

**DISTRICT 2 PUBLIC HEALTH  
COUNTY VEHICLES POLICIES AND PROCEDURES  
Policy # 171  
Effective August 1, 2007**

**I. GENERAL**

**A. OBJECTIVES**

To ensure that county vehicles are utilized and maintained appropriately by Health Department staff.

**B. AUTHORITY AND RESPONSIBILITY**

1. The District 2 Public Health Management Team, in consultation with the District Environmental Health Director, is responsible for publishing the District 2 Public Health County Vehicles Policies and Procedures, and the District Health Director will approve all changes to these policies and procedures. No changes are to be made to these policies unless the directive for the change has been made in writing by the District Health Director.
2. A copy of this policy is to be kept on file in the Environmental Health office at all times. Routine decisions in accordance with this policy will be made by the County Lead Environmentalist with input from the District Environmental Health Director and Assistant District Environmental Health Director.

**C. DEFINITIONS**

1. County Vehicle - Any vehicle purchased by the County Board of Commissioners or County Board of Health and driven by public health staff.
2. Personal Vehicle - Any individually owned vehicle driven by public health staff which was not purchased using county or public health funds.

**II. VEHICLE USE**

**A. COUNTY VEHICLES**

1. County vehicles are to be used while performing official environmental health duties. (See "Personal Vehicles" for exceptions.)
2. County vehicles are not for personal use. They are not to be driven to or from home, and are not to be driven for personal errands or other non-work related uses.
3. County vehicles may be driven into another county when helping to cover the workload for that county, so long as it is for a minimal distance and number of jobs. For extended jobs or time periods spent in a different county, or for jobs in nonadjacent counties, a personal vehicle or vehicle from the county being covered is to be driven.

4. County vehicles are designated for use by environmental health staff. Although these vehicles may occasionally be used by other staff during times when environmental health doesn't have need of them, environmental health always has priority.

## **B. PERSONAL VEHICLES**

1. Personal vehicles are to be used while performing official environmental health duties when county vehicles are unavailable due to:
  - being wrecked, in the shop for repairs, or otherwise out of service for mechanical reasons;
  - there being fewer vehicles than environmental health staff in the county; or
  - when the driver is temporarily or permanently suspended from driving all county vehicles.
2. Driving a personal vehicle to a job at the end of the day, when that job is on the way home, is permitted, although no travel may be submitted for reimbursement. If the job is far enough out of the way from the route home that there is no efficiency in driving a personal vehicle, the county vehicle is to be driven.

## **III. UPKEEP**

Vehicles must be kept in good repair and should be cleaned on a regular basis.

- A. The Environmental Health Manager is responsible for ensuring that timely vehicle maintenance is carried out. In counties where there is a "County Shop," arrangements are to be made with the county shop manager to schedule preventive maintenance as suggested in the Owner's Manual. In counties where "County Shop" services are not provided, the local garage that services the other county vehicles should be used.

If towing of a vehicle is required, the shop used for vehicle maintenance or the towing company utilized by the county is to be used.

- B. Vehicles are to be cleaned at the "County Shop" or other county vehicle cleaning facility in counties where this option is available. If vehicles have to be cleaned at a car wash requiring personal payment, the cost of cleaning the vehicle may be submitted for reimbursement on the standard travel expense form.

## **IV. MILEAGE LOGS**

- A. Gas logs must be maintained for all county vehicles. Each log must contain the date, mileage, and gallons of gas obtained. A copy of each log must be turned in to the County Office Manager at the end of each month. This log will act as a receipt for accounting purposes.
- B. Starting and ending mileage for each day must be kept on the daily report.

## **V. VEHICLES AS PART OF THE HEALTH DEPARTMENT CAMPUS**

As an extension of the Health Department campus, all vehicles are to be maintained tobacco free. There is to be no smoking, dipping, or other forms of tobacco use by staff or others while in county vehicles.

Tobacco use in personal vehicles is allowed. However, behavior appropriate to a public health representative should be presented.

The Tobacco Free Campus Policy expressly prohibits tobacco use in the parking lot of any Health Department facility, regardless of the vehicle in question.

## **VI. INDIVIDUAL COUNTY VEHICLE POLICIES**

Individual county vehicle policies are to be followed in addition to the District 2 Public Health policy. The District 2 Public Health policy supersedes the county policy in any areas where the county policy is more lenient.

*Shelby, M.D.*  
*7/9/07*