Volunteer Use of County Vehicles

Purpose and Scope

Individuals providing volunteer services to the County may use County vehicles only on official County business, upon approval of the responsible Department Director, Constitutional Officer, Fire Chief, or Emergency Crew Captain. While commercial liability insurance coverage is provided for volunteers when they operate County vehicles, the Department Director, Constitutional Officer, Fire Chief, or Emergency Crew Captain shall ensure that the planned operation is covered under the scope of the commercial liability policy prior to granting approval for volunteers to operate County vehicles.

Travel to and from their home to their work location must be approved by the County Administrator. This approval will be contingent upon the home and work locations being within Prince George County or within the first run area; furthermore, the individual must be permitted to respond to emergency calls from work and be able to perform all functions associated with the equipment on the vehicle. Any other use of the County vehicle is prohibited.

Procedures

A. Approved volunteers will be provided vehicles for business use in accordance with the following guidelines:

1. Volunteers who operate a County-owned vehicle must possess and maintain a valid Virginia driver’s license, and will maintain a driving record that is acceptable to the County’s insurance carrier and the County Administrator. Volunteers must inform within one working day their Department Director, Constitutional Officer, Fire Chief, or Emergency Crew Captain of any changes that may affect their ability to meet the standards of this policy.

2. Volunteers who are assigned County vehicles are responsible for ensuring proper operation and maintenance. Maintenance will be provided by County maintenance facilities or as otherwise authorized by vehicle maintenance staff.

☐ This replaces page ______, Section ______, Dated ______
☐ This is a new page
3. Volunteer to whom it is assigned. County vehicles shall be locked at all times when not in use. Volunteers shall refrain from altering the mechanical or electrical equipment of the County vehicle. Volunteers desiring to install additional radios, telephones or other equipment not issued by the County must receive written permission from the Fleet Manager and Department Director, Constitutional Officer, Fire Chief, or Emergency Crew Captain. Placement of unauthorized stickers and decals on windows, bumpers and other locations is forbidden.

4. Accidents, theft, or damage involving any County vehicle must be reported to the Police Department as soon as possible, not to exceed 24 hours following the incident, and to the Department Director, Constitutional Officer, Fire Chief, or Emergency Crew Captain and County Administration staff within one working day. A drug and alcohol test will be required in conjunction with DOT guidelines when an accident results in any personal injury and may be required when other circumstances warrant such testing. A written letter of explanation detailing the circumstances will be given to the Department Director or Constitutional Officer and County Administration within one working day. This information will be forwarded to the County’s Vehicle Accident Review Committee. Their findings will be reported to County Administration.

5. Volunteers are responsible for any traffic violations that are the result of operator error or neglect.

6. Under no circumstances are alcoholic beverages to be consumed or transported in County vehicles except in the performance of law enforcement duties.

7. Volunteers utilizing County vehicles are representatives of the County and are expected to maintain a high level of professionalism and follow the County’s policies and procedures.

8. Volunteers shall ensure that all occupants, including himself/herself, wear safety belts when the vehicle is in operation, except where State law indicates otherwise.

9. Volunteers should refrain from using cellular telephones, personal listening devices, and from conducting any other activities which may impede the driver’s ability to focus on operating the vehicle safely while it is motion.
10. Volunteers may request to take a vehicle to their residence temporarily, on an
as needed basis, for off hours or overnight travel or other unusual circumstances if approved by the Department Director, Constitutional Officer, Fire Chief, or Emergency Crew Captain. Any such request in excess of six days shall be approved by the County Administrator.

This policy is taken directly from Prince George County’s Policy