

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 105-11

**Eff. 2/21/12
Rev. 11/19/13
Rev. 2/18/14**

USE OF EQUIPMENT AND VEHICLES

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Employees using county-owned vehicles and equipment must exercise care in a proper, law-abiding, non-negligent, non-destructive, safe and reasonable manner. Failure to do so may result in disciplinary action, including but not limited to termination.

The term “county vehicle” includes county, rented or leased/courtesy vehicles used to conduct official county business.

Only county employees are authorized to operate county, rented or leased/courtesy vehicles while conducting county business. Drivers must possess a valid driver’s license.

Drivers may not transport non-employees in county vehicles. With appropriate approval, some non-employees may be authorized to ride in county vehicles if necessary for official county business (i.e. to further the business purpose of the program, agency, or county).

Authorized use of a county vehicle is limited to travel that is necessary in the performance of the employee’s official duties. Activities that are necessary to further the purpose of county business are authorized, i.e. driving to the place where county business is to be conducted, hotel, necessary meals, fueling sites, etc. Activities that are NOT necessary to further the purpose of county business are not authorized, i.e. commuting to and from your home, shopping, site-seeing, visiting friends or relatives, movies, gym/fitness centers, and other personal errands.

Proper maintenance of county-owned vehicles and equipment is the responsibility of the Department Manager of the department responsible for the vehicle/equipment. Each Department Manager will adopt an internal policy for periodic maintenance schedules and/or prompt reporting of damage, defects, and incidents occurring during the use of the vehicle/equipment.

Personal use by employees of county-owned vehicles and equipment is not permitted.

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NOTE: Social Services employees are encouraged to use county vehicles, when available, for county business and round-trip travel exceeding 150 miles. Employees choosing to use a personal vehicle when county transportation is available will be reimbursed at the privately owned vehicle reimbursement rate established by the United States General Services Administration and available at www.gsa.gov. If an employee chooses an alternative method of travel for county travel or plans an extended stay following completion of county business, the employee is responsible for the payment of the difference of any additional costs incurred not authorized by the Department Manager.

Refer to Policy No. 105-16.1 for the Drug and Alcohol Driving Policy.