

County of Cumberland Board of Commissioners	Policy Number: 4.14	Pages: 1 of 7
Chapter: General Procedures		Effective Date: August 22, 2023 Supersedes policy dated 5/24/2007

I. POLICY:

The number of County-owned or leased vehicles shall be limited. Cumberland County Government shall supply sufficient passenger cars, trucks, vans and other vehicles or road equipment used by various departments and agencies so that efficient and effective services may be provided to the citizens of Cumberland County.

II. DEFINITIONS:

NONE

III. PROCEDURE:

A. Scope

These regulations are applicable to all departments and agencies of the County of Cumberland as noted in Section I and affect all vehicles and/or road equipment titled, leased, or contracted to the County or its appointing authorities.

B. Requirements For Procuring and Assigning Vehicles

Prior to the procurement and/or assignment of any passenger car, pickup truck or other motorized vehicle or equipment for any County Department or Agency, it must be documented that:

1. The vehicle is essential to the performance of the required work;
2. No pooled vehicle is available for the work required;
3. The classification of the vehicle has been determined based on requirements of Section E of these regulations; and
4. The projected annual use of the vehicle is at least 12,000 miles.

These standards may be waived at the discretion of the County Administrator with approval of the Board of County Commissioners.

C. Budgeting For Vehicles

During the annual Operating & Capital budget preparation process, all requests will be reviewed by the County Administrator and the CFO. The County Administrator will make the final recommendations to the Board of County Commissioners. The Board of County Commissioners will

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make the final determination as to the vehicles budgeted for the new year. The purchase or lease of all vehicles must be initiated with the Division of Purchasing. **THE COUNTY WILL NOT BE OBLIGATED FOR ANY LEASE OR PURCHASE HANDLED OUTSIDE OF THE DIVISION OF PURCHASING.**

D. Procurement

Before any passenger car, pickup truck, van, or other motorized vehicle/equipment can be purchased, leased, transferred, or contracted, the following procedure is to be followed:

1. A County "Asset Request Form" must be completed and submitted to the Purchasing Agent indicating a need for a vehicle, but not necessarily the desire to expend funds for one. The Purchasing Agent will review the listing of County vehicles declared surplus and unneeded by individual departments to then be considered for transfer to the requesting department.
2. The decision whether to purchase or lease a vehicle shall be based on comparative overall cost, useful life expectancy of the vehicle given its projected usage and funding availability and shall be made by the County Administrator and Finance Committee subject to Commissioner Board approval as part of the budget process or through grant application resolution.
3. If the request is approved as part of the annual budget, or applicable grant program, it is to be forwarded to the Division of Purchasing for the appropriate action after the respective Operating, Capital, and/or Grant Budgets are adopted.
4. If a request is made outside of the regular budgetary channels, the Department Head will be asked to appear at the next meeting of the Finance Committee. The Finance Committee will recommend for or against the purchase. No request shall be presented to the Finance Committee without first obtaining approval from the Department's Commissioner Liaison(s), should they be different.
5. If recommended, the request will be forwarded to the Board of County Commissioners for approval and then to the Department Head for the appropriate follow up with Purchasing.
6. The CFO and the County Administrator shall have the authority to screen the vehicle request and make any modifications to ensure that the most cost-efficient vehicle necessary is being acquired. Law Enforcement Departments and Public Works specific needs shall be addressed at the

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budgetary reviews. No vehicle shall be purchased or leased without the authorization by Resolution of the Board of Commissioners.

E. Utilization of Vehicles

Utilization of a County vehicle by a department, agency or designated staff shall be restricted to County employees or designated non-County employees specifically assigned County tasks such as 4H/Rutgers, possessing a valid New Jersey Driver's License and conforming to the County's Safe Drivers Policy. (See policy #4.17)

County vehicles are to be used only for County business. Other uses are considered unauthorized. County vehicles are not for personal use. County vehicles may be taken home overnight, but only where doing so benefits the County and such is in conformance with "full use" regulations as outlined in this section, as authorized by the County Administrator. I.E., for continuity of service in anticipated extreme weather. Employees residing outside the border of Cumberland County shall not be eligible for a full use vehicle without specific authority of the County Administrator.

Reasonable and prudent judgment should always be exhibited when using a county vehicle. Picking up, transporting, or discharging non-County related business passengers is strictly prohibited. Using or possessing alcohol or controlled substances while operating a county vehicle is strictly prohibited. Required corrective eyeglasses or lens shall be worn while operating a County vehicle. All motor vehicle laws, rules and regulations shall be adhered to, and all parking restrictions complied with.

Any ticket or summons for operating infractions or parking violations is the responsibility of the employee who operated or parked the vehicle.

The Department Head or respective Departmental Fleet Manager is to be notified immediately in the case of vehicle breakdowns or accidents. In the event a vehicle does not operate properly Employee shall immediately cease operating vehicle and report situation to Departmental Fleet Manager for further instruction. Department Head shall notify County Legal of all accidents immediately. Employee/Department Head shall follow all instructions provided relating to accidents. If an employee's car slides off a snow- or ice-covered road while the employee is on authorized County business (which shall not be construed to encompass commute to

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or from County facilities), the County will assume the responsibility for towing the vehicle back on the road. Only authorized towing services shall be utilized in such cases or for vehicle breakdown.

All County vehicles, whether leased or owned, shall be designated and utilized within one of the following classifications:

1. Pooled Vehicle
This is a vehicle assigned to a particular department agency or centralized vehicle pool to be used by several designated staff. When assigned to a single department or agency, the department or agency head shall be authorized to approve the use of a pooled vehicle. When assigned to the Administrative motor pool, the County Purchasing Agent shall assign and approve the use of a pooled vehicle.
2. Limited Use Vehicle
A limited use vehicle is one that is permanently assigned to designated staff for use during regular working hours. Permanent assignment for use of this vehicle shall be at the discretion of the department or agency head, with the approval of the County Administrator's Office.
3. Full Use Vehicle
Full use vehicles are permanently assigned to designated staff for authorized County business use only, on a twenty-four-hour basis, seven days a week, except during vacations, leaves of absence and extended periods of illness.

The Board of County Commissioners, through the County Administrator's Office, shall assign the full use of a County vehicle only if one or more of the following criteria are satisfied:

- a. The vehicle is used for the delivery of emergency services or special assignments on a weekly basis; and/or
- b. The vehicle houses special equipment which necessitates its supervision by a county employee and use of vehicle significantly

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improves work efficiency or enhances the delivery of a critical public service to the people of the County; and/or

- c. The vehicle is used on a weekly basis for meetings, jobs and inspections which routinely transcend normal working hours.

4. Temporary Status - Full Use Vehicle

A County department or agency head may assign to a county employee a vehicle for full use on a temporary basis by notifying and getting the approval of the County Administrator's Office.

F. Responsibilities

The following regulations are applicable to all County vehicles, whether they are leased or County owned. It shall be the responsibility of the department or agency head to ensure the following:

1. That vehicles are regularly inspected, maintained and cleaned;
2. That all vehicles are marked with the appropriate identification as applicable;
3. That the vehicle's registration, insurance cards, and County Accident Handling Reporting Instructions are in the vehicle's glove compartment;
4. That vehicles which return to the County at the end of the workday are properly parked in the designated County lot;
5. That all employees using County vehicles are properly licensed and are operating the vehicle in conformance with the County's Safe Driver's Policy;
6. That an annual log is kept on the usage of the vehicle and that said log is submitted on the first working day of the new year to the County Administrator's Office.

G. Termination of Vehicle Privileges

Privileges to operate a county vehicle may be terminated if a county employee violates any aspect of this vehicle policy. Privilege to operate a County vehicle shall be terminated if any of the following policies is violated:

1. It is documented that the employee used the County vehicle for activities other than official County business or contrary to County Vehicle Policy;

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2. The employee is found guilty of a reckless driving or D.W.I. (Driving While Intoxicated) charges;
3. Failure of the employee to properly dispose of a moving violation ticket or summons or parking violation;

Vehicles designated for full use by an employee who has had vehicle operating privileges suspended shall be reassigned to a central motor pool. The County Administrator's Office shall determine the length of time vehicle privileges are to be suspended and shall approve any disciplinary action taken with regard to these policies.

H. Mileage Reimbursement

When a County employee must utilize a personal vehicle for County business, the mileage rate paid for the use of that vehicle shall be that as authorized by the Board of County Commissioners. (See policy #5.03). County employees shall not be reimbursed for mileage considered to be commuting mileage. Mileage between the employee's home and their routine place of work is considered commuting mileage.

County Employees shall not be reimbursed for business use mileage if a vehicle is available from within their Departmental Fleet, or from the Administrative Central Motor Pool.

I. Requests for vehicle donations.

Pursuant to New Jersey law to include by way of example and not limitation, N.J.S.A. 40A:12-13 it is the obligation and prerogative of the Board of County Commissioners to make determinations regarding vehicles should they become "excess or unneeded" and to appropriately determine how to repurpose, sell, or donate County vehicles. In the event any entity approaches a department seeking a commitment to donate a vehicle or equipment or belonging to the County such request must be referred to the County Administrator and a "County Asset Request Form" must be completed and directed to the County Purchasing Agent.

J. Declaration of Excess and Unneeded Property.

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Board of County Commissioners may, upon recommendation of a Department Head and the County Motor Pool determine the vehicle to be “excess and unneeded” and make such provisions as may be appropriate to seek replacement thereof. The Department Head is required to complete the “Asset Removal Form” identifying all pertinent vehicle information. Should the vehicle not operate, a cost estimate to bring it into working condition must be obtained and disclosed on the form. The cost estimate must be attached and may originate either from County Motor Pool (if repair could take place internally) or from a County-contracted vendor that handles repair services.

The Board of County Commissioners shall act upon the request for the determination and in so doing it shall be the obligation of the County Administrator to make recommendation as to any appropriate repurposing of a County asset to another County department for some less intensive or more appropriate use. Failing a County repurposing of a vehicle being identified, it shall be the prerogative of the County Administrator to make recommendation to the Board of County Commissioners an appropriate course for the disposition of the vehicle pursuant to applicable New Jersey State law to include either sale of the asset or donation. In the event the donation of a vehicle is recommended, it shall be the prerogative of the Cumberland County Administrator to make recommendation to the County Board of Commissioners in the event any entities have sought donations of County assets to fulfill their purposes.