

5.01 Vehicle Operation Procedures

Procedure Number: 5-01

Procedure Title: Vehicle Operation Procedures

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Appendices: None

Forms: Milwaukee County Driving Agreement

Statutory References: Wisconsin State Statutes 632.32

Ordinance References: Milwaukee County General Ordinances 56.22

Department Responsible for Updates: DAS

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1. OBJECTIVE

The purpose of this procedure is to establish employee responsibilities for maintenance and care of vehicles, insurance, safe vehicle operation, and licensure. Milwaukee County expects employees who are required to operate either County owned vehicles or personal vehicles in order to conduct County business to do so safely, attentively, responsibly, in compliance with County regulations and all traffic laws and rules of the road, and in compliance with the terms of the Milwaukee County Driving Agreement.

2. DEFINITIONS

- A. Driver's License - a document issued under official governmental authority that permits the holder to operate a motor vehicle.
- B. County Vehicle – motorized equipment or structure used to transport people or goods owned by Milwaukee County.
- C. Personal Vehicle - motorized equipment or structure used to transport people or goods in the course of County business and not owned by Milwaukee County or a contracted vendor.
- D. Insurance – an arrangement by which a company or agency provides a guarantee of compensation for specified loss, damage, illness, or death in return for payment of a premium.

3. PROCEDURE

A. Employee Responsibilities

- i. **Driver's License** - Employees are required to possess and carry an appropriate and valid driver's license with full privileges and of a suitable class while operating a Milwaukee County vehicle or personal vehicle in order to conduct County business.

- ii. **Milwaukee County Driver's Agreement** - All employees shall review and sign the Driving Agreement before operating either a County or personal vehicle in order to conduct County business. An employee operating a County vehicle in order to conduct County business without a signed Driver's Agreement in place may be subject to discipline or termination. An employee operating a personal vehicle in order to conduct County business without a signed Driver's Agreement in place may be subject to discipline or termination, and will not be eligible for mileage reimbursement.

B. County Vehicles - Each employee driving a County vehicle shall adhere to the following:

- i. **Pre-Trip Inspections** – The employee shall inspect the vehicle before each trip in accordance with established work procedures and vehicle type. Specialized or heavy machinery owned by Milwaukee County may have additional pre-use checks required prior to operation.
 - 1. If there is evidence of accident damage, the employee shall record it on the pre-trip inspection form if applicable and report it to his or her supervisor before leaving.
 - 2. If the vehicle is found to be unsafe, the employee shall report it to his or her supervisor and request another vehicle.
 - 3. Vehicles having steering, braking, or any other serious defects shall not be driven. They shall be towed to the garage and repaired before being returned to service.
- ii. **Defects During Trips** - Any defects noted during the trip shall be reported by the employee to his or her supervisor promptly upon finishing the trip.

C. Personal Vehicles – Each employee driving a personal vehicle in order to conduct County business shall adhere to the following:

- i. **Condition** - Employees shall ensure that personal vehicles used in order to conduct County business shall be in safe working condition.
- ii. **Insurance** – The following applies to personal vehicles used by employees in order to conduct County business:
 - 1. Employees who use personal vehicles in order to conduct County business shall confirm that their personal automobile insurance policy provides coverage for this use.

2. Employees should be aware that pursuant to State laws, their personal automobile liability insurance policies may be primary to any County coverage in the event of an accident.
3. The County's liability insurance program may provide for excess liability coverage for accidents that occur in the course and scope of an employee's work duties, but the County's program does not cover physical damage to an employee's personal vehicle used in order to conduct County business.
4. Each employee who uses a personal vehicle in order to conduct County business must have proof of insurance meeting Wisconsin state law requirements as defined in Wisconsin State Statutes 632.32. Copies of insurance certificates must be supplied to Risk Management upon request.

D. **Vehicle Operation** – Employees conducting County business must operate vehicles in a safe and courteous manner that reflects favorably on Milwaukee County. Employees must obey all state and local traffic laws. Employees must abide by all operating procedures stated in this work rule. Employees must use a vehicle or piece of equipment only for its intended purposes within the operating limitations established by the manufacturer. Employees operating a County vehicle or operating a personal vehicle in order to conduct County business shall follow these operating rules:

- i. **Equipment Removal-** Removal of any equipment from a County vehicle without written permission from the Director of Fleet Management is prohibited.
- ii. **Equipment Modification-** Modification of any County vehicle or of any equipment in a County vehicle without the written permission of the Director of Fleet Management is prohibited.
- iii. **Controlled Substances-** Operating a vehicle while under the influence of alcoholic beverages, non-prescription narcotics as identified by state and federal laws, or prescribed medication which adversely affects the operator's ability to operate a vehicle safely is prohibited.
- iv. **Transporting Controlled Substances, Firearms, etc-** No alcoholic beverage (whether opened or unopened), narcotics, firearms, or

explosive material may be transported in a County vehicle unless designated as part of the driver's job responsibility.

- v. **Stopping at Taverns, Stores-** County vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores unless the employee is on official County business. Restaurants serving liquor are not included in this prohibition. Stopping at convenience stores, food establishments, and restrooms must be in concert with official duties requiring travel in a Milwaukee County vehicle, and along the normal route of travel for work activities or in close proximity of the work location when working away from your base location.
- vi. **Seatbelts –** Employees must wear seat belts at all times while driving or riding as passengers while conducting County business. Passengers are not permitted to ride in the cargo beds of trucks or in any area not equipped with seat belts.
- vii. **Personal Use-** Employees may operate a County vehicle for official County business only. Personal use other than as authorized in Milwaukee County General Ordinances 56.22 is strictly prohibited.
- viii. **Smoking in Milwaukee County Vehicles-** Smoking in Milwaukee County vehicles is prohibited.
- ix. **Security and Theft –**Employees who operate or finish operating a County vehicle are responsible for the security of the vehicle. Close windows and lock all doors when the vehicle will be out of sight. Remove keys from the vehicle anytime the vehicle is unattended. When possible, secure all loose Milwaukee County equipment and property in the car trunk or locked tool chests. Report theft of vehicle or contents to the Sheriff's Department or local police and your supervisor immediately. Your supervisor is responsible for immediately notifying Risk Management along with providing a copy of the police report. Report theft or loss of vehicle keys or license plates to Fleet Management.
- x. **Traffic Citations-** Employees operating either a County vehicle or a personal vehicle in order to conduct County business are personally responsible for all traffic citations issued to them by a law enforcement agency. Milwaukee County will not reimburse the employee for the payment of traffic citations. Report all citations issued while driving a County vehicle to your supervisor immediately.

- xi. **Cell Phone Use and Texting-** The use of handheld cellular devices is strictly prohibited while operating a vehicle in order to conduct County business, even if such use is permitted by law. All calls and message retrievals are required to be made after the vehicle is safely parked. No texting, instant messaging, emailing, or internet browsing is allowed while operating a motor vehicle. Use of cellular phones or texting while operating heavy machinery is strictly prohibited. Hands free cellular use, radio communications, and all other use of cellular devices should be conducted in accordance with your department work rules.
 - xii. **Authorized Passengers-** Transport only those persons on official Milwaukee County related business or those persons receiving transportation as a prescribed service.
 - xiii. **Preventive Maintenance Program** – Employees operating County vehicles are responsible to turn in the vehicle to Fleet Maintenance at the scheduled time and date for preventive maintenance services. Contact Fleet Management for further details.
 - xiv. **Cleanliness-** Keep County vehicles clean, neat, and presentable. Remove all papers and other trash from the vehicle after each period of use. For additional cleaning resources, contact Fleet Management.
- E. **Take-Home Vehicles** - Vehicles owned by Milwaukee County may not be taken to an employee's residence unless approved by the County Board pursuant to Milwaukee County General Ordinances 56.22.
- F. **Accident Reporting Procedures** - Any accident involving a County owned, rented or leased vehicle, or personally owned vehicle used in order to conduct County business shall be reported as follows:
- i. Summon medical care for any injured parties.
 - ii. Notify appropriate law enforcement authorities.
 - iii. Notify employee's immediate supervisor.
 - iv. The supervisor shall notify Fleet Management, and complete proper paperwork as defined and listed on the employee website.
 - v. The supervisor shall be responsible for initiating the departmental investigation of the accident and completing all required County reports.

Reports shall be received by Fleet Management within 24 hours after an accident has occurred.

- vi. The supervisor shall be responsible for initiating all mandatory post-accident drug and alcohol testing as outlined in Milwaukee County's Substance Abuse Policy.
- vii. If the employee is injured, the employee and supervisor are required to follow the proper workers' compensation procedural guidelines immediately.

4. FORMS

The following attached forms are to be used in compliance with this procedure:

Form #	Form Title
5.01(a)	Milwaukee County Driving Agreement