

PARISH VEHICLE POLICY

- I. PURPOSE: The objective of this Parish Vehicle Policy is to establish administrative regulations which standardize the procedures utilized by employees in the use of Parish owned vehicles or privately owned vehicles in the conduct of official Parish business.
- II. APPLICATION: The regulations and procedures outlined in this policy statement are to apply to all parish-owned vehicles assigned to individual departments and the Departmental Motor Pool and to all privately-owned vehicles used in the conduct of parish business for which reimbursement is requested.
- III. RESPONSIBILITY: The authority to assign vehicles, authorize reimbursement for the use of privately-owned vehicles on Parish business and the administration of this policy are the responsibility of the Parish President. Vehicle assignment shall be made upon the recommendation of the appropriate Executive Staff member. Mileage reimbursement shall be made upon the recommendation of the appropriate Director.
- IV. POLICY:
 - a. General Statement. The basic guideline of this policy shall be that the use of a Parish-owned vehicle by an employee or the compensation for the use of a privately owned vehicle will be only for official Parish business, and in compliance with the rules and regulations detailed in this policy.
 - b. Assignment of Parish-Owned Vehicles. All employees who have access to a Parish-owned vehicle shall be so identified as meeting the criteria established for vehicle assignment. The authority to assign vehicles rests with the Parish President or his/her designee. Should a change in the demands of a particular position or department necessitate a change in vehicle assignment status a request in writing shall be considered and if warranted, be approved by the Parish President. Vehicles will be assigned on the basis of functional requirements of the employee's position. Vehicles are assigned and certain privileges for their use is granted only as a means of providing effective management of Parish functions. Assignment criteria are established as follows:
 - i. Assignment with Take Home Privileges. Vehicles are assigned under this classification in order to provide an employee with access to a parish-owned vehicle. Duties and responsibilities of employees which require a vehicle that should be assigned take-home privileges include:
 - ii. Criteria. A vehicle will be assigned to a position on the basis of:
 1. The responsibilities of that position require the routine and regular conduct of Parish business before or after normal working hours.
 2. Emergency use on a routine or regular basis will be required before or after normal working hours.
 3. The responsibilities of the position are such that it is to the convenience of the Parish to assign a vehicle.

- iii. Limited Use Assignment: Vehicles assigned under this classification shall be assigned to departments to provide direct access to Parish-owned vehicles to those employees whose positions require routine utilization of a vehicle during normal working hours. Take home privileges are not permitted under normal circumstances under limited use assignment.
 - 1. Criteria. Under this classification, Parish-owned vehicles will be assigned to a department when:
 - a. The nature of the vehicle use is routine, predetermined and predictable.
 - b. The use of a private vehicle would be inappropriate.
- iv. On Call Assignment. Vehicles may be assigned under this classification to those employees who are assigned “on call” duty beyond normal working hours in order to ensure a quick response to emergency or after-hour calls for service.
 - 1. Criteria. Under this classification vehicles will be provided through the department during the time period that those employees who periodically are assigned “on call” duty by their Department Head when:
 - a. Employee is designated to be “on call” for a specific function or purpose.
 - b. Employees meeting this criteria and “on call” will be allowed to drive the vehicle to and from work during their “on call” period. Personal use of the Parish-owned vehicle is strictly prohibited.
 - 2. Pool Assignment. Departmental Motor Pool vehicles are for general use by Parish employees who do not have a vehicle assigned to their particular position. All Parish owned vehicles not otherwise assigned will be designated Pool Vehicles. Vehicles so designated may be assigned to a multi-department pool. Use of pool vehicles shall be monitored by the Director. Under normal circumstances, take-home privileges are not authorized under pool vehicle use assignments. No pool vehicles are to be driven to or from work under normal circumstances.
 - a. Criteria.
 - i. Employees shall be designated access to pool vehicles when their duties responsibilities require occasional vehicle use, the nature and timing of which are unpredictable, varied and limited. Pool vehicle use is to be approved by the Director.
 - ii. Employees designated access, and requiring the use of a pool vehicle before normal working hours will be allowed to pick up the keys for that vehicle by making advance arrangements.

- iii. All pool vehicles are to be returned to the approved parking lot with the keys returned to the appropriate office.
 - v. Employees Living Out of Parish. Employees living outside of St. Charles Parish and who meet the criteria for taking home a Parish-owned vehicle will be prohibited from taking home a Parish-owned vehicle.
- c. Regulation for Private Vehicle Use.
 - i. Purpose: The purpose of this Section shall be to provide for vehicle use when the duties and responsibilities of a position require vehicle use and a Parish-owned vehicle is not available or appropriate.
 - ii. Criteria. Parish employees, authorized by their Director, are eligible to use their privately-owned vehicle in the conduct of official Parish business when the duties of that position require use of a vehicle and a Parish-owned vehicle is unavailable, not assigned or inappropriate.
 - iii. Authorization. Prior approval of the immediate supervisor is required to use a privately owned vehicle in the conduct of Parish business for which mileage reimbursement is to be requested. The Department Head must approve mileage reimbursement within established budgetary limits. The Parish President or his/her designee may deny reimbursement if the individual is not determined to be an authorized driver. Those employees authorized to drive their private vehicle shall be reimbursed at the current approved mileage rates.
- d. Procedures for Implementation of the Vehicle Use Administration Regulation.
 - i. General Assignment. Designation of vehicle assignments in accordance with the policy will be in compliance with instructions issued by Parish President and will be based upon review of recommended vehicle use plans submitted by the Executive Staff members.
 - ii. Reimbursement for Use of Private Vehicles. Upon authorization for use of a private vehicle, employees are required to document actual miles driven and will be reimbursed at the currently established rate. Actual miles will be defined as only those miles driven which are directly related to the carrying out of official Parish business. This definition does not include those miles required to transport employees between home and the primary work destination point.
 - iii. Processing the Mileage Report for Reimbursement. The employee will complete a Travel Expense Voucher indicating the miles traveled and the amount requested for reimbursement. Upon signing the mileage reimbursement form verifying the accuracy of the mileage claimed, the employee will submit the report to the appropriate Executive Staff member/Department Head for approval. The Executive Staff member/Department Head, upon approval, will sign the form to verify its accuracy and will forward it to Finance Department requesting authorization of payment.

- e. General Rules and Regulations Pertaining To Vehicle use By Parish Employees
 - i. The following rules and regulations are established as a supplement to all rules and regulations contained in this and other administrative and personnel policies. The rules and regulations contained herein apply to all Parish employees who are authorized to use a Parish-owned vehicle or who are compensated for the use of their privately-owned vehicle in the conduct of Parish business. Any employee in violation of these rules may be disallowed from using any Parish-owned vehicle or privately owned vehicle on Parish business and shall be disciplined appropriately, up to and including termination.
 - ii. Personal Use of Parish Vehicles. Under no circumstances will Parish-owned vehicles be used for personal business. The only exception to this general rule is that employees may use a Parish vehicle for transportation when going to and from work to conduct personal business. The destination for conducting personal business is on the normal route to and from work and the employee, due to a particular vehicle assignment, has no access to a private vehicle.
 - iii. Parish Vehicle Use: The Employee Must . . .
 - 1. Possess a current and valid motor vehicle operator's license issued by the State of Louisiana appropriate for the size and type of vehicle operated.
 - 2. Ensure that the Parish vehicle is in proper operating condition at all times. Any malfunctions should be reported immediately. Inform the immediate supervisor of any condition which presents a safety hazard to either the employee or the general public in the operating of a vehicle.
 - 3. Be in such physical condition to assure safe operation of the vehicle and to prevent a hazard to the driving public.
 - 4. Obey all applicable laws and ordinances and use seat belts when operating Parish owned vehicles or privately owned vehicles on Parish business.
 - iv. Private Vehicle Use: The Employee Must . . .
 - 1. Possess a current and valid motor vehicle operator's license issued by the State of Louisiana appropriate for the size and type of vehicle operated.
 - 2. Ensure that the vehicle is currently licensed by the State of Louisiana insured pursuant to State statute and properly maintained so as to be safe for operation on public roads.
 - 3. Be the owner or leaser of the vehicle and operator of all mileage for which reimbursement is claimed.
 - v. Specific Practices Prohibited
 - 1. The operation of a Parish vehicle or privately-owned vehicle for which mileage reimbursement is claimed while under the influence of alcohol or any controlled substance.

2. The transportation of alcohol or any controlled substance in a Parish vehicle or privately-owned vehicle for which mileage reimbursement is claimed, while in the conduct of Parish business.
3. The operation of a vehicle, in the conduct of Parish business, which results in the violation of any traffic regulation.
4. The operation of a vehicle in such a manner that could result in property or bodily damage either to the Parish or the public due to careless or negligent operation on the part of the employee.

vi. Accident Reporting Requirements

1. All accidents involving Parish vehicles or privately-owned vehicles being used for Parish business and for which mileage reimbursement is claimed must be reported immediately to the Risk Manager, immediate supervisor and appropriate law enforcement agency.
2. Any violation of the Rules and Regulations contained herein may result in disciplinary action up to and including termination.

vii. Parish Vehicles

1. All Parish vehicles and equipment shall be affixed with the Official Parish Seal on each driver's door, passenger's front door and rear body of vehicle.
2. Excluding the Parish president's vehicle, all Parish vehicle bid specifications shall be written to require only equipment necessary to allow employees to perform in an efficient and safe manner, excluding any luxury items. All vehicles shall be white in color.
3. All Parish vehicles and equipment shall be numbered with three-inch (3") reflective letters. Vehicle and equipment numbers shall be affixed on each side and the rear of the body and shall be visible at all times.

- f. Monitoring Responsibilities. The responsibility for monitoring the compliance of this Administrative Policy has been assigned to the Parish President or his/her designee.
- g. Non-Employees Operating a Parish Vehicle. People who are not employees, contractual workers, volunteers or agents of the Parish of St. Charles are strictly prohibited from operating any Parish vehicle.

V. ADMINISTRATIVE PROCEDURES:

- a. Exceptions. Any exceptions or unusual circumstances that are not provided for in this policy must have approval from the Parish President.