

## BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

<b>15.</b>	<b>FLEET MANAGEMENT &amp; TRANSPORTATION – COUNTY WIDE</b>
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It is the intent of Box Elder County to establish a Fleet Management Program to provide transportation for Box Elder County employees to perform their assigned duties. The designated fleet manager is responsible for the administration of the fleet. This includes the purchasing, replacing, maintaining servicing, and tracking of county vehicles; enforcing policies regarding their use and care, and budgeting projections. Fleet is defined as car, truck, sport utility vehicle (SUV), trailer, snowmobile, all-terrain vehicles (ATV), boat, or other mechanically engineered or motorized vehicle.

Fleet vehicles shall be purchased to meet the needs of county departments providing a) a safe vehicle, b) quantifiable fuel efficiencies/economy and c) ensuring maximum return in the county's investment of capital. The fleet manager will be responsible to evaluate the marketplace and determine the most appropriate methods of purchasing, leasing, or otherwise acquiring vehicles for use by county employees.

### **15-1. Ownership/Responsibility**

Ownership of all county assets, including vehicles and/or equipment, rests with the county commission. The fleet manager, under the direction of the county commissioners, manages the Fleet Management Program and assists department heads in making informed decisions. The fleet manager facilitates purchases on behalf of the department heads. Once a vehicle is assigned to a county department, the department head and fleet manager are responsible for determining how that vehicle will be used to best meet the needs of the organization.

### **15-2. Driver's License Check**

Driver's licenses (Motor Vehicle Reports) of all operators of county vehicles (including volunteers) and those who the county should reasonably anticipate will drive a vehicle in the scope of employment are checked:

- a. Before extending offer of employment or, in the alternative, extend a conditional offer of employment based upon satisfaction with driver's license history; and
- b. Annually to determine status, restrictions, or modifications.

### **15-3. Vehicle/Equipment Rotation**

The county intends to rotate vehicles/equipment to enhance vehicle value. Under this program the service life of a vehicle shall be determined by its warranty coverage, when possible and through market experience to be determined by fleet management. It shall be the goal of the Fleet Program to replace vehicles prior to or at warranty coverage- end to improve and/or reduce maintenance and repair costs, when fiscally viable. The fleet

manager will oversee the rotation and decide what is in the county's best interest, under the direction of the county commission.

**15-4. Funding Method- Normal Replacement**

- A. Vehicles replaced under the Vehicle Replacement Program will be purchased from capital improvement project (CIP) funds, thus enabling those assets to be properly recorded on the county's fixed assets. Department heads are responsible for preparing CIP budget requests for their departments each year and submitting them to the fleet manager who will submit them to the CIP Committee for their recommendation. Requests for replacement vehicles/equipment will identify the vehicle/equipment being replaced by make, model, and year and last six numbers of the VIN using the proper CIP form from the auditor's office.
- B. Under no circumstances will a department be allowed to trade in a vehicle or use funds from a sold vehicle to purchase a new vehicle. Only funds currently budgeted for vehicles will be allowed in the purchasing process. Funds collected from the disposal of a vehicle at approved auction will be deposited in the appropriate fund.

**15-5. Participation and Authority**

All fleet vehicles shall be included in the vehicle replacement program. The county commission will approve requests for new vehicles/equipment during the budget process. The fleet manager will approve the selection of all new vehicles.

**15-6. Vehicle Turn-In**

County vehicles being replaced shall be turned in to the fleet manager upon delivery of the new vehicle or in the event a vehicle is no longer needed. Vehicles needing repairs or detailing shall be done in accordance with county policy and paid for by the department turning in the vehicle.

**15-7. Surplus Vehicles**

After vehicles are declared surplus, they shall be sent for public sale at a designated auction facility. This is coordinated by the fleet manager.

**15-8. Motor Pool/Vehicle Sharing**

The Fleet Management Program will provide motor pool vehicles for departments to use rather than purchasing a vehicle for use on a limited basis. The fleet manager will ensure vehicles are upgraded and modernized to maintain the motor pool's operation. The fleet manager may designate a department or individual to log or track the use of motor pool vehicles at his/her discretion.

In situations where the need for a specific type of vehicle is cyclical or seasonal in nature, and a similar need for a like vehicle is demonstrated by another department, vehicle sharing is encouraged. This will provide for greater utilization of the asset. Motor pool vehicles will be used on a first-come, first-served basis, unless the vehicle has been reserved in advance.

**15-9. Maintenance**

- A. All vehicles will receive regular service in accordance with requirements specified by the Box Elder County Fleet Manager. Vehicles shall be maintained at locations approved by the fleet manager. Any and all warranty work will be coordinated with the fleet manager in order to maintain accurate records on the fleet management program. The appropriate service schedule program must be followed. The fleet manager will periodically monitor scheduled service of fleet vehicles and shall provide findings to the department head(s). Failure to comply may result in loss of vehicle privileges and discipline as determined by department head or supervisor. Department heads shall report any vehicle problems or damage to the fleet manager and risk manager immediately and per county accident policy.
- B. Each employee who is assigned the use of a specific vehicle is responsible to make sure the vehicle is scheduled for maintenance. The employee shall agree to keep the vehicle clean/washed and vacuumed regularly. It is the vehicle driver's responsibility to maintain any county vehicle in a safe and operable condition.
- C. Box Elder County encourages safe use of cell phones and radios while operating County vehicles/equipment. It is important that cell phone or radio usage not detract from safe driving practices. In the 2014 General Session of the Utah State Legislature, Senate Bill 253 passed amending "...the penalties for violating the prohibition on using a handheld wireless communication device while operating a moving motor vehicle." The law makes manipulating a cell phone while driving a Class C misdemeanor. All persons driving a county vehicle shall use a cell phone while driving **only** in compliance with this law. County drivers shall use hands-free wireless communication devices when possible. County drivers shall not use text messaging, use electronic mail, dial a phone number, access the internet, view or record video, or enter data into a handheld wireless communication device while operating a vehicle.

A county employee shall not be prohibited from using a handheld wireless communication device during a "medical emergency, when reporting a safety hazard or requesting assistance relating to a safety hazard or when reporting criminal activity or requesting assistance relating to a criminal activity."

- D. **The employee will wear and have all passengers wear their seatbelts at all times in county vehicles.** All employees shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by Box Elder County, while on or off-duty, or in any privately

owned vehicle while on-duty. The employee driving such a vehicle shall ensure that all other occupants are properly restrained (Utah Code 41-6a-1803).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the employee or the public. Members must be prepared to justify any deviation from the requirement.

- E. It shall be the responsibility of each driver to ensure that his/her county vehicle is properly parked and locked while the vehicle is not in use.

#### **15-10. Gas Card**

A county gas card is assigned to each county vehicle. The employee driving the vehicle is responsible for the proper use of the county gas card. This card will stay with the vehicle and/or equipment at all times. A personal security code is a requirement to activate the gas card. Every effort will be made by the road department to get fuel at the county road shed, unless the driver is out of the area, at which time the gas card will be used.

#### **15-11. Vehicle Damage**

Any damage to any vehicle shall be reported to the ***immediate supervisor or department head, fleet manager and risk manager immediately***. Any damage to the vehicle caused by negligence or non-compliance with fleet management rules shall be repaired and the cost of the repair shall be charged to the responsible department. If the vehicle operator is found to be negligent, he/she will be subject to discipline.

**Vehicle Alterations** - No county department or employee may make any alterations to or physical changes to any fleet vehicle or build-up equipment without the written consent of the department head and fleet manager. Altering the vehicle includes glue-on attachments, screws, drill holes, additional wiring, or adding unauthorized decals to the vehicle, etc., unless prior approval by department head and fleet manager has been obtained. Any unauthorized alterations shall be repaired and charged back to the appropriate department.

#### **15-12. Requirements to Operate County Vehicles and Motorized Equipment**

The following criteria are required for employees and volunteers to obtain/maintain the privilege of operating a county vehicle.

1. A valid driver's license with the correct class for the vehicle operated.
2. Be the age of 18 or older.
3. A license that is not under suspension, revocation or denied.
4. Not be mentally or physically unable to drive safely.
5. Not have a habitual problem with alcohol or drugs.
6. Alcohol and drugs will not be transported in County Vehicles. Public safety employees transporting evidence is the only exception to this rule.
7. Not be a habitual violator of traffic laws and not have been cited for 2 or more moving violations within the previous (2) years.

8. Operators who have caused two or more vehicle accidents while driving during the course of their employment within a two-year period of time may lose driving privileges or be terminated from employment, if driving/operating a vehicle is a condition of their employment.
9. If convicted of driving while under the influence of alcohol or drugs or of reckless driving within the previous 2 years, the employee must immediately notify his or her department head and the fleet manager to obtain authorization to operate a county vehicle.
10. A conviction of driving under the influence of alcohol could result in loss of driving privileges or be terminated from employment, if driving/operating a vehicle is a condition of their employment..
11. Each employee who drives a motor vehicle within the scope of their employment and has an offense as set forth in this section must complete a driver-training course which is approved by, or offered by the UCIP Mutual, prior to September 1st, of the current year.
12. All county CDL holders will comply with federal and state law regarding the reporting of accidents, citations, or driving convictions involving the CDL holder. (Utah Code, Annotated 53-3-401-420, Uniform Commercial Drivers License Act).

### **15-13. Unauthorized Use**

The following are unauthorized uses of county vehicles:

1. Only county employees or approved county volunteers shall operate county vehicles. Use of county vehicles for personal business, recreation and/or for purposes not incidental to county business, is prohibited. County vehicles shall not be used to transport family members, private citizens or any other non-county employees. However, county employees and approved county volunteers who are engaging exclusively in county business may use county vehicles to transport passengers who are not county employees when transporting those non-county employee passengers in a county vehicle is a necessary function of the county employee's job. County employees and approved county volunteers wishing to transport another individual who is not a county employee (spouse, family member, friend, etc.) on county business (for example, out of town training) shall utilize their personal vehicle for such travel rather than a county owned vehicle.
2. With department head approval, county employees may use a county vehicle to participate in an official parade hosted by another local jurisdiction.
3. Use of alcohol, drugs or any other substances that could impede judgment and the safe operation of a county vehicle is prohibited.
4. Use of any tobacco products in a county vehicle is prohibited.

**On-Call Employee exception:** Employees who are "on call" are allowed to use county vehicles for personal and private use only when "on call." This exception includes the Sheriff, Sheriff's Command Staff and the Detective/Strike Force Sergeant who are all considered "on call" 24 hours/day, 7 days/week.

### **Box Elder Sheriff's Office Take-Home Vehicles:**

The Box Elder County Sheriff's Office will allow take home vehicles outside of the county as policy states below for the following positions: Command Staff (currently Sheriff, Chief Deputy Sheriff, Jail Commander, Lieutenants, Emergency Manager, Detective Sergeant, and Buildings Supervisor). Personal Use for these positions is allowed because they are expected to respond to work 24/7.

Detectives will be allowed take home vehicles outside of the county as policy states below. Personal use is allowed with the county issued vehicle while they are "on call" because they are expected to respond to work 24/7 during this "on call" period. Any exceptions to this policy will need to be approved by the Sheriff's Administration in advance, on a case by case basis, as the need arises.

The following positions are allowed take home vehicles outside of the county as policy states below for the following positions: Patrol deputies, corporals, and sergeants; Civil deputies and Sergeants; Court Security Sergeant, and Bailiff Sergeant. These positions are allowed a take home vehicle but no personal use. They are expected to respond to emergency call outs but not a 24/7 response.

**Take Home Mileage for Outside of County:**

Employees who take home their vehicles and live outside of Box Elder County will be subject to the following use schedule:

In County	No Charge
0-15 miles from County line	\$30/month
15-30 miles from County line	\$50/month
Over 30 miles from county line	is not allowed.

Monthly fees will be incurred for the 1<sup>st</sup>-14<sup>th</sup> of the month and deducted from the employee's paycheck on the first pay period of the month. The second fee set will be for the 15<sup>th</sup> to the end of the month (28, 29, 30 or 31<sup>st</sup>). The second half of the month deduction will be deducted on the 2<sup>nd</sup> pay period of the month. For months with 3 pay periods, a deduction will not occur on the 3<sup>rd</sup> paycheck of the month.

In the event that an employee is not driving their vehicle outside of the county as a take home vehicle, Human Resources will need to be informed the same day payroll changes are due (the Friday the pay period ends). Such instances might include: Leave of Absence, extended Military Leave, FMLA, Administrative Leave without Pay, temporary reassignment, etc. It is the responsibility of the employee to let Human Resources know **in writing** they are not taking the vehicle home so the deduction can be stopped.

**15-14. Vehicle Availability**

County vehicles assigned to any one employee may be reassigned for use by other employees at any time as determined by the fleet manager.

### **15-15. Collision Investigation Involving Employee and/or Vehicles**

If while operating a county vehicle or a privately-owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, he/she shall:

1. Request that all parties and properties concerned remain and render assistance at the scene of the accident, if possible, until a law enforcement representative has released them.
2. All accidents involving county vehicles or persons on duty and actively engaged in county business shall file a report with an appropriate law enforcement agency.
3. Employees are to refrain from making statements regarding the accident to anyone other than the investigating law enforcement representative, appropriate county officials, and representatives of his or her own insurance company if the employee's privately-owned vehicle is involved. Statements made to investigating authorities should be factual information and statements made to the other party should be confined to exchange of driver's license and insurance information only.
4. **Immediately** inform department head, risk manager and fleet manager of accident.
5. A copy of all police reports, any statements attached thereto and 3 bids for repair shall be forwarded to the fleet manager and risk management department immediately after completion of the investigation. The fleet manager will report such accidents to the County Accident Review Board and to the county's insurance carrier.
6. Supervisors will follow the policy outlined in Section 12: Drug-Free Workplace, specifically 12-2 Testing. Post-accident testing is not required unless reasonable suspicion exists that the employee is under the influence of drugs and/or alcohol.

All employees who require a CDL license to perform their job function will be tested following the controlled substances and alcohol use and testing for the Federal Highway Administration 49CFR part 382. All collections will be performed according to 49CFR part 40. All employees who are involved in a vehicle/equipment accident may be drug and alcohol tested per the County's Drug-Free Workplace Policy.

### **15-16. Incentive Program for Safe Driving**

Box Elder County would like to recognize and reward employees who drive safely as a primary function of their employment (more than 50% of their work time).

Quarterly Safe Driving meetings will be held from July 1-June 30 of each year. These trainings will consist of safe driving topics including but not limited to defensive driving, backing, safe driving techniques, etc. Employees who attend all 4 of the trainings will be invited to a safe driving luncheon in the Fall for the year previously attended. Attendance for online classes should be sent to the Risk Management office to be recorded for credit.

### **15-17. Accident Review Board**

The Risk Management Committee shall serve as an Accident Review Board and will meet as a committee and review all county vehicle accidents, employee injuries or accidents occurring during worktime, and damage to county equipment occurring on County time and in a County vehicle. The employee or other witnesses may be asked to participate in this review.

### **15-18. Commercial Driver License (CDL)**

Employees operating a commercial vehicle must comply with all of the requirements of the Commercial Motor Vehicle Safety Act of 1986. This federal law governs the operation of the following vehicles:

- a. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds;
- b. A trailer with a GVWR of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds;
- c. A vehicle designed to transport more than 15 persons (including the driver); and
- d. Any size vehicle which requires hazardous materials placards.

#### **1. Employees operating a commercial vehicle shall:**

- a. Notify their immediate supervisor within 30 days of a conviction for any traffic violation except parking citations.
- b. Notify the Driver's License Division within 30 days if they are convicted in any other state of any traffic violation except parking citations.
- c. Notify their immediate supervisor if their license is suspended, revoked, or canceled, or if they are disqualified from driving.
- d. Not drive without a valid Commercial Driver's License.
- e. Not be allowed to drive if they possess more than one license or if their CDL is suspended or revoked.

#### **2. COSTS of CDL:**

When it is necessary for employees to renew their CDL, the County shall pay the total amount of the costs for the written test, skills test and for all endorsements required by the County. The County shall also pay the entire cost for required physical examinations. The employee shall undergo the exam at a medical facility determined by the County. Expenses incurred by the County shall be paid out of department budgets.

#### **3. COSTS of CDL – New Employees:**



New employees may be expected to have a valid CDL upon hire and bear the entire cost of obtaining a CDL including medical examination costs. At the discretion of the Administrative Officer, the County may bear the cost of licensing for new employees and employees promoted or placed in positions requiring a CDL.

#### **15-19. Failure to Comply**

Failure to comply with requirements of this section could result in loss of driving privilege or termination from employment.

#### **15-20. Fleet Vehicle Telematics System (GPS/Cameras)**

- A. **Purpose.** Vehicle telematics systems consist of a tracking device and a forward facing camera installed in a vehicle that allows for the sending, receiving and storing of data. They capture data including location, speed, movements, and behavior of a vehicle and/or the driver/operator. Such systems are used by Box Elder County in its fleet vehicles to address safety, accountability, compliance, efficacy, and customer service. Information received can be used to diagnose and repair vehicles, create routing efficiencies, reduce idling and improve fuel efficiency, aid in theft recovery, and address driving behavior to improve safety.

This policy is not intended to be punitive or used solely to monitor individual County employees, although unsafe and unauthorized fleet vehicle usage may lead to disciplinary action. The Fleet Manager, County Risk Manager and appropriate Department Heads will actively review and/or monitor the data depending on various circumstances. Examples of such situations may include, but are not limited to, the following: post-accident analysis, complaint research (e.g. a report from a County resident), stolen vehicle recovery, productivity/operational evaluations (e.g. overseeing snow removal routes and procedures), and to dispatch/reroute equipment to meet immediate needs (e.g. fallen tree).

- B. **Installation and Maintenance.** The Fleet Manager shall install and maintain a standardized fleet telematics system, consisting of a GPS unit and a forward facing camera on all Box Elder County fleet vehicles, with the exceptions listed below.
- C. **Exceptions.** The following exceptions shall apply to the following Box Elder County fleet vehicles:
1. Box Elder County Sheriff's Office patrol vehicles. No forward facing camera will be installed in any patrol vehicles used by the Sheriff's Office.
  2. Box Elder County Sheriff's Office "on-call" vehicles. No forward facing camera will be installed in any on-call vehicles used by the Sheriff's Office. In addition, all Sheriff's Office on-call vehicles shall have a privacy button installed, which can be used at the discretion of the vehicle's operator to turn off any vehicle telematics system installed in the vehicle.
  3. Box Elder County Fire and Emergency Service response vehicles. No forward facing camera will be installed in any fire and emergency response vehicles used by Box Elder County.

- D. **Use of Collected Data.** The data collected from the fleet telematics system shall be used by the Fleet Manager for the following purposes:
1. Monitoring and analytics of fleet vehicle diagnostics and performance.
  2. Monitoring of location for asset inventory, theft recovery, operational efficiency and situational awareness.
  3. Monitoring and analytics of operator behavior as it relates to safety.
  4. Investigation of a vehicle-related or employee-related incident.

This data will be owned and maintained by the company providing the telematics systems to the County. The County may request a copy of specific data (e.g. accident, harsh or distracted driving incidents), which specific data would then be owned by the County. As much as is reasonably possible, any data owned by the County will be classified as private, controlled or protected under the provisions of the Utah Governmental Records Access and Management Act.

The Fleet Manager shall utilize the collected data to optimize the efficiency of the Box Elder County fleet of vehicles and make appropriate recommendations on fleet maintenance, upkeep and replacement to the Box Elder County Commission. In addition, the Fleet Manager may, upon reasonable request, provide collected data to Department Heads for use in managing the use of fleet vehicles their specific department.

- E. **Reporting to Risk Management and Department Heads.** The Fleet Manager shall immediately report all information collected from accidents, harsh driving, distracted driving, or other safety information, to the County Risk Manager and the Department Head of the involved employee. It will then be the responsibility of the Risk Manager and Department Head to investigate and take appropriate action. Other than the reporting of this information, the Fleet Manager shall have no authority or responsibility to take any action against the involved County employee.

- F. **Driver/Operator Responsibilities.** The presence of a telematics system in a County fleet vehicle does not relieve County employees of their responsibility to inspect their assigned fleet vehicle before each tour of duty and immediately report to their supervisor any damage or mechanical failure, including damage to any telematics system device. It is the driver's/operator's responsibility to operate the fleet vehicle in a safe manner, compliant with all Federal and State driving regulations, and to drive defensively to prevent injuries and property damage. In addition to taking all required trainings related to use of the system, drivers/operators shall routinely inspect the system camera for proper physical alignment and aim, remove any camera obstructions, make camera alignment corrections, or report camera installation issues or damage to ensure that the system operates as designed.

Box Elder County has a right to monitor its employees' use of County fleet vehicles, and County employees should have no expectation of privacy when it comes to use of County fleet vehicles. Drivers/Operators shall not tamper, disconnect, alter, obstruct, or destroy

technology and telematics devices installed on vehicles and equipment.

**15-21. Requirements to Operate Off-Highway Vehicles (OHVs) Including UTVs, ATVs or Snowmobiles**

- A. **Purpose.** OHVs may be necessary to provide services to residents and visitors of the County. This policy is intended to ensure employees are safe in their work by preventing accidents and injuries resulting from operating OHVs through established policies and procedures, along with enforced accountability in safe practices and operation of OHVs.
- B. **Criteria for ATV/UTV/Snowmobile use:**
1. **Approval for use.** The use of ATVs, UTVs, or Snowmobiles must be approved by the Elected Official/Department Head, and only in circumstances where the job necessitates the use, and no other safer option is available.
  2. **Training & Authorization to Operate.** All employees who operate OHVs must have completed training as detailed below, including passing a written and hands-on test. Managers may authorize employees to operate only after county-approved training and testing is complete, or in emergency situations (i.e. Search and Rescue) as soon as reasonably possible. No employee may operate an OHV without official authorization.
  3. **Use of Proper Personal Protective Equipment.** OHVs may only be operated if the proper PPE is provided and worn. The required PPE is determined by the Department's consideration of what the owner's manual requires, along with a PPE/Job Safety Analysis. If this has not been completed for the purpose or location of use, operators must utilize all the PPE required in the owner's manual.
  4. **Inspection and maintenance protocols.** Each OHV is to be assigned a unique number for the purposes of inspection and maintenance.
    - a. **Inspections.** Inspections are to be completed in writing, and must include the OHV #, operator name, and date. Inspections are to be completed prior to use and following use, and as often as deemed necessary by the department's maintenance program.
    - b. **Maintenance.** Routine maintenance should take place daily and weekly as determined by the pre and post trip inspections, in addition to thorough annual inspections and maintenance to prepare units for use, and any additional maintenance suggested and required by the owner's manual.
  5. **Risk assessment of terrain and tasks.** Prior to operation, all operators and involved employees/volunteers must participate in a job briefing safety meeting to review and discuss the specific risks of the terrain being navigated, and the tasks being conducted to ensure proper PPE has been provided and safety measures can be followed to mitigate injury and risk.
- C. **Operator Qualification Rules:**
1. Employees must be authorized to operate OHVs prior to use. Authorization can only be made by the manager following the employee's successful completion of county-

approved OHV (ATV, UTV, Snowmobiles) training that includes both hands-on and classroom session with a test to demonstrate knowledge and ability.

- a. At a minimum the classroom portion must include completion of the Official Utah OHV Education Course at <https://secured.utah.gov/utoutdoorrecdirectory/Forms/Page/utoutdoorrecdirectory/utohvcourse/0>
2. OHV operator candidates shall demonstrate inspection and knowledge of machine operation observed by a trained, competent operator assigned in each department.
3. OHV operators shall not operate an assigned UTV, ATV or Snowmobiles until they have received the required qualification and have reviewed the owner's manual for the equipment they are assigned to operate.

**D. ATV/UTV/Snowmobiles Operating Requirements:**

1. Operators, authorized by the County, shall be licensed, familiar with the operating characteristics of the equipment they are to drive, and shall have reviewed the operator manual for such equipment.
2. OHVs shall not be operated:
  - a. Without an installed, operating clinometer readily visible to the operator at all times.
  - b. Without the provided UTV nets/doors, unless the use is not necessary or impedes work based on the department's job safety and PPE analysis of the task/use.
  - c. Unless the owner's manual is in the unit and is readily accessible to the operator.
  - d. A first aid kit and fire extinguisher on board
  - e. With unsecure cargo in the passenger compartment.
  - f. ATVs/UTVs/Snowmobiles shall not be used recreationally or loaned out during off days.
  - g. Offroad without a spark-arresting muffler.
3. OHVs shall be trailered to off-road work areas (transport of ATVs/UTVs/Snowmobiles on trucks is permitted when properly loaded and secured). Street legal units, while being used for Sheriff Department patrols are the only exception to the trailering requirement.
4. Other than rights-of-way to access terrains that can't be navigated by conventional trucks, and for County sponsored events where pedestrians are present, OHVs shall not be operated on dirt roads, improved or paved roads, or anywhere a truck can be driven, except as required by the Sheriff's Department operations.
5. OHVs shall be operated at speeds and in a manner reasonable for the prevailing terrain and weather conditions. When the option is available, the UTV shall be speed-governed to less than 20 mph.
6. All seats on an OHV shall be installed or approved for aftermarket installation by the OHV manufacturer.
7. All riders on a UTV shall be seated and wearing seat belts while the vehicle is in motion.

8. UTVs shall have at least a three-point seat belt comprised of a lap belt and shoulder strap. Operators and passengers must wear seat belts at all times. Overriding the driver's seatbelt is **never** permissible.
9. When a three-point belt system is not available on an OHV and cannot be installed, drivers and riders must wear helmets with face protection that are approved by the U.S. Department of Transportation, or follow the recommendations of the owner's manual if different.
10. ATV/UTV/Snowmobile use, and limits of use, shall be discussed in the daily job briefing and task hazard analysis and the designated operators of ATVs/UTVs/Snowmobiles shall be noted in the daily job briefing.
11. All offroad use of OHVs shall require the following PPE unless a job safety and PPE risk analysis of the specific task demonstrates differently:
  - a. Ankle-height work boots, long pants, a long-sleeved shirt, work gloves (approved for the task), ANSI-approved shatterproof safety glasses, and a DOT approved helmet (safety glasses are not required if a full-face helmet with a shatterproof face shield is being used).
12. Exceptions to the Owner's Manual list of required PPE can only be made by the department head/manager approving a completed a job safety and PPE analysis for the specific task and location showing that all risks have been met and considered.
13. OHVs shall be inspected daily and shall not be operated with safety defects.