

USE OF COUNTY FLEET VEHICLES

1700.001

The care, maintenance, and scheduling of the vehicle shall be the responsibility of the Weed Control Superintendent. The vehicle will be inspected before and after each use. Any damage to the vehicle shall be charged to the department which the vehicle was assigned to. In the event of an accident, any deductibles shall also be charged to the department using the vehicle at the time of the accident. (Revised 7/6/21)

The vehicle shall be full of gas when checked out and full when checked in after use. The fuel shall be charged to the department using the vehicle. Routine maintenance of the vehicle will be charged to the Administration General budget.

The vehicle shall only be used for bona fide county business and will not be used to transport passengers other than those persons in the employ of the county or individuals accompanying county employees on official county business.

The vehicle is to be utilized whenever possible. In situations when the vehicle is available for use, but not taken, the employee will only be reimbursed for actual gasoline expenditures for the non-County vehicle.

The vehicle will not be used in situations of extended travel, exceeding one (1) calendar week, or for purposes of air travel where the vehicle will be left unattended for any length of time.

Employees will not operate the vehicle without a current and valid Nebraska Driver's License. The vehicle shall be operated in a safe manner. Seat belts shall be worn by driver and all passengers. Smoking and vaping is prohibited in the vehicle. Employees shall not operate the vehicle while impaired by alcohol or drugs. (Adopted 5/15/06) (Revised 7/6/21)