



1D-8 Use of Reeves County Vehicles Policy

Purpose

Reeves County provides vehicles for employees to use while performing Reeves County designated business according to the guidelines below. Reeves County retains the right to amend or terminate this policy at any time.

Policy

Employees may only drive business vehicles with the prior approval of their supervisor. Prior to approving a driver and periodically thereafter, the human resources department must check the employee's driving record. Employees approved to drive on Reeves County business must inform their supervisor of any changes that may affect their legal or physical ability to drive or their continued insurability.

Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, always be able to meet the driver approval standards of this policy.

Reeves County vehicles will be permanently assigned to departments that have demonstrated a continued need for them, if possible. Additional vehicles are maintained in a motor pool for use by individual employees as needed.

Employees who need transportation in the course of their normal work may be assigned a Reeves County vehicle for their use. All other employees needing transportation for Reeves County business may use vehicles assigned to their department or those drawn from the motor pool. As a last alternative, when no Reeves County vehicles are available, employees may use their own vehicles for business purposes with the prior approval of their supervisor.

In addition to meeting the approval requirements above, employees who drive a vehicle on Reeves County business must exercise due diligence to drive safely and maintain the security of the vehicle and its contents. The use of cell phones (including texting) while behind the wheel of a moving vehicle being used on Reeves County business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.

Non-employees and non-business passengers (i.e., family and friends) are prohibited from riding in Reeves County vehicles.

Employees must report any accident, theft, or malicious damage involving a Reeves County vehicle to their supervisor and the human resources department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but by 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should only make voluntary statements in reply to questions from investigating officers.

Employees who are on call on a 24-hour basis may be allowed to take a Reeves County vehicle home so they can respond to business needs as soon as possible. Such employees must provide a written acknowledgment that they fully understand that the vehicle is used only as part of emergency response and is not for personal use.

Employees are not permitted, under any circumstances, to operate a Reeves County vehicle or a personal vehicle for Reeves County business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any Reeves County vehicle at any time or operate any personal vehicle while on Reeves County business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive.