

YAVAPAI COUNTY COOPERATIVE EXTENSION FLEET POLICY

July 1, 2018

Follow the procedure in place for the Escape when reserving the Fusion and truck. Use the Escape whenever possible before reserving another vehicle. If no vehicles are available, contact the county to secure a loaner.

Fleet Vehicle Calendar: To request a vehicle for use, visit the Outlook Calendar and make a reservation. When creating the reservation, click on the "Categorize" button and select the appropriate vehicle color.

Driver Qualification: The operation of a County and/or University vehicle is a privilege that may be withdrawn at any time. In order to operate a County or University vehicle of any type, an employee must:

- Possess a valid, Arizona, Class A, B, C or D driver's license.
- Be at least 18 years of age and have had a valid driver's license for a minimum of one year.
- Make a report immediately in writing to their manager if they have their driver's license suspended, suspended with restrictions, canceled or revoked for any reason.
- University or County vehicles may ONLY be used for official University business and may NOT be used for any other purpose. University vehicles are not covered by liability insurances. University employee who drive a University or county vehicle for the sole purpose of participating in authorized University activities are covered for liability. This means that no coverage is provided for anyone, including any University employee who operates a University or County vehicle for non-University business purposes.
- Spouses and dependent children eighteen years of age or older may also accompany employees if the employees travel is related to official County/University business.
- Children under the age of 18 may not accompany employees in County/University vehicles. Transportation of children under the age of 18 is only permitted when such transportation is within the scope of the employee's job responsibilities

Driver Safety Procedures

- Alcohol, Illegal Drugs, and Tobacco Prohibited
 - No individual shall possess, transport or consume alcohol or illegal drugs in a University or County vehicle or in a personal vehicle while on official business
 - No individual shall smoke or use tobacco products in a University, County-owned or rented vehicles or equipment. This includes the use of e-cigarettes, vaporizers or other methods.
- No driver shall read from or enter data into any cellular phone, handheld or other electronic device while driving a University or county vehicle or in a personal vehicle while on University official business. This includes texting, emailing, instant messaging, or engaging in any other form of electronic data retrieval or electronic data communication with a cell phone, smart phone, laptop computer or similar device. If a hand held communication device must be used while operating a vehicle, the driver shall pull off the road into a safe location, stop the vehicle, and put the vehicle in park before using such a device.
- The use of a hands-free mobile device, including the use of a Global Positioning System (GPS) that has been programmed before a person begins to drive or operate a motor vehicle, is permitted; however, drivers using hands free devices while operating a vehicle should use reasonable judgment and caution and should limit use to essential business only.

Safety Belt Use

- Use of seat belts is mandatory for all occupants of vehicles any time a vehicle is in motion. Drivers may not place a vehicle in motion unless all passengers are properly buckled up.
- The number of passengers in any vehicle may not exceed the number of available safety belts.

General Safety Precautions

- Pets or animals are prohibited unless considered a service animal. Yavapai County Fleet Management and your supervisor must be notified of all service animals that require transportation in a County or University vehicle prior to vehicle use.
- Drivers are prohibited from picking up hitchhikers when in a University or County vehicle.

Pre-Trip Inspection

- A pre-trip inspection is required before operating any County/University vehicle. Employees shall inspect the vehicle for obvious safety concerns prior to use, report any concerns to the appropriate authority prior to driving the vehicle, and shall not operate any County/University vehicle that has deficiencies that make it unsafe or illegal to drive.
- A pre-trip inspection is a valuable tool for identifying damage that may have been caused by a previous driver. If a pre-trip inspection is not performed and damage is discovered after use, the last driver may be found responsible.

Temporary Take Home Vehicle Use

- If an employee must arrive at a destination very early in the morning, arrive home late at night, or believes his or her safety is at risk, they are permitted to take the vehicle home.
- The driver will be personally liable for injury or property damage while the vehicle is at your home. This applies to University vehicles.

Fueling Vehicles

- County Fleet vehicles are to be fueled at county fueling stations or fuel may be purchased with the Voyager card located in the glove compartment of each vehicle. **DO NOT USE UNIVERSITY VOYAGER CARD TO FUEL UP COUNTY FLEET VEHICLES!**
- University vehicles are to be fueled by using the Voyager Card kept in the glove compartment or at the county yard.
- Return vehicle with a full tank of gas prior to returning keys to office.

Voyager Receipts

- Voyager receipts are to be attached to the Voyager Form and submitted within 2 business days of purchase to support staff.
- Place tape along the vertical sides of the receipt, avoiding the inked areas.
- Complete the following:
 - Vehicle Number
 - Purchase Date
 - Program Info: Ex. Yavapai County 4H or Yavapai County 4H STEM
 - Business Purpose
- Report lost or stolen cards to the Facilities Management Garage/Motor Pool immediately to protect the University, your department and your employees from liability for fraudulent charges.
 - Randy Livingston @ 520-247-2213 randyl@email.arizona.edu
 - Paul Yartz @ 520-621-5521 pyartz@email.arizona.edu

Repairs and Maintenance-

- Maintenance Logs are kept in the same notebook as the Fuel/Mileage Log.
 - Please note, date, vendor, amount and the services performed or items purchased
- All maintenance schedules and repairs will be determined and performed by Fleet Management and the department.

- Any maintenance or repairs performed on County vehicles by outside vendors will be arranged by Fleet Management.
- In the event that a County vehicle needs to be towed, Fleet Management must be notified. During business hours, call (928) 771-3160. After hours, drivers must contact Sheriff's non-emergency dispatch at (928) 771-3266.
- If the vehicle needing to be towed is a University vehicle call Voyager Fleet Assistance at 800-987-6591

Yavapai County Fleet Loaner

- To request a loaner from Yavapai County Fleet, fleetloanerrequestscommerce@yavapai.us and CC yavapaires@cals.arizona.edu. Loaners are scarce so if you cancel less than 12 hours in advance, you will still be charged for the reservation.
- When driving a county fleet loaner please indicate on the vehicle calendar the loaner vehicle number.

For further information and additional University policy related to driving on University business please visit <http://risk.arizona.edu/fleetsafetypolicy>.