

# **WALLACE COUNTY**

## **PERSONNEL POLICIES AND PROCEDURES MANUAL**

### **15.0**

#### **EMPLOYEE TRANSPORTATION AND SAFETY POLICY**

##### **15.1 Purpose**

It is the intent of Wallace County to establish policy guidelines on Use of County Owned Equipment and Vehicles.

County owned vehicles and equipment are to be used for official County business only. Before employees of Wallace County will be permitted to drive a County vehicle, the employee must have a valid Kansas driver's license. The type of equipment or vehicle operated will determine the type of license required. All County vehicles shall display the proper markings as outlined in K.S.A. 8-305. Only County employees will be allowed to operate County vehicles and equipment. Reserve deputies, volunteers, or other individuals may be authorized by the Department Head or Elected Official.

##### **15.2 Commuting Rule**

**A.** A personal use vehicle is a County vehicle assigned to an employee to commute to and from work, unless the vehicle qualifies as a non-personal-use vehicle, as defined in IRS Publication 15B. (Not applicable for Elected Officials.)

An allocation of a personal use vehicle is considered a benefit and requires payment of a \$1.50 to the employee through payroll for each one-way commute from home to work and from work to home. Use of County vehicles for personal use other than for commuting or de minimis personal use (such as a stop for a personal errand the way between a business delivery and the employee's home) is prohibited. Personal use of a vehicle is all use that is not for your trade or business – in this case, it is use that is not for official County business. (IRS Publication 15B).

**B.** A non-personal use vehicle as defined in IRS Publication 15B includes the following:

- Clearly marked police and fire 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.

C. A pickup truck with a loaded gross weight of 14,000 pounds or less is a qualified non-personal use vehicle if it has been specially modified so that 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:

- It is equipped with at least one of the following items:
  1. A hydraulic lift gate.
  2. Permanent tanks or drums.
  3. Permanent sideboards or panels that materially raise the level of the sides of the truck bed.
  4. Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles.)
- It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, or other similar operation for which it was specifically designed or significantly modified.

### **15.3 Accidents Involving County Vehicles**

If while operating a County owned vehicle, an employee is involved in an accident that results in personal injury or property damage, the employee is required to:

1. Notify the appropriate law enforcement agency immediately.
2. Insist that all parties and property involved in the accident remain at the scene until law enforcement officers can investigate.
3. Discuss the accident with no one except the investigating officer until the investigation has been completed.
4. Report the accident, no matter how minor, to the Safety Officer, the appropriate elected official and/or department head.
5. County employees involved in accidents while driving county vehicles may be required to have alcohol/drug testing done within two hours of the accident.

### **15.4 Enforcement**

Enforcement of this policy shall be the responsibility of the Department Heads or Elected Officials. Violation of any part of this policy could result in the loss of the privilege.