



Monmouth County

Vehicle Policy



Revised May 2021

County of Monmouth Vehicle Policy & Procedures

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Overview

In a specified time frame, on a regular basis, or for identified job categories, County-owned vehicles will be made available for employees to use while conducting County business.

Introduction

All officials and employees who use a County-owned vehicle or equipment for County business shall follow the guidelines set forth in this policy and procedure.

Purpose

The purpose of this policy is to establish consistent guidelines for the assignment, use and turn-in of Monmouth County-owned vehicles and equipment by County employees. Also to specify Monmouth County's general requirements for vehicle use by employees during the conduct of official County business and to establish related procedures and controls.

Policy

It is the policy of the County to provide vehicles when it has been deemed appropriate. Vehicles, either assigned or pool, are only to be used for the conduct of official business. Assigned vehicles used for commutation purposes in addition to official business are to be stored overnight in a secure location, with that location documented on the assignment sheet provided by the Division of Fleet Services. Pool vehicles must be stored overnight on County-owned or leased property. Pool vehicles assigned which are kept for more than one day should be stored overnight in a secure location, with that location reported to the Vehicle Pool Coordinator.

NOTE: This policy supersedes the May 15, 2017 Monmouth County Vehicle Policy and any and all other Monmouth County Vehicle Policies.

Definitions

Assigned Vehicle

1. **Assigned Vehicle** - A vehicle assigned to an individual County employee for use in the execution of his/her official duties and requires the use of the vehicle during off-duty time for on-call and / or call-in for emergency purposes. The assignment may be regular and ongoing or for a specific period of time such as weekly on-call duty.

Driver / Employee

2. **Driver / Employee** - Is a County employee who operates an assigned County-owned and/or pool vehicle and/or equipment.

Equipment

3. **Equipment** - County-owned trucks over one-ton and heavy-duty equipment.

Fleet Coordinator

4. **Fleet Coordinator** – The individual in Division of Fleet Services holding the title of Supervisor of Motor Pool will be responsible for maintaining the County's fleet inventory.

Law Enforcement Officer

5. **Law Enforcement Officer** – An individual who is employed on a full-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen's arrest), or law enforcement officers who regularly carry firearms (except when it is not possible to do so because of the requirements of undercover work). The term "law enforcement officer" (includes an Assistant Prosecutor) may include an arson investigator who also meets the requirements of this definition.

Pool Vehicle

6. **Pool Vehicle** - A vehicle assigned to a specific County department or division and designated for multiple driver use, as determined by the Vehicle Pool Coordinator. Pool vehicles are required to be stored overnight at a County facility and are not to be used for commuting purposes.

Vehicle

7. **Vehicle** - A County-owned passenger automobile, SUV, vans of various sizes up to one ton, pick-up trucks and utility-type trucks up to one ton.

Vehicle Pool Coordinator

8. **Vehicle Pool Coordinator** - A County employee who is designated by a department head or division head to be responsible for pool vehicles assigned to the unit.

Employee

9. **Employee** - Includes officials, permanent and temporary employees; unless stated otherwise.

Vehicle Inventory by Classification

These codes have been established to assist in classifying County-owned vehicles and equipment.

Codes

- 1 Passenger Cars / Motorcycles
- 2 Lt. Trucks under 26,000lb GVWR- Vans, Pick-Ups, Mason Body Trucks, Utility Pick-Ups, Box Trucks, SUV's, etc.
- 3 Heavy Trucks over 26,000lb GVWR – Dump Trucks, Bucket/Aerial Trucks, Sweepers, Jet-Vacuums, Attenuator Trucks, Tractor/Cab, etc.
- 4 Light Equipment (Operator Driven) – Mowers, Tractors, Utility Vehicles, Fork Lifts, Man-lifts, Trenchers, etc.
- 5 Heavy Construction Equipment – Loaders, Back-Hoes, Excavators, Bulldozers, Graders, Rollers, Milling Machines, etc.
- 6 Buses
- 7 Specialized Small Engine Equipment – Grounds & Turf Equipment (Line Trimmers, Hedge Trimmers, Pole Pruners, Blowers, Mowers, Edger's, Chain Saws etc.), Concrete Saws, Portable Compressors & Generators, Tampers, Post-pounders, Jack Hammers, Snow Blowers, Pressure Washers, Pumps, Line Stripers (walk behind), Sprayers, etc.
- 8 Licensed & Non-Licensed Trailers & Equipment – Enclosed, Landscape, Low Boy, Generator, Compressor, Chippers, Stump Grinders, Log Splitters, Cement Mixers, Light Towers, Variable Message Boards, etc.
- 9 Plows
- 10 Spreaders
- 11 -Gas Cans & Fuel Tanks
- 12 Helicopters
- 13 Boats & Boat Motors

Uses

1. Authorized Operators - Only Monmouth County employees or drivers authorized by the department head may drive or operate County vehicles or equipment.
2. The County Administrator or his/her designee may approve an employee for an assigned vehicle if the County Administrator deems that: 1) assigning a vehicle is in the best interest of the public; and 2) the tasks(s) to be performed when called during off-duty hours require immediate travel to the job location.

With the exception of a county law enforcement officer's approval, assignment of a vehicle is contingent on the employee being (and remaining) on a continuous on-call status during other than normal working hours and meeting at least one of the following criteria:

- The need to respond to emergencies or investigations in the field with a vehicle equipped to meet the requirements of the department.
 - The employee is required to respond to the field with specially equipped vehicles to meet the seasonal work conditions of the department.
 - The employee reports directly to the field an average of fifty (50%) of his/her scheduled workdays.
 - The employee operates specialized equipment that would be required in the event of an emergency and there is not enough time to retrieve the equipment from a County facility.
 - An employee has an irregular work schedule due to required attendance at work-related activities on weekends and/or evenings.
 - An employee that has routine work assignments before or after normal working hours.
3. **Non-County employees are not permitted to be a passenger in a County-owned vehicle** without prior approval from their Department Head unless this practice is a normal function of the department (exemption for Law-Enforcement).
 4. County-owned vehicles shall be used for official County business with reasonable consideration for incidental use for meals, etc., while in the course of performing business on behalf of the County. **Personal use of an assigned or pool vehicle is prohibited unless expressly allowed by the County Administrator. Official County business shall include after hours use by designated on-call personnel. Regardless of the type of use, transportation of family members to/from work locations, schools, sporting events or other places or events is prohibited.**

5. Each County-owned vehicle shall display the official County seal. The only exceptions are certain vehicles assigned to Law Enforcement. No County vehicle shall bear an unauthorized sticker, decal or other promotional advertisement for any cause or purpose. Any deviation from use of the official seal must be authorized by the County Administrator.
6. Administrative Department Head or designee approval is required in advance to use a County vehicle for travel outside of the state. Please see page 10, #7 for additional instructions.
7. Taxation of Employer-Provided Vehicles – The personal use, including commutation, of an employer-provided vehicle is taxable for federal income and social security taxes. Since the County has a written policy (Resolution No. 85.613 adopted on 9/26/85) prohibiting personal use, other than commutation, a flat \$1.50 each way (\$3.00 per round-trip commute) is imputed, on a bi-monthly basis, for the purpose of collecting these federal taxes.

In the case of a control employee, the Lease Value Rule will be used per IRS regulations.

Essentially, the taxation requirement applies primarily to passenger automobiles; however, exemptions of qualified nonpersonal-use vehicles apply. All of an employee's use of a qualified nonpersonal-use vehicle is a working condition benefit. A qualified nonpersonal-use vehicle is any vehicle the employee is not likely to use more than minimally for personal purposes because of its design. Qualified nonpersonal-use vehicles generally include all of the following vehicles (reference Internal Revenue Service Publication 15-B.

- Clearly marked, through painted insignia or words, police, fire, and public safety vehicles.
- Unmarked vehicles used by law enforcement officers if the use is officially authorized.
- An ambulance or hearse used for its specific purpose.
- Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
- Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.
- A passenger bus with a capacity of at least 20 passengers used for its specific purpose.
- School buses.
- Tractors and other special-purpose farm vehicles.

- Bucket trucks, cement mixers, combines, cranes and derricks, dump trucks (including garbage trucks), flat-bed trucks, forklifts, qualified moving vans, qualified specialized utility repair trucks, and refrigerated trucks.

See Regulations section 1.274-5(k) for the definition of qualified moving van and qualified specialized utility repair truck.

- **Pickup trucks.** A pickup truck with a loaded gross vehicle weight of 14,000 pounds or less is a qualified nonpersonal-use vehicle if it has been specially modified so it is not likely to be used more than minimally for personal purposes. For example, a pickup truck qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function **and** meets either of the following requirements.
 1. It is equipped with at least one of the following items.
 - a. A hydraulic lift gate.
 - b. Permanent tanks or drums
 - c. Permanent side boards or panels that materially raise the level of the sides of the truck bed.
 - d. Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles).
 2. It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation for which it was specially designed or significantly modified.
- **Vans.** A van with a loaded gross vehicle weight of 14,000 pounds or less is a qualified nonpersonal-use vehicle if it has been specially modified so it is not likely to be used more than minimally for personal purposes. For example, a van qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and has a seat for the driver only (or the driver and one other person) **and** either of the following items.
 1. Permanent shelving that fills most of the cargo areas
 2. An open cargo area and the van always carries merchandise, material, or equipment used in your trade, business, or function.

It is incumbent upon the Department Head to notify the Finance Department and Fleet Services when employees are authorized to take County vehicles home or when a reassignment occurs, or termination of vehicle use.

Responsibilities

Fleet Coordinator

1. Maintain an accurate fleet inventory that is updated quarterly. This inventory will include vehicle identification number, license plate number, assigned driver name, license and other pertinent information needed for proper fleet management and provide quarterly updates to the Director of Public Works and Engineering, Insurance Office, and the Director of Finance.
2. Receive and process all new fleet vehicles (regardless of funding source). The Fleet Coordinator is responsible for delivering appropriate paperwork and documentation to the NJ Division of Motor Vehicles. Further, he/she will affix bar codes, license plates, place registration, insurance & the "What to Do In Case of an Accident" cards in their department's vehicles and ensure all vehicles are inspected prior to the expiration date. The Fleet Coordinator will also verify that new vehicles are properly decaled prior to being released. In addition, Division of Fleet Services staff shall initiate a maintenance schedule for each vehicle and affix a maintenance sticker to each vehicle listing the date/mileage of when the vehicle is to be returned for services.
3. Obtain annual registration renewals and insurance cards for all vehicles and distribute them. It is the individual driver's responsibility and the Vehicle Pool Coordinator's responsibility to make certain the vehicle documentation is current and to contact the Fleet Coordinator if credentials are lost or invalid.
4. Alert individual drivers and/or Vehicle Pool Coordinators of unscheduled maintenance, recalls, warranty or other similar work. Division of Fleet Services will coordinate with these employees of when, where and how each vehicle is to be repaired.
5. Ensure that the assigned driver commutation form is completed and distributed per the form.

Administrative Department Head

1. Ensure that all employees within his/her department/division, who drive vehicles on County business, are aware of and comply with this policy and these procedures.
2. Ensure all employees in each department who drive vehicles on County business are provided a copy of this policy and these procedures.

3. Ensure employees sign an acknowledgement of receipt (Attachment "J") stating they have received, read, and have had the opportunity to obtain answers to any questions they may have regarding the meaning and interpretation of the policy and procedures. Employees shall not operate a vehicle for County business, until he/she has signed the acknowledgement of receipt form.
4. Ensure executed statements of acknowledgement are kept on file in the department.
5. Ensure that a Vehicle & Equipment Transfer/Request Form (Attachment "A"- Part I) is completed and submitted to the Fleet Coordinator in Division of Fleet Services when the assignment, reassignment, or turn-in of any vehicle is needed to the fleet. Fill out Part II of the form when requesting new or additional vehicles and forward them to the Superintendent of Fleet Services along with an explanation of need. Completes both Part I and Part II of the form when re-assigning/turning-in a vehicle and are requesting a new/replacement vehicle to fill its place. (Normally this is done in August or September in response to the budget submission.)
6. Report all vehicles purchased via external grants or other funding sources to the Director of Public Works and Superintendent of Fleet Services. This will facilitate the documenting of all vehicles in the County fleet maintenance system and the entering of the vehicle into the maintenance schedule maintained by the Fleet Coordinator in Division of Fleet Services.
7. Report any approved out-of-state travel by any individual in an assigned or pool vehicle to the County Insurance Office, before the travel occurs. A full itinerary including the location of the destination(s) must be submitted to your Administrative Department Head in advance for prior approval (Reference Attachment "H").
8. Notify the Finance Office and the Fleet Coordinator of Fleet Services by forwarding "Attachment "B" upon assignment and termination of individuals using a County vehicle for approved commutation purposes of IRS tax reporting requirements.
9. Ensure the assignment, reassignment and/or turn-in of any vehicle in the fleet is reported to the Division of Fleet Services, the County Insurance Office, and Finance Department for payroll reporting purposes.

Vehicle Pool Coordinator

Every County Department/Division will assign a County employee who is designated by a Department Head or Division Head to be responsible for fleet vehicles assigned to the unit and will work with Division of Fleet Service's Fleet Coordinator. The duties of the Vehicle Pool Coordinator will include but are not limited to:

1. Ensure County vehicles assigned to their department are operated by authorized County permanent staff and/or temporary employees who possess a legally valid New Jersey driver's license of the proper class for the vehicle being operated, prior to the vehicle being assigned, and who meet all other requirements established by this policy.
2. Forward driver's name and driver's license number to the County Insurance Office.
3. Upon assignment of a vehicle, remind operators to use the seat belts and to observe all pertinent traffic laws and regulations. Also, ensure that individuals who are not County employees are not allowed to operate or be a passenger in a County-owned vehicle.
4. Ensure that all assigned vehicles are delivered to the County vehicle maintenance facility whenever service is due.
5. Ensure that driver license abstracts and status information will be kept confidential.
6. Maintain a vehicle use log for **ALL** department vehicles and ensure drivers check box and initial indicating they are in possession of a valid drivers license (**Attachment "F"**) excluding law enforcement and assigned vehicles.
7. Ensure pool vehicles are stored in a parking area as safely and securely as possible with the engine off, windows closed, and doors locked when vehicle is unattended.
8. Intra-pool transfers will be managed by the Department's Vehicle Pool Coordinator; however, turn-in and out of pool vehicles will be managed by the Fleet Coordinator of Division of Fleet Services.
9. Maintain vehicle records as set forth by this policy.

10. With approval from Department Head, notify the Finance Office and the Fleet Coordinator of Fleet Services by forwarding “Attachment B” upon assignment and termination of individuals using a County vehicle for approved commutation purposes of IRS tax reporting requirements.

Driver / Employee

1. Each driver of any County-owned vehicle must have a valid New Jersey Driver’s/Operator’s license as required by New Jersey State Law, regardless of whether the employee drives the County vehicle on a regular, temporary or occasional basis. Driving a County vehicle without an active, valid, appropriate driver’s license shall constitute a violation of this policy and will be cause for discipline up to and including termination. All reports of revocations and suspensions shall be in writing using the Notification of Suspension/Revocation Form available on the Monmouth County Intranet, Human Resources Website, Forms. All County Employees who hold a driver’s license and operate a County vehicle could be subjected to a license verification every six (6) months. “Attachment I” will be utilized by the division to assist in tracking all types of licenses held by their employees.

See Driver’s License Verification Policy (attachment “G”) for responsibilities including proper reporting.

2. All Monmouth County employees must notify their Supervisor immediately of any interaction with law enforcement whether involved in a accident, issued a summons or a written warning while in the official performance of their duties and while operating a Monmouth County vehicle.
3. County employees who drive vehicles weighing more than 26,000 pounds or a vehicle carrying sixteen (16) or more passengers, must have a valid Commercial Class B license with a passenger endorsement. County employees who drive vehicles 10,001 GCVW (Gross Combination Vehicle Weight) with a trailer must have a valid Commercial Class A license if required by law.
4. Employees authorized to drive or those assigned a County-owned vehicle are subject to an annual review of their motor vehicle driving record with the State of New Jersey. Proof of a valid license also must be shown to a Vehicle Pool Coordinator before operating a pool vehicle. Those employees found to be of a high risk or who have failed to report violations and/or accidents while operating a County vehicle to the County, will have their vehicle privileges revoked, which may result in dismissal from employment for employees in positions where vehicular transportation is deemed an essential job function.

5. Employees are responsible for any vehicle or equipment assigned to them such as reporting unsafe operations or working conditions. Employees are to take proper care of the interior and exterior appearance and servicing of county- owned vehicles as per preventative maintenance schedule and/or every 4,500 miles. Utilization of the County's contracted car wash is recommended to assist in maintaining the appearance of the vehicle. In addition, according to New Jersey Law, any vehicle with a "dangerous accumulation" of snow is expected to be removed prior to operation. Failure to do so may result in disciplinary action. Also, County employees who operate vehicles and equipment that are 10,001 lbs GVWR and greater must turn in a Vehicle & Equipment Trip Report (Attachment "C") to their supervisor prior to operating the vehicle or equipment; that is, inspect the unit before operating it and complete the Vehicle & Equipment Trip Report form and sign it to verify it is safe to operate. When the employee is finished using the vehicle or equipment they must turn in the signed original to their supervisor and secure the vehicle keys. Each department will be required to maintain a file of the above said Vehicle & Equipment Trip Reports for three (3) months-90 calendar days. If repair is needed employee shall notify his / her immediate supervisor and an appointment will be made for servicing or repair with the appropriate shop supervisor to the Division of Fleet Services. All three copies of the Vehicle & Equipment Trip Report will be sent to Division of Fleet Services and the mechanic will sign them when the repairs are made. Fleet Services will keep the yellow copy and return the white and pink copies to the department. VEHICLE & EQUIPMENT TRIP REPORT BOOKS CAN BE PICKED UP AT DIVISION OF FLEET SERVICES'S PARTS ROOM AT 250 CENTER STREET FREEHOLD.
6. Employees driving County vehicles are required to abide by all applicable Federal and State traffic laws including but not limited to the following:
 - **Obey the posted speed limit;**
 - **Wear the factory installed lap and shoulder seatbelts; properly adjusted and securely fastened, whether or not the vehicle is equipped with air bags. This also includes passengers in the vehicle in accordance with NJS 39:3-76-2F;**
 - **Hand held cell phones are prohibited while driving unless a wireless device is available. If using a "hands-free" device, the placement of the hands free device should not interfere with the operation of the vehicle. in accordance with NJS 39:4-97.3;**
 - **Texting while operating a County-owned vehicle is prohibited;and**

- **Audio devices such as I-pods and MP3 players are prohibited when operating licensed/non-licensed equipment or vehicles.**
7. A County vehicle is not to be driven while the operator is under the influence of alcohol or any controlled substance. In order not to jeopardize an active undercover law enforcement investigation an exception to minimal alcohol consumption will be permitted with strict supervisory approval.
 8. The use of tobacco in any form is prohibited in County-owned vehicles including the use of electronic cigarettes and/or cigars as well as vaporizers.
 9. Possession, transportation or consumption of alcohol, prescription or non-prescription drugs for non-use medicinal purposes and/or contraband is not allowed by anyone at any time. Seized evidence is permissible and/or evidence of a crime or forfeiture crime is permitted to be transported.
 10. Personal trailers, including boat and recreational vehicles, are prohibited from being towed by a County vehicle.
 11. Monmouth County will not pay traffic tickets, toll or E-Z Pass violations or parking fines of employees driving County-owned vehicles, nor will the County pay such fines if the employee is authorized to use their personal vehicle on County business.
 12. An employee receiving a moving violation while driving a County vehicle has an obligation to immediately inform their Department Head or designee. Fines for moving or parking violations are the personal responsibility of the assigned operator. The County will not condone nor excuse ignorance of traffic citations that result in the court summons being directed to the County as owner of the vehicle. Employees found guilty of moving violations may be subject to disciplinary action.
 13. Employees receiving a travel allowance and using a personal vehicle for County business assume liability for bodily injuries or property damage arising out of an accident occurring in connection with operation of his/her personal vehicle. In the event of an accident involving a personal vehicle while conducting County business; it is possible that the damage up to the amount of their deductible would be reimbursed. Such employees are required to have a minimum liability limit of \$100,000 per person / \$300,000 per accident / \$50,000 property damage and must provide the Finance Department with a copy of the insurance certificate of such insurance annually.

14. If a County vehicle is not available for use, the employee must have prior authorization by their Administrative Department Director to use their personal vehicle for County business. It will be the responsibility of the department's Director and / or Division Head to verify that county vehicles are not available for the employee to use before approving the use of personal vehicles. Employees maybe reimbursed for mileage at the rate established by the County of Monmouth subject to the approval by their Administrative Department Director. While operating their personal vehicle on official business all employees are expected to abide by all traffic and motor vehicle laws, which includes wearing the factory installed lap and shoulder seatbelts that are properly adjusted and securely fastened whether or not the vehicle is equipped with air bags. This also includes passengers in the vehicle in accordance with NJS 39:3-76-2F. Hand-held devices and texting are also prohibited by law NJS 39:4-97.3.
15. All County employees are expected to drive/operate all vehicles and equipment in a safe and responsible manner and comply with all Motor Vehicle Laws at all times.
16. Monmouth County Employees who utilize a County vehicle as part of their official duties, including but not limited to CDL holders and Law Enforcement, are charged with a potential license revocation offense while operating a County or personal vehicle (non-business and/or non-Monmouth County related) must notify their immediate Supervisor within twenty-four (24) hours.

A list of Revocating offenses include but are not limited to the following:

1. Driving while intoxicated
2. Driving under the influence
3. Refusal to submit to a breathalyzer examination
4. Following too close (tailgating) (5 Points)
5. Passing a stopped school bus (5 points)
6. Exceeding maximum speed limit (30 mph over posted limit) (5 points)
7. Racing on a highway (5 points)
8. Reckless Driving (5 points)
9. Leaving the scene of an accident with injuries (8 points)

The employee will not be subjected to discipline prior to final adjudication of the offenses by the appropriate court. Exceptions include those employees who are found to be of a high risk or who have failed to report violations and / or accidents while operating a County vehicle to their immediate supervisor. Such employees will have their county vehicle privileges revoked, and may result in immediate suspension and / or dismissal from employment for employees in positions where vehicular transportation is deemed an essential job function.

17. Violation of this vehicle policy will be cause for disciplinary action and/or loss of county driving privileges.

Procedures Governing Vehicle Assignment, Reassignment, Turn-in of Vehicles, Replacement & Loaner

1. A County vehicle is normally assigned to an employee at the start of their work period and is the employee's responsibility until the completion of their assigned work period when the vehicle is returned. The employee is responsible for securing the vehicle key set.
2. Upon request for a loaner vehicle of a County-owned vehicle, the requesting driver will present a valid New Jersey Motor Vehicle License, and identify the overnight storage location, if applicable. *Before an employee requests a loaner vehicle from the Division of Fleet Services, they must first check with their Vehicle Pool Coordinator for a department pool vehicle. If one is not available then the Vehicle Pool Coordinator will e-mail or call the Division of Fleet Services-Fleet Coordinator giving their employee permission for a loaner vehicle. No loaner vehicle will be issued unless the Department Vehicle Pool Coordinator gives their approval.*
3. The Department's Director may assign a vehicle to an employee who regularly requires vehicular transportation in the performance of his / her assigned duties and requires the use of the vehicle during off-duty time for frequent on-call or call-in for emergency purposes. The assignment may be regular and ongoing or for a specific period of time such as weekly on-call duty. The employee must notify the Finance Office of the assignment involving commutation.
4. Commutation vehicles must be stored in a parking area as safely and securely as possible with the engine off, windows closed, and doors locked when vehicle is unattended. Pool vehicles are to be stored on County-owned or County-leased property. In all cases, vehicles are not to be stored in shopping centers, street locations near taverns or "clubs" or any other area which may create the appearance of impropriety.

5. During extended periods of two (2) weeks or more, leaves of absence, vacation, or when an employee is assigned a vehicle on a periodic basis, the vehicle must be turned in to his / her Department / Division Pool Coordinator.
6. **Assignment** — (Regardless of the funding source) The request for procurement / assignment of a new vehicle is normally received in August or September of each year in response to the budget submission by completing **Part II of Attachment "A"** and forwarded to the Superintendent of Fleet Services. Requests for vehicle replacement should be made based upon the basic criteria of 10 years of age or 100,000 miles for Law Enforcement vehicles only and 12 years of age or 120,000 miles for other County vehicles other than Law Enforcement; some specialized exemption circumstances may apply. All requests are then categorized and cost estimated for the Finance Department's inclusion into the next year's fiscal budget. A master list is then created and reviewed and upon budget approval, orders are placed to purchase the vehicle after approval by the Board of County Commissioners. When vehicles are delivered by a vendor, the vehicle is accepted by the Division of Fleet Services, Fleet Coordinator, inspected, licensed and turned over to the respective individual driver or Department Vehicle Pool Coordinator.
7. **Reassignment**--Vehicle reassignments occur whenever a new vehicle replaces an existing vehicle (one-for-one), when an individual driver is reassigned to other duties or when an assignment ceases or grant funding runs out for that vehicle. The vehicle is then to be returned to the Fleet Coordinator in the Division of Fleet Services for appropriate processing. If the vehicle is to be reassigned within the same unit, the Department/Division Head will notify the Vehicle Pool Coordinator for proper processing of the reassignment. Reassignment of pool vehicles within the same pool will be coordinated internally by the respective Department Vehicle Pool Coordinator. Be certain to notify the Finance Office of any reassignment of commutation vehicles.
8. When a Department / Division wishes to turn in vehicles for reassignment or other disposition it will complete Part I of the Vehicle and Equipment Transfer / Request Form (**Attachment "A"**) and submit it directly to the Fleet Coordinator in Division of Fleet Services.
9. **Replacement**— In the event that a vehicle is declared a total loss due to an accident, the following will be used to request a new and/or replacement vehicle. Part II of the Vehicle and Equipment Transfer/Request Form (**Attachment "A"**) must be completed and forwarded to Superintendent of Fleet Services. If the replacement is approved, the purchase can take place as soon as possible and will not be delayed until the annual budget process. Vehicles purchased to replace total loss vehicles are paid from the Insurance Trust Fund. The office of Division of Fleet Services will prepare the vehicle requisition and notify the Insurance

Claims Office to obtain the proper funding code. The Insurance Office will then alert the Finance Department that the use of the line item has been approved or the Finance Department will reject therequisition.

Accident Procedures

NOTE: A card describing "What to Do In Case of an Accident" is maintained in the glove box of all County-owned vehicles (Attachment "E").

Regardless of the situation, whether moving or parked, all accidents shall be reported to the County and the following procedure **MUST** be followed in the event of an accident while in a County-owned vehicle:

1. It is the driver's responsibility to immediately notify the proper law enforcement agency for accident investigation and report **regardless of the severity of the accident**. Police must be called regardless of the other party's opinion on the matter.
2. Police do not need to be called for this exception:
 - A cracked windshield/mirror due to weather conditions or stones kicked up during the course of driving by unknown means/parties.
3. Employees must notify their immediate supervisor or Department Head within one (1) hour of the accident.
4. If a Monmouth County employee is involved in a motor vehicle accident while in the official performance of their duties and responsibilities and is operating their own vehicle with prior supervisory approval, the employee must notify their immediate supervisor as soon as possible.
5. In the event of an accident, **within 24 hours/one (1) business day**, the appropriate paperwork must be filled out and submitted to the Insurance Office. This paperwork includes: the Automobile Notice of Loss Form, Supervisors Report (**attachment "D"**) and the law enforcement report should be submitted to the Insurance Office. An employee may obtain these forms by contacting the Insurance Office at 732-431-7159. **If it is after normal Division of Fleet Services hours (3:30 p.m. – 7:00 a.m.) call the radio room at 732-577-8700.**
6. In cases where the County vehicle is rendered inoperable, the County Division of Fleet Services must be contacted at 732-567-4257 or 732-431-7830. This phone number is also listed on the "What to Do In Case of an Accident" card in your vehicle's glove compartment. **If it is after Division of Fleet Services hours (3:30 p.m. – 7:00 a.m.) call the radio room at 732-577-8700.** The Division of Fleet Services will tow or arrange to tow the vehicle. The driver / employee is **NOT** to undertake this task.

7. The Division of Fleet Services will store damaged vehicles and obtain the necessary estimates. However, no repair work will commence until the Insurance Office is in receipt of the aforementioned three (3) pieces of reporting documentation and gives the approval for repair.
8. Accidents/incidents involving County vehicles are reviewed by the County's Third Party Administrator. This review will determine if there was some action the County driver could have taken to avoid the accident/incident. It is not an indicator of fault. In the event that the accident/incident was **preventable**, the County driver will be required to attend a mandatory driver awareness course. If the driver has multiple accidents/incidents within 1 years' time they will be assessed accordingly with the possibility of revoking driving privileges of County vehicles and equipment. Corrective or disciplinary action may also result.

9. **Preventable Accidents**

A preventable accident is defined as any accident involving a County vehicle or any vehicle while being used on County business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

The following list of classification of preventable accidents includes but is not limited to:

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

10. If necessary, the **Workers' Compensation - First Report of Injury or Illness** form must be completed and submitted to your department's workers' compensation liaison as soon as possible in order to file a workers' compensation claim within 24 hours of the accident. The **Workers' Compensation - First Report of Injury or Illness** form may be found on the County's Intranet, Human Resources, forms.
11. In the event of an accident:
 - Call law enforcement.
 - Call rescue if injuries are involved.
 - Do not admit negligence or liability.
 - Do not attempt settlement, regardless of how minor.
 - Get name, address and phone number of injured person and witness if possible.
 - Exchange vehicle identification, county insurance name and policy numbers with the other driver.
 - Complete the accident report in your vehicle.
 - Turn all information over to your immediate supervisor within 24 hours.

12. Post-Accident Substance Abuse Testing:

An employee who holds a CDL will be subject to Federal Motor Carrier Regulations as it pertains to an accident. This requires the employee to submit a urine specimen, breath sample, and/or saliva sample for testing purpose within the following time frames as per Monmouth County's Substance Abuse Policy October 2000, Page 15, Section VI Post-Accident Testing No. 1 B&C:

- **Alcohol tests** are to be administered within two (2) hours of an accident and up to eight (8) hours, but in no case may a test be administered later than eight (8) hours following the time of an accident.
- **Controlled substances tests** must be administered promptly, but in no case may a test be administered later than thirty-two (32) hours following an accident.
- If the employee is too seriously injured to provide the specimen or sample, the employee must authorize the County to obtain and review hospital records or other documents that would indicate whether there were any prohibited drugs or alcohol in the employee's system at the time of the accident or unsafe activity.

- Refusal or failure to authorize the County to obtain or review hospital records or other documents as noted above or any failure to provide a valid specimen for testing, including a refusal to proceed to the testing facility as directed, will be regarded as a failed test resulting in immediate suspension without pay pending formal disciplinary action

Vehicle Records

All Vehicle Pool Coordinators will maintain the following records:

1. A list of department employees authorized to drive County vehicles and the vehicles assigned to them.
2. These written procedures for the assignment of vehicles.
3. These written procedures regarding the service and repair of vehicles.
4. Vehicle logs which identify each vehicle by year, make and plate number, and which include the following information:
 - a. name of driver
 - b. date driven
 - c. purpose of trip
 - d. destination

Vehicle logs will be kept on file for a minimum of one year.

5. A file of complaints received concerning misuse of County vehicles assigned to their department, including action taken to investigate the complaint, result of the investigation, and action taken relative to the employee driving the vehicle if the complaint is substantiated. All complaints received must be documented on the **Reportable Incident Form** found on the County's Intranet website, Human Resources, forms.
6. All current and new employees who operate County vehicles shall be given a copy of these policies and procedures and any additional policies and procedures established by the various departments.

Justification of Vehicle Assignment

1. County Department Heads must justify the need for a County-owned vehicle based on whether a vehicle will be used for special requirements. The cost benefit of paying an employee mileage for use of the personal vehicle versus use of a County-owned vehicle must be documented before a County-owned vehicle is considered. Evaluation of the ongoing need for County-owned vehicles assigned to a department will be made on an annual basis before bidding new County vehicles.
2. The Director of Public Works & Engineering must approve all new vehicle purchases and requests for a vehicle from the surplus list when that vehicle increases the fleet assigned to a department.
3. Public Safety and special use vehicles required for a specific job function will be considered based on need, usage, and cost benefits over the life of the vehicle versus mileage limitations.
4. Each Department Head shall send the Director of Public Works & Engineering a written request for a vehicle to be classified as "special use." If the request is granted, the vehicle shall be coded as "special use" in the vehicle maintenance program.
5. The County Administrator may, at the request of the Director of Public Works & Engineering, remove or recall any County vehicle from a department for reasons including but not limited to the following:
 - The vehicle does not meet the minimum mileage requirement, excluding special use vehicles.
 - Vehicle abuse, which includes but is not limited to, inadequate care or maintenance and damage to a vehicle caused by disregard or improper use.
 - The termination of an employee or position with an assigned vehicle that will not be replaced within a reasonable time period.

The Department Head may submit a Vehicle / Equipment Transfer form to the Director of Public Works & Engineering justifying retention of a vehicle removed or recalled because of underutilization.

6. A Department Head shall turn in the old vehicle/equipment before receiving a replacement vehicle/equipment to prevent unnecessary growth of the fleet.
7. A Department Head shall complete a Vehicle & Equipment Transfer/Request form (**Attachment "A"**) and forward to the Superintendent of Fleet Services for action such as purchase, sale, disposal, or transfer of vehicle.

Special Citizens Area Transportation (SCAT)

SCAT is available to transport residents of Monmouth County to various programs, activities and services as part of daily living for seniors and persons with disabilities and the general public in the rural areas of Monmouth County.

SCAT's handbook contains standard operating procedures and has been developed to provide a basic set of operator's procedures and guidelines which must be followed by all drivers. The handbook presents generally recognized safe and appropriate guidelines which can be used to help drivers perform their job duties in a safe and effective manner.

It is each SCAT driver's responsibility to comply with the policy and procedures outlined in the SCAT handbook and in the Monmouth County Employee Guide to Policies, Benefits and Services. Nothing contained in either the SCAT handbook or the Monmouth County Employee Guide to Policies, Benefits and Services shall prohibit or restrict Monmouth County from changing or amending any established policies, regulations, and procedures, or from implementing new policies and regulations or change of personnel to make their service work safer or more efficiently for their clients.

A copy of the SCAT Handbook is available in the SCAT office.

Attachments

- "A" Vehicle & Equipment Transfer/Request Form
- "B" Assigned Driver Commutation Form
- "C" Vehicle & Equipment Daily Inspection Report
- "D" Automobile Loss Notice AL-1
Supervisor's Report AL-2
- "E" What to Do In Case of An Accident
- "F" Vehicle Use Log Sheet
- "G" Driver's License Verification Policy – CDL & Non-CDL Employees
- "H" Request To Attend Conferences, Seminars & Training Events
- "I" Driver's License / CDL Tracking Form
- "J" Acknowledgement of Receipt Form

MONMOUTH COUNTY DEPARTMENT OF PUBLIC WORKS & ENGINEERING
DIVISION OF FLEET SERVICES
VEHICLE & EQUIPMENT TRANSFER/REQUEST FORM
(SUBMIT ONE FORM FOR EACH TRADE-IN OR NEW/USED VEHICLE REQUEST)

PART I: INFORMATION ABOUT VEHICLE/EQUIPMENT TO BE TRADED-IN (IF APPLICABLE)

Date Prepared: _____

Department: _____ Division: _____

Barcode Number: _____ VIN: _____

License Plate: _____ Mileage: _____ Hours: _____

Make: _____ Model: _____ Assigned Driver or
Dept. Fleet Coordinator: _____

Year: _____ Color: _____

Reason for Transfer: _____

PART II: INFORMATION ABOUT REPLACEMENT VEHICLE/EQUIPMENT BEING REQUESTED (IF APPLICABLE)

Request: New Vehicle/Equipment Used Vehicle/Equipment

Make: _____ Barcode (If Applicable): _____

Model: _____ Year: _____ License Plate (If Applicable): _____

Grant Funds Available: Yes No N/A Previous Dept. (If Applicable): _____

Justification for New or Replacement Item: _____

Department Fleet Coordinator: _____ Date: _____

Department/Division Head: _____ Date: _____

New Vehicle Picked Up By: _____ **Date:** _____

TRANSFER REVIEW: TO BE COMPLETED BY THE DIVISION OF FLEET SERVICES

Vehicle Condition: Excellent Very Good Good Fair Poor

Repair Required: Yes No

Description of Repairs Needed: _____

Final Disposition: Auction Reassigned Trade-In

Reassigned or Transferred to Department/Division/Vendor: _____

Comments: _____

Supervisor of Fleet Services: _____ Date: _____

*Approved: Yes No Approval
Date _____

Superintendent of Fleet Services: _____

Director of PW & Engineering: _____

ASSIGNED DRIVER COMMUTATION FORM

Employee: _____ Position: _____

Department: _____ Division: _____

Has been assigned a vehicle as of _____ Date

On-Call Status: Always Rotating Never

Emergency Use Only Seasonal Operational Assignment

Shared on a Rotating Basis Other (explain) _____

Vehicle Bar Code#: _____ Vehicle Plate #: _____

Vehicle Year/Make/Model: _____

If applying for an exemption the following must be completed:

* Vehicle Type: _____ (*indicate the appropriate letter)

If Vehicle Type "A"; (but is not a police officer or firefighter) is a public safety officer as a member of either a rescue squad or ambulance crew

AND 1. is trained in rescue activity or the provision of emergency medical services;

AND 2. as such a member has the legal authority and responsibility to either:

a. Engage in rescue activity (search or rescue, assistance in locating or extracting from danger person(s) lost, missing, or in imminent danger of serious bodily harm); OR

b. Provide emergency medical services.

If the employee is assigned a Vehicle Type A; then #1 and #2 and either a or b must apply for the employee to be exempt

LOCATION OF VEHICLE WHEN STORED OFF HOURS: _____

Is no longer assigned this vehicle as of _____ Date

The undersigned employee confirms that he/she is assigned the vehicle listed above, uses that vehicle for commutation purposes and has received a copy of the Monmouth County Vehicle Policy. **The undersigned employee agrees to notify of any change in status.**

Employee is exempt from motor vehicle premium YES NO

(Vehicle type section must be completed)

Employee Signature

Division Head Signature

Date

Administrative Director Signature

- *Vehicle Types:
- A. Clearly marked police, fire, or public safety officer Monmouth County vehicle (Car or SUV).
 - B. Unmarked vehicles used by law enforcement officers.
 - C. An ambulance or hearse used for its specific purpose.
 - D. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
 - E. Delivery trucks with the seating for the driver only, or the driver plus a folding jump seat.
 - F. A passenger bus with a capacity of at least 20 passengers used for its specific purpose.
 - G. School buses.
 - H. Tractors and other special purpose farm vehicles.
 - I. Bucket trucks, cement mixers, combines, cranes, derricks, dump trucks, flat-bed trucks, forklifts, qualified moving vans, qualified specially utility repair trucks, and refrigerated trucks.
 - J. Clearly marked and specially equipped pick-up trucks with a load gross vehicle weight of 14,000 pounds or less. See additional information for pickup trucks.
 - K. Specially modified vans with a loaded gross vehicle weight of 14,000 pounds or less.

AUTOMOBILE LOSS NOTICE

Third Party Administrator: The PMA Group 330 Fellowship Road Mt. Laurel, NJ 08054	Insured: County of Monmouth Hall of Records 1 E. Main Street Freehold, NJ 07728	Contact: Claire E. Morales Insurance Claims Office Hall of Records, Rm 223 email: claire.morales@co.monmouth.nj.us Phone: 732-431-7159 Fax: 732-409-4820
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INCIDENT/ACCIDENT INFORMATION

PLEASE BE AS DETAILED AS POSSIBLE. USE A SEPARATE SHEET IF NECESSARY

Location of Accident (include city & state)	Date/Time of Accident:
	Police Dept Contacted:
	Report #:
Description of Accident/ Incident	Violations/Citations:

COUNTY VEHICLE & DRIVER INFORMATION

PLATE #	YEAR	MAKE	MODEL	V.I.N	<input checked="" type="radio"/> County Owned
					<input type="radio"/> Rented/Leased
DEPARTMENT		EMPLOYEE/DRIVER		DRIVER'S LICENSE #	WORK PHONE #
DESCRIBE DAMAGE PLEASE BE AS DETAILED AS POSSIBLE TO EXPEDITE REPAIR					

OTHER VEHICLE/DRIVER/PROPERTY INFORMATION

PLATE #	YEAR	MAKE	MODEL	INSURANCE POLICY #	PHONE #
OTHER DRIVER/OWNER		ADDRESS (include zip code)			ALT PHONE #
DESCRIBE DAMAGE:					

WITNESSES/PASSENGERS/INJURED

NAME/ADDRESS/PHONE #	INJURED	
	<input type="radio"/> YES	<input type="radio"/> NO
	<input type="radio"/> YES	<input type="radio"/> NO
	<input type="radio"/> YES	<input type="radio"/> NO
	<input type="radio"/> YES	<input type="radio"/> NO

SUPERVISOR'S REPORT

EMPLOYEE/DRIVER:

DATE OF ACCIDENT:

DEPARTMENT:

PLATE #:

WERE POLICE CALLED TO THE SCENE? YES NO

DID OUR DRIVER VIOLATE A TRAFFIC REGULATION? YES

WAS A CITATION ISSUED? YES NO

IF NO, WHY? _____

NO OTHER DRIVER? YES NO

TO WHOM? _____

WHAT WAS THE CAUSE OF THE ACCIDENT? _____

WHAT COULD OUR DRIVER HAVE DONE TO PREVENT THIS ACCIDENT?

WHAT STEPS HAVE BEEN TAKEN TO PREVENT A RECURRENCE?

DO YOU RECOMMEND DISCIPLINARY ACTION? YES NO

ADDITIONAL COMMENTS:

SUPERVISOR: _____

please print

signature

Pool Coordinator: _____

Phone # _____

E-mail Address: _____

DIVISION HEAD: _____

sign or initial

ADMIN DEPT DIRECTOR: _____

sign or initial

DATE OF REPORT: _____

THIS FORM MUST ACCOMPANY THE AUTO LOSS FORM AND/OR POLICE REPORT

FOR USE BY INSURANCE OFFICE:

CLAIM #:

APPRAISAL RECOMMENDED

STAMP

NOTES:

WHAT TO DO IN CASE OF AN ACCIDENT

1. **ALWAYS** notify the proper law enforcement agency. The **only** exceptions are:
 - A cracked windshield/mirror due to weather conditions or stones
 - If only County vehicles & employees are involved and on County property at the time of the incident
2. Employee **MUST** notify the immediate supervisor or department director **WITHIN ONE HOUR.**
3. In cases where the County vehicle is rendered inoperable, the County Division of Fleet Services must be contacted at 732-567-4257 or 732-431-7830.
If it is after 3:30 P.M. – 7:00 A.M., call the radio room at 732-577-8700.
The Division of Fleet Services will tow or arrange to tow the vehicle.
The driver/employee is **NOT** to undertake this task.
4. In the event of an accident, **within 24 hours/one business day,** the appropriate paperwork must be filled out and submitted to the Insurance Office.

Updated: 5/21/09

**COUNTY OF MONMOUTH
DRIVER LICENSE VERIFICATION POLICY
COMMERCIAL DRIVER'S LICENSE (CDL) AND Non-CDL
EMPLOYEES**

A number of County positions require employees to operate a motor vehicle in the performance of their assigned duties. Some positions by federal and state law require a Commercial Driver's Licenses (CDL); others require a regular driver's license. This policy applies to both licenses.

Accordingly, in order to safeguard the County's drivers, passengers, the public and property, this policy establishes a driver's license verification policy for all current employees, applicants and former employees being considered for reemployment in positions where the essential duties require a valid, active and appropriate driver's license.

All employees required to drive in the performance of their job responsibilities shall maintain an appropriate valid driver's license and comply with applicable laws. This includes but is not limited to the following: carrying on their person at all times the license(s) required for their job, not driving with an inactive, suspended or revoked license, refraining from driving while distracted or under the influence of alcohol or other controlled substances and abiding by any applicable license restrictions, or applicable County regulations as provided in the County Vehicle and / or Monmouth County Substance Abuse Policies.

Driving a County vehicle without an active, valid, appropriate driver's license shall constitute a violation of this policy and will be cause for discipline up to and including termination.

A. Employee Classifications

1. CDL employee – any employee whose job description requires the employee to maintain a valid CDL by state and / or federal regulations.
2. Non-CDL employee – all other County employees whose job descriptions do not require a CDL, but who are required to drive a County vehicle as a job responsibility.

B. Verification of Employee Compliance

The Personnel Department will review, on an annual basis, driving records of employees whose essential duties require they maintain a valid CDL and employees who are not required to hold a CDL but whose essential duties require they drive a County vehicle, to determine whether the employee has an active, valid, appropriate driver's license. Confirmation will be communicated to each department while individual driving records will be maintained as a private document in the Personnel Department separate from the general personnel files. Information obtained from these records may be released to management or

government officials for use in matters of motor vehicle or driver safety or other agency required function on an "as needed" basis.

Management will, on an ongoing basis, be responsible for providing the Personnel Department with the names of employees whose job description requires a valid driver's license (CDL or non-CDL). After the initial start up, departments will continue to request driver's license verification for new hires by utilizing the Personnel Action Request Form [PARF]. Or, when there is a change in status of driver information, the Department shall utilize the Employee Change of Status Form.

Management may periodically request an employee to produce their driver's license to ensure they possess a proper, valid license. Failure to produce a license upon request may result in immediate suspension and / or discipline.

C. Additional requirements for CDL employees (as per state and federal regulations)

1. A CDL employee must possess and maintain a valid NJ Commercial Drivers' License and meet and maintain the medical qualifications to drive CDL vehicles and equipment.
2. A CDL employee's privilege to drive a CDL vehicle or equipment for County business will be revoked if any disqualification offense or medical circumstance described in the Motor Carrier Safety Regulations is contained in their motor vehicle record. (Copies of the regulations are maintained in the County Substance Abuse Policy and by department heads of CDL drivers.)

D. Employee License Revocation Procedures (Employee Duty to Notify)

1. Drivers' Standards for CDL and Non-CDL Employees requires that all County of Monmouth employees required to drive a County vehicle for County of Monmouth business shall report any license suspension, or revocation within 24 hours of the suspension or revocation and before driving a County owned vehicle. This applies any time driving privileges are terminated, revoked, suspended, or limited in any way by any court or administrative office of the State of New Jersey, or agency or any other state or jurisdiction.
2. All reports of revocations and suspensions shall be in writing using the Notification of Suspension / Revocation Form (available on the Intranet Personnel Department Website - Forms).

E. County Response to Revocation of Driver's License

1. Managers will promptly investigate and respond to notice of suspensions or revocations by meeting with the employee to review all of relevant facts

that surround such loss. Those factors include, but are not limited to, the following:

- a. the length of the loss of driving privileges;
- b. the reason why the employee's driver's license was suspended; and
- c. the employee's work record and skill level.

2. After management has reviewed the facts with the employee in light of the above criteria, the manager shall review the matter with the department head and Personnel Department prior to taking any action. The action to be taken depends upon the factual circumstances of the employee's driving activities for the County. For this purpose, employees shall be divided into two categories.

a. Group 1: Employees who:

- i. are assigned County vehicles;
- ii. work in job classifications where the essential duties require a driver's license;
- iii. drive more than 40 percent of their work time during an average work week; or
- iv. hold a CDL.

b. Group 2: Employees not included in Group 1

Group 1 employees will face minimum discipline of an immediate unpaid suspension during the entire period the employee's driver's license is suspended provided the driver's license suspension is no greater than six (6) months. Greater discipline up to and including termination may be imposed depending on the factual circumstances, including the employee's prior disciplinary history and the reason why the employee's driver's license was suspended. Any driver's license suspension of greater than six (6) months will result in termination for inability to perform the essential duties of the job.

Group 2 employees are expected to satisfactorily perform all duties within the scope of their job classification. As a result, Group 2 employees who lose their driving privileges may be required to use a taxicab or other private transportation at the employee's expense to attend meetings or attend to other job-related duties. No County employee while on County time shall drive or transport another County employee who has lost his or her license, or who does not possess a valid driver's license, unless there is a job-related reason for such action. Group 2 employees could face discipline depending on the facts and circumstances behind the loss of a driver's license.

**MONMOUTH COUNTY
REQUEST TO ATTEND
CONFERENCES, SEMINARS & TRAINING EVENTS**

REQUESTING ATTENDEE

Name	Title
Department	Date

FUNCTION

Name/Title: _____
(Attach Conference, Seminar or Training Event Brochure and/or Agenda)

Location: _____ Date(s): _____

How is the Conference Related to Job Assignment:

ANTICIPATED COSTS

REGISTRATION: _____	PUBLIC TRANSIT: _____
PER DIEM RATE: _____	AIRPLANE: _____
Meals: _____	PERSONAL AUTO: _____
Lodging: _____	*COUNTY VEHICLE: _____
TOTAL FOR MEALS: _____	OTHER (Specify): _____
TOTAL FOR LODGING: _____	_____
PLEASE LIST MEALS INCLUDED WITH REGISTRATION: _____	_____
_____	TOTAL COST: _____

*If a County vehicle is taken out of New Jersey, the requesting department must provide a copy of this form to the County Insurance Office, once the conference request is approved.

FUNDING SOURCE(s)

County Budget Account: _____	\$	_____
Grant Account: _____	\$	_____
Other than Above: _____	\$	_____

APPROVALS

SUPERVISOR (Print Name): _____

Signature	Date
-----------	------

DIVISION HEAD: (Print Name): _____

Signature	Date
-----------	------

DEPARTMENT HEAD (Print Name): _____

Signature	Date
-----------	------

ADMINISTRATIVE DEPARTMENT DIRECTOR

Name (Print): _____

Signature	Date
-----------	------

PRIOR ATTENDANCE

(Please fill in the blanks)

_____ Total number of conferences attended by the requesting attendee, which involved an overnight stay and/or out-of-state travel for the 12-month period preceding the date of this request.

_____ Total expenditures/reimbursements for the above-referenced conferences, including conference registrations, travel, parking, meals etc.

_____ Total number of all conferences attended by all staff members, board members, and commissioners, etc. of this Department that involved an overnight stay and/or out-of-state travel during the 12-month period preceding the date of this conference request. *This should be an unduplicated count - for example, if three people attended the same conference, the figure would be three, not one.*

_____ Total expenditures/reimbursements related to attendance at the above-referenced conferences, including conference registrations, travel, parking, meals, etc.

Distribution by Approving Authority:
Original to Supervisor
Copy to Employee
Copy to Division Head
Copy to Department Head, if applicable
*Copy to Insurance Office, if applicable



**County of Monmouth
Acknowledgment
Vehicle Policy and Procedures**

Department: _____

Division or Unit: _____

The Monmouth County Vehicle Policy, and its Procedure describe important information about the assignment, use and turn-in of Monmouth County owned vehicles and equipment by County employees. I understand I should consult my Vehicle Pool Coordinator if I have any questions that are not answered in the Policy.

I understand and acknowledge there may be changes to the procedures and this Policy. I also understand the County of Monmouth may add, replace, change or cancel this Policy.

I have received the Monmouth County Vehicle Policy and Procedures and I understand it is my responsibility to read and follow the policy.

I certify by my signature below I understand it is my responsibility to read and abide by the Vehicle Policy and Procedures.

Printed Name

Signature

Date