

All Authorized Operators are responsible for maintaining the "reasonable" cleanliness of their assigned fleet unit. County general fleet vehicles will be cleaned and vacuumed as needed at scheduled intervals by the Maintenance Department.

Each Authorized Operator is also responsible for notifying the County Fleet Manager when preventative maintenance is due according to the oil change service sticker and when problems

are occurring with a fleet unit. For further details about repairs and preventative maintenance, see Maintenance and Repair Procedures.

Fuel

The County fueling station is located at the Grand County Road Department. Offices and departments are required whenever possible to use the county provided fuel station for refueling of all fleet units. When a county general fleet vehicle or rental vehicle has been checked out, the Authorized Operator shall fuel the vehicle prior to returning the keys to the Clerk's Office or rental agency.

Occasional use of a non-county fueling facility may be necessary when traveling or extenuating circumstances come about.

Fuel cards are available through the Grand County Clerk's Office.

Personal vehicles and/or property shall **never** be fueled using a County card or other County resources, even if on official County business. See "Mileage" section for reimbursement options. Using a County fuel card or County fueling station to fuel personal vehicles may be grounds for termination.

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

Any request for fleet unit modifications shall be coordinated between the Elected Official, Council Administrator or Department Head and the Fleet Manager and agreed upon by all parties.

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 vehicles, the lowest emission vehicles available, and practical and reasonably cost competitive vehicles 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.

Travel for County Business

The County authorizes travel in the performance of County business when the travel has been approved by the Authorized Operator's Elected Official, Council Administrator or Department Head and pays for travel, lodging and meals. These amounts paid are determined from time to time by the Grand County Council. Any expense for a spouse or traveling companion that is not another Authorized Operator traveling for the same business will be the Authorized Operator's responsibility.

Grand County maintains general fleet vehicles for Authorized Operator use on County business within city limits; and contracts with specific rental car agencies for travel out of town for more

than 125 miles. The fleet listing and rental car contact information is held in the Clerk/Auditor's Office, where an Authorized Operator will be able to check out or rent a vehicle and obtain temporary use of a County Fuel card. If a County vehicle is not available, an Authorized Operator may use their personal vehicle with the approval of their Elected Official, Council Administrator or Department Head; however, this is discouraged. An Authorized Operator's Elected Official, Council Administrator or Department Head must review and approve all travel allowance requests.

Mileage

The County will fully reimburse an Authorized Operator for mileage when an Authorized Operator's personal vehicle is used for official County Business, outside normal travel to and from work, due to the lack of availability of a County or rental vehicle. If County vehicles are available but the Authorized Operator's Elected Official, Council Administrator or Department Head has given their permission to use a private vehicle, the Authorized Operator will be reimbursed at half the established rate of reimbursement. The rate an Authorized Operator will be reimbursed will be equivalent to the current U.S. General Services Administration, Privately Owned Vehicle (POV) Mileage Reimbursement Rates. To receive reimbursement, the Authorized Operator must provide start and end odometer readings from the personal vehicle or a printout from MapQuest, Google Maps or other mapping software showing miles to and from destination.

Meal Per Diem

The County will pay per diem for Authorized Operators who travel fifty (50) miles or more from their origin of work on approved County business. The rate will be equivalent to the current U.S. General Services Administration, Meals and Incidental Expenses (M&IE) Breakdown by city and state location; and will cover the meal plus any taxes and tip. Per diem allowances are based on the departure and arrival time from and to the Authorized Operator's primary work site as:

1. Breakfast is allowed if the Authorized Operator departs from their point of origin or is fifty (50) miles away from their worksite prior to 6:00am.
2. Lunch is allowed if the Authorized Operator departs their point of origin prior to 11:00am or returns to their point of origin after 2:00pm, or is fifty (50) miles away from their worksite during the stated hours.
3. Dinner is allowed if the Authorized Operator arrives at their destination or is fifty (50) miles away from their worksite after 7:00pm.

If a meal is included in the registration cost or breakfast is provided by the hotel, no per diem will be given for that particular meal, unless documentation is provided to the Clerk/Auditor's Office explaining why these services were not used.

Advancements

Authorized Operators may receive advances of up to 100% of the expected expenses for travel, provided they submit an advance request form to the County Clerk's Office within a five (5) business day notice. These advances and the actual expenses will be finalized after the Authorized Operator submits a final travel reimbursement form. When travel is funded by a grant or other program, the Authorized Operator shall be given the amount provided and funded by the grant or program.

All requests for travel reimbursement shall be submitted to the County Clerk/Auditor's Office within ten (10) days after the completion of the travel.

Travel Related Expense that May Be Prepaid

In advance of the travel, the County will issue prepayments for airfare, rail transportation, rental vehicles, and conference registration fees with approval from the Authorized Operator's Elected Official, Council Administrator or Department Head. Applicable policies and methods of the prepayments are as follows.

1. **Airfare:** Authorized Operators are expected to obtain the lowest available airfare that reasonably meets business travel needs. Authorized Operators are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing and should purchase coach or economy seating for domestic or international flights. A business class ticket may be purchased per the discretion of the Authorized Operator's Elected Official, Council Administrator or Department Head for domestic or international flights if the flight exceeds five (5) consecutive hours, excluding layovers.
2. **Rail transport:** As long as the cost does not exceed the cost of the least expensive airfare.
3. **Rental vehicles:** The County will pay for approved use of a rental vehicle upon reaching destination, if the vehicle is necessary. If shuttles, buses or taxis are available, an Authorized Operator should access these as the first mode of travel.
4. **Lodging:** When reserving lodging, the Authorized Operator should find a location reasonably priced, yet close to their destination. The payment will be set up as direct billing for the County or paid by check prior to the Authorized Operator's departure to insure taxes are handled by the Clerk/Auditor's Office accordingly. If an Authorized Operator uses a personal credit card, the Authorized Operator will be responsible for the in-state tax charged as Utah Law will not permit this to be reimbursed.
5. **Convention/conference/training seminar registration fees:** Will be paid with a County check, once an invoice and check request form are approved and submitted. If a County credit card is used, the receipt must be submitted to the Clerk/Auditor's Office showing the appropriate general ledger account to pay from. Business related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the Authorized Operator's per diem allowance.

Reimbursements

Requests for reimbursements of travel-related expenses are submitted on a travel reimbursement form. This form must be accompanied by supporting documentation.

Reimbursements that may be paid by the County are:

1. **Business expenses:** Faxes, photocopies, and internet charges. Original itemized receipts are required.
2. **Parking:** Original receipts are required for parking fare. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.
3. **Tolls:** Original receipts are required for tolls.
4. **Miscellaneous transportation:** Original receipts for each occurrence are required for taxi, bus, subway, metro, ferry, and other modes of transportation. The County will not reimburse for any other type of gratuity except for what is covered under the per diem.

Spouse or Other Dependent Expenses

Incremental costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide County purpose for engaging in the travel or attending the event.

Incidental Overnight Usage at Personal Residence

Occasional overnight usage of County vehicles at personal residence is permitted if the Authorized Operator has been approved the use of a County vehicle for authorized County business away from the work station and the number of miles traveled, or the time needed to conduct the business will be minimized if the Authorized Operator uses a County vehicle to travel to the Authorized Operator's residence before or after traveling to the place of County business. These situations must be approved by the respective Elected Official, Council Administrator, or Department Head prior to the vehicle being taken home.

If occasional overnight usage by any Authorized Operator 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 reported to the Clerk Auditor's Office and central payroll.

Exceptions—Camp Crews as authorized by the Road Department Head are exempt from overnight usage restrictions while in the course of their work-related duties.

Commuting with County Vehicles

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

1. When an Authorized Operator's job description requires an Authorized Operator to respond to a work-related emergency during hours when the Authorized Operator is not normally working and as approved by their respective Elected Official, Council Administrator, or Department Head.

All County assigned vehicles assigned to Elected Official Offices 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 Head and, in the case of Department Heads, the Council Administrator. These vehicles are considered a qualified non personal-use vehicle which by IRS terms is considered to be any vehicle the Authorized Operator is not likely to use more than minimally for personal purposes because of its design. Qualified non personal-use vehicles generally include:

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

Discipline

An Authorized Operator's 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 using a County vehicle and/or equipment-

1. Does not have an up-to-date valid driver's license.
2. Has not obeyed County fleet unit usage rules.
3. Has been involved in three or more preventable accidents during a five (5) year period.
4. Has misused or illegally operated (on the basis of citizen complaints) a County fleet unit three times during a five (5) year period.

When using personal and/or County vehicles/equipment-

1. Has two or more moving violations during the last twelve (12) months.
2. Has a DUI (drugs or alcohol), or drug or alcohol related reckless driving during the last twelve (12) months.

*****SPECIAL NOTE*****

Accidents, incidents, near miss reports, and Division of Motor Vehicle (DMV) records are reviewed by Grand County Insurance Coordinator then forwarded to Safety and Accident Review Committee.

RESPONSIBILITIES

County Fleet Manager

Be responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, and replacement of all Fleet Units except for personal vehicles used for official County business.

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

1. Review with the appropriate Elected Official, Council Administrator and/or Department Head all fleet purchasing and specification issues that require additional clarification or conflict resolution.
2. Ensure that Grand County's fleet acquisitions minimize acquisition, operating, and repair costs, and maximize resale value.
3. Ensure proper assignment of custodial responsibility for each fleet unit.
4. Enforce Authorized Operator eligibility in conjunction with the appropriate Elected Official, Council Administrator or Department Head.
5. Ensure that all fleet units comply with the current state safety inspection law.
6. Coordinate with the Clerk/Auditor's Office to ensure that all County fleet units, other than private and rental units, are properly titled, licensed and insured to Grand County.
7. Arrange for Authorized Operator training, testing, and certification. Coordinate with the Insurance Coordinator on the requirements for defensive driving courses.
8. Train Authorized Operators on conducting a pre-trip inspection on licensed heavy vehicles and written logs of the inspection in the vehicle.
9. Find ways to facilitate Authorized Operator compliance with fleet policies and procedures (e.g. provide training, etc.).
10. Monitor vehicle usage and determine the suitability of replacing vehicles and equipment. Recommend the disposal of a fleet unit 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, reassigned.
11. Develop replacement criterion for each vehicle/class of vehicles and appropriate replacement schedule. All County fleet units 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.
 12. Advise departments in developing specifications for new or replacement fleet units.
 13. Produce reports as needed or requested.
 14. Annually monitor and evaluate the condition of Grand County fleet units.
 15. Establish a preventative maintenance program. The program should incorporate:
 - a. Scheduling preventative maintenance that ensures minimum vehicle downtime.
 - b. Manufacturers' maintenance standards.
 - c. 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.
 16. 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.
 17. 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.
 18. Make recommendations on fleet policies and procedures.
 19. Maintain written records for the maintenance performed on each vehicle/equipment. Records of any maintenance not performed by the County Road Shop shall be provided to the Road Department to be placed in the vehicle/equipment file.
 20. Purchase emergency kits for County general fleet vehicles and ensure that they are in the vehicle and in usable condition when doing routine inspections.

Elected Official, Council Administrator and Department Heads

1. Carefully assess Elected Office's or Department's needs to minimize fleet size and plan vehicle and equipment usage to maximize efficiency and minimize mileage driven.
2. 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.
3. Reinforce the County usage rules and discipline Authorized Operators for violation of policies.
4. Ensure that Authorized Operators inspect their assigned vehicles as required and that they make time available for preventative maintenance scheduling.
5. In cases of an accident, the Elected Official, Council Administrator or Department Head shall coordinate with the Insurance Coordinator and Human Resources Director to ensure that Authorized Operators are tested in accordance with the County's Drug Free Workplace Policy.

County Clerk/Auditor

1. Maintain Fixed Asset Inventory files which include titles to all vehicles along with the originals of other important documents pertaining to vehicles.
2. Schedule the use of all County general fleet vehicles and keep a set of keys.

Human Resources Director

1. Prior to hiring, the potential Authorized Operator shall provide to the County Human Resources Director a completed Certificate of License and Insurance Coverage form in which information is provided about their operator's license. Attached as Appendix 1.
2. Maintain in Authorized Operator'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, and keys that may be assigned to an Authorized Operator.
3. Maintain in Authorized Operator's personnel file information pertaining to accidents involving County vehicles and provide this information to the County Fleet Manager, Insurance Coordinator and Safety and Accident Review Committee as needed.
4. In cases of an accident, oversee the assistance of the Authorized Operator, Elected Officials, Council Administrator, Department Heads and Insurance Coordinator in complying with the standards contained in the County's Policies and Procedures.
5. Maintain written records of all training and ability tests, accidents, citations, etc.
6. Ensure that all new Authorized Operators attend a Defensive Driving course within the first year of employment and once every two (2) years thereafter.

Insurance Coordinator

1. Ensure that all vehicles have adequate insurance coverage.
2. Provide a written statement on or before July 1 of each year stating that the driving record has been checked of each Authorized Operator or volunteer who is expected to drive on County business.
3. Provide a copy of the driving record to the County insurance provider, Human Resources Director for any individual who has one or more of the following:
 - a. DUI (drugs or alcohol), or drug- or alcohol-related reckless driving during the last twelve (12) months.
 - b. Two or more moving violations during the last twelve (12) months.
 - c. Driver's license revoked or suspended in the last twelve (12) months.
4. 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 Resources Director and/or the Safety and Accident Review Committee.
5. In cases of an accident, the Insurance Coordinator shall coordinate all claim information as required in the Accident Reporting Procedures packet, attached as Appendix 2, with the Authorized Operator; Elected Official, Council Administrator, 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.
6. In cases of an accident, the Insurance Coordinator shall collaborate with the Human Resources Director in assisting the Authorized Operator and Elected Official, Council Administrator, or Department Head in complying with the standards contained in the County's Policies and Procedures.

Authorized Operators

1. Abide by all of the County usage rules and other requirements of this policy.
2. It is the responsibility of each Authorized Operator to assume complete responsibility for vehicle care while assigned.
3. Report to the County Fleet Manager deficiencies discovered through Authorized Operator's inspection, which are beyond their capability to resolve. Authorized Operators will operate all County fleet units in accordance with the restrictions or limitations imposed upon their respective driver's license.
4. In cases of an accident, the Authorized Operator shall comply with the testing requirements of the County's Drug Free Workplace Policy or be subject to discipline for non-compliance.

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 via the County Fleet Manager:

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

As an overall reference, Authorized Operators should strive to follow the fleet management "best practices" in regards to tire rotation, brake pad replacement and other needed maintenance items through communication with the County Fleet Manager. These include but are not limited to the following:

1. Rotate tires at manufacturer-recommended intervals and require Authorized Operators to inspect tire air pressure **weekly**. Properly inflated tires last longer and contribute to fuel efficiency.
2. 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.
3. 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 that are 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 vehicle's repair.

Disclaimer

Grand County reserves the right to modify, amend, suspend, cancel or terminate any of its plans, programs, policies or providers at any time.

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 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 Resources 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 Utah 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
435-259-1321

ACCIDENT REPORTING PROCEDURES

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

Immediately following ANY accident you must notify the County Risk Manager of any workplace injury, accident or property damage and submit the following completed forms to the Risk Manager:

Post-Accident Drug Testing: All employees involved in an accident and/or workplace injury resulting in injury, fatality, or damage to property shall submit a sample for drug testing **within four (4) hours** at the designated testing facility (specified on the Chain of Custody form). The employee must stay in the company of a supervisor or other authorized personnel, and should take the attached Chain of Custody form located in the packet when reporting for any post-accident drug test.

Employee Workplace Injuries: All workplace employee injuries shall be reported **immediately** to the Risk Manager. Supervisors will ensure that the Employee Written Statement and the Witness Written Statements are completed and returned to the Risk Manager within eight (8) hours, or by the next business day if incident occurs during the weekend. The Injury Incident Investigation Form (and Property Damage Investigation Form, if applicable) must be completed by the supervisor and returned to the Risk Manager within 72 hours.

If the injury requires medical attention, the supervisor or designated personnel must accompany the injured worker to a physician. If the injury is of a serious nature or is after hours and requires emergency medical attention the employee should be taken directly to the Moab Regional Hospital emergency room. The Insurance information sheet should be submitted to the medical facility providing treatment. Please see attached list of Travelers Workers Compensation Providers.

Auto Accidents: All motor vehicle accidents shall be reported to the Risk Manager immediately, including accidents without personal injury. **Notify dispatch and have a law officer other than Grand County investigate the accident and take pictures.** Supervisors will ensure that employees involved in the accident complete the Auto Accident Report Form (contained in the Trust Packet in each County fleet vehicle), the Employee Written Statement, and Witness Written Statements, and submit these to the Risk Manager within eight (8) hours. All other supervisor investigation forms contained in this packet, must be completed and returned to the Risk Manager within 72 hours, along with any photos and/or law enforcement reports.

Property Damage: For any incident resulting in damage to County property, or damage to non-County property caused by a County employee, supervisors will ensure that Employee Written Statement and the Witness Written Statements are completed and returned to the Risk Manager within eight (8) hours, or by the next business day if incident occurs during the weekend. Within 72 hours, the supervisor will submit the Property Damage Investigation Form, pictures of damage, law enforcement reports if available, and two (2) estimates of repair.

Forms attached:

- Chain of Custody & Lab Drug Test Requisition Form
- Employee Written Statement
- Witness Written Statement
- Injury Incident Investigation Form
- Property Damage Investigation Form
- Insurance Contact Information

Risk Manager:

Jana Smith, Grand County Clerk's Office
125 E. Center Street
435-259-1378 (Office)
435-260-2294 (Cell)
janasmith@grandcountyutah.net

Revised 11/2015

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

Grand County
125 E Center Street
Moab, Utah 84532
435-259-1378

B. Collector Information

Elwood Staffing 550 N. Main St. Moab, Utah 84532 435-259-7837 Hours 8:30 am to 3:30 pm	AFTER HOURS: Elwood Staffing 550 N. Main St. Moab, Utah 84532 435-260-9123	AFTER HOURS (if injured): Moab Regional Hospital 450 W. Williams Way Moab, Utah 84532 435-719-3500
--	---	---

C. MRO Information

Intermountain Drug Testing P.O. Box 9800 Salt Lake City, Utah 84109 801-486-5400	AFTER HOURS: Moab Regional Hospital 450 W. Williams Way Moab, Utah 84532 435-719-3500
---	--

D. Donor Information

Name: _____ Phone: _____
Address: _____ SSN: _____

PLEASE PRINT LEGIBLY

E. Reason for Test: Reasonable Suspicion Post Accident Other/Explanation: _____

F. Specimen Type: Urinalysis Blood Urinalysis & Blood

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 Name (Print) _____ 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.

ID verified by: Photo Employer Rep Other _____

Collector Name (Print) _____ Collector Signature _____ Date _____

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) _____ Accessioner Signature _____ Date _____

Accession No. _____



CONFIDENTIAL
INJURY INCIDENT INVESTIGATION FORM

OSHA Case# _____

*This form to be completed by the supervisor. All reports must be signed by the supervisor and the employee and returned to the Risk Manager **within 72 hours** of the incident.*

INCIDENT OVERVIEW

Employee Name: _____ Department: _____ Incident Date: ___/___/___

Incident Location/Address: _____ Time of Incident: ___:___ am / pm

Was a post-accident drug-test administered? Yes No

DESCRIBE HOW THE INCIDENT OCCURRED (BE SPECIFIC. If necessary, include photos/sketches of the scene):

Chemicals, materials, or substances involved: _____

IN REVERSE ORDER, DESCRIBE THE INJURY EVENT AND THE EVENTS LEADING UP TO THE INCIDENT.
(Starting with the injury and moving backward in time, reconstructing the sequence of events leading up to the injury.)

Injury Event: _____

Preceding Event #1: _____

Preceding Event #2: _____

Preceding Event #3, 4, etc.: _____

EMPLOYEE WORK SCHEDULE

Normal days per week: _____ Normal hours/shift worked per day: _____

Hours worked in week up to time of incident: _____ Time shift began on date of incident: ___:___ am / pm

Did Employee return to work? YES (return date) ___/___/___ (time) ___:___ am / pm NO Employee has NOT returned to work

Total work time missed due to injury: ___(hours)___(days)

INJURY INFORMATION

DESCRIBE THE INJURY (BE SPECIFIC. Describe parts of body, nature of injury, extent of pain. If needed, draw a picture):

Did Employee have a prior injury or pre-existing condition? Yes No Please describe: _____

TREATMENT INFORMATION

Was First Aid administered on-site? Yes No Please describe: _____

Was Employee Treated in the Emergency Room? Yes No ER Physician: _____ Was an ambulance used? Yes No

Was Employee hospitalized overnight? Yes No Length of stay in hospital: _____



CONFIDENTIAL
INJURY INCIDENT INVESTIGATION FORM

OSHA Case# _____

TREATMENT INFORMATION (CONTINUED)

Did the Employee see a physician, chiropractor, or other medical professional? Yes No

Physician Name: _____ Hospital/Clinic Name: _____

Date of first visit: ___/___/___ Date of follow-up visit: ___/___/___

Medication Prescribed: _____

Work Restrictions: FULL Anticipated time lost from work: _____

PARTIAL Please describe all restrictions: _____

FACTORS CONTRIBUTING TO CAUSE THE INCIDENT (Check all that apply):

Actions:	Conditions:	Management
<input type="checkbox"/> Failure to follow policy / training	<input type="checkbox"/> Poor workstation design or layout	<input type="checkbox"/> Lack of written procedures
<input type="checkbox"/> Horseplay	<input type="checkbox"/> Congested work environment	<input type="checkbox"/> Rules not enforced
<input type="checkbox"/> Operating equipment without authority	<input type="checkbox"/> Hazardous substance present	<input type="checkbox"/> Hazards not identified
<input type="checkbox"/> By-passing safety device	<input type="checkbox"/> Fire or explosion hazard	<input type="checkbox"/> Insufficient worker training
<input type="checkbox"/> Using equipment improperly	<input type="checkbox"/> Improper tool or equipment used	<input type="checkbox"/> Inadequate supervisor training
<input type="checkbox"/> Using defective equipment	<input type="checkbox"/> Insufficient guards / safety interlocks	<input type="checkbox"/> Inexperience of employee
<input type="checkbox"/> Servicing equipment while in use	<input type="checkbox"/> Slippery conditions	<input type="checkbox"/> Insufficient maintenance
<input type="checkbox"/> Failure to properly use PPE	<input type="checkbox"/> Defective tools, equipment, materials	<input type="checkbox"/> Insufficient supervision
<input type="checkbox"/> Inattentiveness	<input type="checkbox"/> Restricted motion	<input type="checkbox"/> Unsafe design (engineering)
<input type="checkbox"/> Under the influence	<input type="checkbox"/> Inadequate lighting / Ventilation	<input type="checkbox"/> Inadequate supervision
<input type="checkbox"/> Safety Rule violation	<input type="checkbox"/> Excessive noise	<input type="checkbox"/> Inadequate work standards
<input type="checkbox"/> Improper lifting	<input type="checkbox"/> Poor house keeping	<input type="checkbox"/> Unrealistic scheduling
<input type="checkbox"/> Unsafe acts of others	<input type="checkbox"/> High or low temperature	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

Explain:

ROOT CAUSES: (Identify all root causes of this incident)

Possibility of incident happening again: High Moderately High Average Low Unlikely

CORRECTIVE ACTIONS	Issued To	Due Date	Completed

Attach additional pages as necessary. Page ___ of ___

Investigating Supervisor: _____ Date: ___/___/___
 Employee: _____ Date: ___/___/___
 Safety Manager: _____ Date: ___/___/___



PROPERTY DAMAGE INVESTIGATION FORM

OSHA Case# _____

This form to be completed by the supervisor. All reports must be signed by the supervisor and the employee and returned to the Risk Manager within 72 hours of the incident.

INCIDENT OVERVIEW

Employee Name: _____ Department: _____ Incident Date: ___/___/___

Incident Location/Address: _____ Time of Incident: ___:___ am / pm

Was a post-accident drug-test administered? Yes No

DAMAGED PROPERTY INCLUDES (Check all that apply): FLEET# (If damage occurred to County fleet vehicle): _____

Grand County property

Other property NOT owned by Grand County

DESCRIPTION OF PROPERTY DAMAGE: _____

DESCRIBE HOW THE INCIDENT OCCURRED (BE SPECIFIC. If necessary, include photos/sketches of the scene):

IN REVERSE ORDER, DESCRIBE THE DAMAGE EVENT AND THE EVENTS LEADING UP TO THE INCIDENT.

(Starting with the injury and moving backward in time, reconstructing the sequence of events leading up to the injury.)

Damage Incident: _____

Preceding Event #1: _____

Preceding Event #2: _____

Preceding Event #3, 4, etc.: _____



PROPERTY DAMAGE INVESTIGATION FORM

OSHA Case# _____

FACTORS CONTRIBUTING TO CAUSE THE INCIDENT (Check all that apply):			
Actions: <input type="checkbox"/> Failure to follow policy / training <input type="checkbox"/> Horseplay <input type="checkbox"/> Operating equipment without authority <input type="checkbox"/> By-passing safety device <input type="checkbox"/> Using equipment improperly <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Servicing equipment while in use <input type="checkbox"/> Failure to properly use PPE <input type="checkbox"/> Inattentiveness <input type="checkbox"/> Under the influence <input type="checkbox"/> Safety Rule violation <input type="checkbox"/> Improper lifting <input type="checkbox"/> Unsafe acts of others <input type="checkbox"/> Other:	Conditions: <input type="checkbox"/> Poor workstation design or layout <input type="checkbox"/> Congested work environment <input type="checkbox"/> Hazardous substance present <input type="checkbox"/> Fire or explosion hazard <input type="checkbox"/> Improper tool or equipment used <input type="checkbox"/> Insufficient guards / safety interlocks <input type="checkbox"/> Slippery conditions <input type="checkbox"/> Defective tools, equipment, materials <input type="checkbox"/> Restricted motion <input type="checkbox"/> Inadequate lighting / Ventilation <input type="checkbox"/> Excessive noise <input type="checkbox"/> Poor house keeping <input type="checkbox"/> High or low temperature <input type="checkbox"/> Other:	Management <input type="checkbox"/> Lack of written procedures <input type="checkbox"/> Rules not enforced <input type="checkbox"/> Hazards not identified <input type="checkbox"/> Insufficient worker training <input type="checkbox"/> Inadequate supervisor training <input type="checkbox"/> Inexperience of employee <input type="checkbox"/> Insufficient maintenance <input type="checkbox"/> Insufficient supervision <input type="checkbox"/> Unsafe design (engineering) <input type="checkbox"/> Inadequate supervision <input type="checkbox"/> Inadequate work standards <input type="checkbox"/> Unrealistic scheduling <input type="checkbox"/> Other:	
Explain:			
ROOT CAUSES: (Identify all root causes of this incident)			
Possibility of incident happening again: <input type="checkbox"/> High <input type="checkbox"/> Moderately High <input type="checkbox"/> Average <input type="checkbox"/> Low <input type="checkbox"/> Unlikely			
CORRECTIVE ACTIONS	Issued To	Due Date	Completed

Attach additional pages as necessary. Page ____ of ____

Investigating Supervisor: _____	Date: ___/___/___
Employee: _____	Date: ___/___/___
Safety Manager: _____	Date: ___/___/___

INSURANCE INFORMATION

**Utah Local Governments Trust
C/O Constitution State Services
P.O. Box 173762
Denver, Colorado 80217-3762**

**Grand County
Jana Smith, Insurance Coordinator
125 E. Center Street
Moab, Utah 84532
Office Phone: 435-259-1378
Cell Phone (Weekend/After Hours): 435-260-2294
janasmith@grandcountyutah.net**

Appendix 3- Pre-trip Inspection Form

Operators Daily Memo

Equipment Type _____ No. _____

Operator _____ Date _____

Hours Use _____ Hours Available Unused _____

Hours Down _____ Why _____

Adjustments or Repairs Needed:

Trucks/Trailer No. _____ Inspected By _____

Load on Road No. _____

Fuel _____ Gallon Engine _____ Quart

Other Oils _____ Quart/Gallon

Type _____

Inspection

	OK	NA	Repair
Service and Emg. Brake			
Steering Mechanism			
Tires, Wheels Nuts			
Fluid Levels (oils, Coolant, ect)			
Lights, Reflectors			
Coupling Devices			
Operating Controls			
Windshield Wiper			
Horn			
Back up Alarm			
Seat Belts			
Fire extinguisher			
Roadside Reflectors			
Mirrors			
Body damage Minor			