



## COUNTY VEHICLE (CV) PROGRAM PARTICIPANT POLICY – 2022

It is the policy of the Board of Supervisors to support a Rideshare Program utilizing County vehicles for regular full time County employees, or with employees of any other public entity with which the County has entered a Memorandum of Understanding for participation in the County Vehicle (CV) Program.

The passenger fares will be determined by Commuter Services in collaboration with Fleet Services and are subject to change as deemed necessary. Every effort will be made to ensure that the vehicles will operate at a 100% cost recovery. Each individual vehicle fares will be established based on a vehicle's daily round-trip commute mileage and all passengers will pay the same fare. The fares will be collected via automatic payroll deductions for County employees, and by monthly warrant for non-County employees.

County department owned vehicles will be used as availability permits. Department availability of County vehicles for use in this program will be determined by the County department head or his/her designee in collaboration with Commuter Services. Additionally, County department vehicles may be withdrawn from the program as requested by the County department head or designee providing a minimum two-week notice. If you are in a Department Vehicle, please refer to the 2022 Department Vehicle Policy.

### **I. ESTABLISHING AND MAINTAINING A RIDESHARE COUNTY VEHICLE**

- A. The goal of the County Vehicle (CV) Program is to reduce the total number of vehicles trips and as a result the best method of making sure each vehicle is being used to its full advantage is to only allow groups with a minimum of four (4) participants. A Commuter Services County vehicle is established with a minimum of four (4) participants in a group. No exceptions will be made to this rule in a County vehicle provided by Fleet Services. *The ONLY exception is if the vehicle in question is a department owned vehicle and the department head requests and approves use with less than four (4) participants.*
- B. Due to the increased number of requests to obtain a County Vehicle (CV), Commuter Services may experience a shortage of County Vehicles (CV). In order to address the potential vehicle shortages, it is necessary to limit the number of groups utilizing a County Vehicle (CV) with less than four (4) participants.
- C. Should participation decrease to three (3) participants, Commuter Services will allow the group to continue utilizing the County Vehicle (CV) for no more than TWO (2) pay periods. The first pay period is covered by the departing participant's double deduction, and the second pay period deduction will be increased to split the cost of the vacant seat to ensure that costs are recovered for the County Vehicle (CV). If the group is unable to find a fourth participant, the group will be disbanded due to low ridership. The group may complete the paperwork to be placed back on the waiting list once a fourth (4) person is recruited. Be advised that it is the group's responsibility to stay on top of their group's participation and be proactive in communicating with Commuter Services about recruitment efforts.
- D. All current County Vehicle (CV) groups with three (3) participants prior to January 1, 2012 will continue to be grandfathered. However, once participation reaches four (4) participants, all participants understand that the new rule above will be put into effect.

### **II. COMMUTER SERVICES COUNTY VEHICLE ADMINISTRATOR RESPONSIBILITIES**

- A. Market the County Vehicle (CV) Program as a mode of commuter transportation that reduces air pollution and

traffic congestion and ensure the County's compliance with the Employee Commute Reduction Program.

- B. Ensure all vehicles will operate at a 100% cost recovery and collect fares and/or make payroll adjustments via automatic payroll deductions for County employees and by monthly warrant for non-County employees
- C. Manage the fleet of vehicles by rotating vehicles when appropriate.
- D. Maintain a list of available vehicles, and a "waiting list" of employees requesting a vehicle for participation.
- E. Determine placement of vehicles that will best serve the County Vehicle (CV) Program and the Departments that allow use of their vehicles for commuting purposes.
- F. Work in conjunction with department heads to provide administrative and recruitment support for department provided vehicles.
- G. Ensure timely termination of automatic payroll deduction for participants terminating/resigning from the County Vehicle (CV) Program.
- H. Ensure timely dissemination and collection of required registration documents for new registering participants.
- I. Ensure all participants completed the County Driver Training course prior to registration.
- J. Verify driver eligibility by requesting a Department of Motor Vehicle (DMV) Pull Notice.
- K. Ensure participant compliance with the County Vehicle (CV) Program Participant Policy.
- L. Make the final judgment to remove a participant from a Rideshare County Vehicle (CV) or disband the entire group.

### **III. COUNTY VEHICLE CAPTAIN RESPONSIBILITIES**

- A. Serves as the main point of contact between Commuter Services and the County Vehicle (CV) group.
- B. Disseminates correspondence from Commuter Services to all participants of their respective County Vehicle (CV). This includes all applicable logs (mileage logs and individual trip logs to other participants in the group, etc.).
- C. Ensure the mileage and individual trip logs are submitted to Commuter Services in a timely basis and/or ensures that another participant in the County Vehicle (CV) is delegated and Commuter Services is suitably informed of delegation.
- D. Remind participants of their respective County Vehicle (CV) that they are required to take initiative in the above responsibilities in the event the County Vehicle (CV) Captain is unavailable.
- E. If the current County Vehicle (CV) Captain is unable to adhere to these responsibilities, Commuter Services may request that the task be delegated to another participant.

### **IV. COMMUTER SERVICES COUNTY VEHICLE RESPONSIBILITIES**

**Participants of the County Vehicle (CV) Program are required to abide by the following terms and conditions. Participants must keep a copy of the County Vehicle (CV) Program Participant Policy in the vehicle. Participants are required to submit acknowledgement of this policy to Commuter Services. Participants who fail to submit an acknowledgement of this policy will not be permitted to participate in the County Vehicle (CV) Program.**

#### **A. COMMON VALUATION RULE**

- 1) According to the Internal Revenue Service (IRS), the use of County vehicles for commuting purposes has

been deemed a taxable benefit to employees. As a result, it is necessary to tax employees on this benefit if the value of the trips exceeds the fare amount paid by the employee. Failure to abide by the IRS regulations could very well cause significant financial consequences not only to the County, but to you as a participant in the County Vehicle Program. Consult your tax preparation representative.

- 2) Each participant in each group will be required to complete a personal individual trip log which clearly defines the number of individual trips a participant travels each month. Be advised that completion of the individual trip log is **NOT** an option, it is **MANDATORY**. **Individual trip logs are due to Commuter Services by the 5<sup>th</sup> of each month** so that the County Vehicle (CV) Program coordinator can process and submit to ACO Payroll no later than the 10<sup>th</sup> of each month.
- 3) Under the IRS' commuting valuation rule, each one-way personal trip is valued at \$1.50 of imputed taxable income for most County Vehicle groups. Other County Vehicle groups may have to assume an annual lease value rule based on employee status.
- 4) The total value of the trips is then calculated against the monthly fare paid by each participant. If the value of the trips is less than the amount paid by the participant each month, then no tax will be imputed. If the value of the trips is more than the amount paid by each participant, then the amount will be reflected as earnings to be taxed on the participant's paycheck.
- 5) Individual trip logs are available in electronic format. Contact County Vehicle Coordinator for link to electronic trip log (e-log).
- 6) *Please see ACO Standard Practice Manual #222 for more information on taxation. Any questions on taxation should be directed to ACO Payroll.*

## **B. PARTICIPATION**

- 1) All participants must receive approval from Commuter Services before they begin ridesharing in a County vehicle. Participants may begin utilizing a County Vehicle on the 1st and 16th of each month. In the event the 1st and 16th falls on a holiday or weekend, the participant will begin participation on the next business day.
- 2) Each participant understands that the County Vehicle (CV) Program is a benefit for employees, but certain departments have restrictions to deviating schedules.
  - A. Participants requiring a deviation in schedule to join a County Vehicle (CV) will require supervisory or managerial approval.
  - B. Be advised that departments are **NOT** required to deviate schedules for employees; *departmental needs ALWAYS come first.*
- 3) Non-County employees are **NOT** authorized to drive or ride in the County Vehicle (CV) until officially assigned to the County Vehicle (CV) Program. Officially assigned is defined as "entered into a Memorandum of Understanding (MOU)." Depending on the terms of the Memorandum of Understanding (MOU), non-County employees may participate as riders and/or drivers. *Refer to the MOU for clarification.*
- 4) The General Form 30 (GEN30 Authorization to Drive) that employees complete during their pre-employment process does not pertain to driving approval for commuting purposes.
- 5) Interested County Vehicle (CV) participants must take the Safety Office Required Driver Training course through the Safety Office prior to receiving participation approval.
  - A. Employees have access the Safety Driver Awareness class 24 hours a day, 7 days a week through COR Learning.
  - B. Once the requested training course is completed, scan and email verification of completion and

registration documents to Commuter Services for processing.

- 6) In the event a participant's payroll deduction is not received by Commuter Services (examples include leave of absence, exhausted leave balances, timesheets not turned in, AWOP, etc.), it is up to the participant to contact Commuter Services within one (1) pay period to make arrangements to reissue the missing funds in order to keep the County Vehicle (CV) seat.
- 7) In the event two (2) pay periods lapse without appropriate pay period deduction being taken, automatic termination from the County Vehicle (CV) Program for that individual will be processed due to non-payment of that seat. In the event the vacant seat(s) is/are not filled, the County Vehicle (CV) has the possibility to be disbanded due to low ridership.
- 8) Written or electronic notification must be given at least two (2) weeks in advance of effective termination date. Termination effective dates are the 15th and last day of the month. Failure to provide two (2) weeks' notice will result in a RideShare pay period deduction. Commuter Services, at its discretion, may grant exceptions to the two-week notification requirement for employees who have experienced **unforeseen** events such as transfers or termination from the County of Riverside.
- 9) Under no circumstances will requests to temporarily terminate payroll deduction be processed. If a participant wishes to resign from the Commuter Services program, the participant must submit a resignation request to [icommute@rivco.org](mailto:icommute@rivco.org). If the employee wishes to reenroll in the future, they are required to submit new registration forms and a double deduction will be withdrawn at the start of the program.
- 10) In the event a participant is required to terminate participation in the County Vehicle (CV) Program due to non-compliance with the County Vehicle (CV) Program Participant Policy, the participant will not be allowed to participate for a period of no less than 60 days from date of termination, or another period of time as determined by Commuter Services.
- 11) Commuter Services will notify the County Vehicle (CV) Captain of possible participation changes which may impact the group.

### C. OPERATION

- 1) Commuter Services reminds all participants that the County Vehicle (CV) is a "rolling" representation of the County of Riverside. This means the public watches what we do and how we drive, so keep this in mind whenever in a County Vehicle (CV).
- 2) County Vehicles (CV) assigned to registered groups by Commuter Services, are to be used only for commuting to and from work. Under **NO** circumstance is the County Vehicle (CV) to be used for work related business (trainings, meetings, appointments, etc.), breaks, lunch, or any kind of personal business.
- 3) County Vehicles (CV) are to be used Monday through Friday only, **NO EXCEPTIONS**. If a participant's normal workday Monday through Friday falls on a County Holiday, use of the vehicle may be authorized **with prior documented approval** from Commuter Services.
- 4) It is the groups responsibility to ensure the County Vehicle (CV) is properly cleaned inside and out and all trash discarded daily.
- 5) As a courtesy to all County Vehicle (CV) groups, every participant operating the groups vehicle will ensure that there is at least a half tank of fuel maintained in the County Vehicle (CV) for daily operational use.
  - A. Groups must plan to refuel their vehicles at authorized fueling facilities provided by the County of Riverside.
  - B. In the event the group or a participant chooses to use their own money to fuel the County Vehicle (CV) at a non-County fuel yard, it is to be understood that the group/employee will **NOT** be reimbursed.

- 6) It is each employee's responsibility to use their own employee identification number when refueling the County Vehicle (CV). If an employee is having trouble refueling the County Vehicle (CV), they are to contact Fleet Services directly to address and resolve the refueling issue.
- 7) When returning a RideShare loaner or a Fleet rental, as a courtesy to other County employees, each participant is responsible for making sure the returned vehicle has been refueled, trash is discarded, and all necessary forms properly completed.
- 8) If a Department Vehicle is being used for commuting purposes, that vehicle may be rented by that Department's employees for approved County business through the Department's Vehicle Control Coordinator and will be required to be maintained at the worksite each business day.
- 9) The purpose of the County Vehicle Group Agreement & Schedule is to detail the specified pick-up locations, and arrival and departure times. Any changes will require the group to complete and execute an updated County Vehicle (CV) Group Agreement & Schedule. It is the groups responsibility to provide timely updated Group Agreements to Commuter Services. As a reminder, County Vehicles (CV) must be parked in a secure location such as a driveway of a private residence, County gated facility (when available), or other location approved by Commuter Services and Fleet Services.
- 10) By signing the County Vehicle (CV) Program Group Agreement & Schedule, participants acknowledge that failure to arrive at the agreed upon time and designated location may result in members being left behind. Consequently, continued failure to abide by the group agreement may result in termination of participation in the County Vehicle (CV) Program at the discretion of Commuter Services.
- 11) Participants of each County Vehicle (CV) group **MUST** reach an agreement on how the driving responsibility will be rotated among authorized drivers.
- 12) Commuter Services expects that each participant in the County Vehicle (CV) contribute to the responsibility of driving. However, if the group agrees to an alternative arrangement in order to make an accommodation for a registered participant, then Commuter Services will support the groups decision provided **ALL** members agree to the arrangement. The County Vehicle (CV) Coordinator must be notified via email of the alternative arrangement so that it can be properly documented in the groups general file.
- 13) The group is **REQUIRED** to discuss all special events (election day, holidays, vacation, etc.) with the group **PRIOR** to the special event. In the event a participant is interested in or could potentially be leaving early for a special event, they must not assume the group will be allowed to leave early to accommodate their personal request. This will be prohibited and be strictly enforced. The individual should use an alternate mode of transportation if they feel they may or will be leaving early. Guaranteed Rides Home (GRH) will not be available since this **DOES NOT** constitute as an emergency. All participants understand that the County Vehicle (CV) is not their personal property and is required to be at the workplace for the entire workday.
- 14) Participants must notify the County Vehicle (CV) Captain and/or other riders in advance when not riding in the County Vehicle (CV) due to personal schedule conflicts such as vacation, business travel, and other scheduling problems.

#### **D. VEHICLE SAFETY GUIDELINES \***

- 1) County Vehicle (CV) participants must abide by all traffic laws and must operate the County Vehicle (CV) in a safe manner as defined by the California DMV or vehicle code.
- 2) Reports to Commuter Services of unsafe and reckless driving in a County vehicle may result in termination of participation in the County Vehicle (CV) Program. Depending on the severity of the action, be advised that Human Resources Service Team(s) may be notified of offense and formal disciplinary action may be issued which could affect a participant's employment.

- 3) Commuter Services receives DMV updates when traffic violations have occurred. Depending on the violation and occurrences, suspension of the participants rideshare driving privilege may be warranted.
- 4) Seat belts and/or chest restraints are to be worn at all times when driving vehicles in a County vehicle. The driver is responsible to make sure all passengers wear their seat belts and chest restraints before starting the vehicle.
- 5) Each driver is responsible to ensure that the County assigned vehicle is safe to operate prior to use. Vehicle defects or damage of a County vehicle MUST be reported and repaired as required by Commuter Services.
- 6) Vehicles deemed to be in unsafe condition must not be driven until proper repairs are made. No employee is allowed to, nor can be, required to operate a motor vehicle that has defective steering, brakes, tires or other defective components or accessories required for safe operation. It is the responsibility of ALL members to promote conversations regarding unsafe vehicle within the group and be proactive in scheduling proper vehicle maintenance and repair.
- 7) Authorized drivers of the County are responsible to take all reasonable steps necessary to protect the vehicle when they leave it unattended. Equipment or other valuable contents should be placed in the trunk or otherwise obscured from view to discourage break-ins. Vehicles must be legally parked with the engine off, parking brake applied, ignition keys removed, windows closed, and doors locked.
- 8) Drivers MUST honor posted speed limits. In the event of adverse driving conditions, vehicle speed must be reduced to a safe operating speed consistent with the adverse conditions of the road, including but not limited to, available light, weather, and traffic flow.
- 9) Drivers are required to maintain a safe following distance at all times. It is recommended that you maintain a four-second following distance, but in high volume traffic conditions, you may reduce your distance to a minimum of 3 seconds. During inclement weather or other adverse driving conditions, reduce speed and increase following distance accordingly.
- 10) Drivers are required to "YIELD" the right-of-way at all traffic controls, signals, and signs requiring such. Drivers should always be prepared to yield the right-of-way at any time to avoid an accident and willingly yield the right-of-way when other drivers violate laws or drive in a reckless fashion. Always be prepared to yield the right-of-way to all pedestrians and bicyclists on the roadway.
  - A. Accidents that occur while employees are backing a vehicle account for almost half of all County involved accidents. Take extra precaution and add the following procedures to your driving habits.
- 11) Drivers are required to check for hazards above, all around their vehicle and the area they intend to back into, before getting into the vehicle. When backing, drivers must adhere to the following:
  - A. Turn at the waist and look to the rear.
  - B. INCH your way back, and back only as far as necessary.
  - C. Keep looking to the rear, while alternately checking clearances to the side, until rearward movement stops.
  - D. If you cannot see through the rear of the vehicle, consider parking the vehicle so as not to have to back out. Park where you can drive out forward, avoiding backing.
  - E. If you must back, but you cannot see through the rear of the vehicle, obtain help to guide you back.
  - F. Inch your way back while observing the spotter in your side view mirror. Stop if you lose sight of your spotter.
- 12) No County driver shall operate any vehicle if the ability to do so safely has been impaired for any reason including but not limited to:
  - A. Alcohol

- B. Drugs
- C. Medication
- D. Illness
- E. Fatigue
- F. Non-familiarity of the vehicle

**E. MILEAGE, TRIP LOG, REPAIR AND MAINTANCE**

- 1) Commuter Services requires all County Vehicle (CV) Groups to scan and email ([icommute@rivco.org](mailto:icommute@rivco.org)) a monthly mileage log to Commuter Services by the 5<sup>th</sup> of each month for the previous month. The mileage log must be completed daily. **Each participant in the County Vehicle (CV) Groups has a responsibility to ensure that monthly required logs are received by Commuter Services. This is not solely the Captain's responsibility.**
  - A. Due to the numerous amounts of fax errors received, County Vehicle (CV) Groups are strongly encouraged to scan and email ([icommute@rivco.org](mailto:icommute@rivco.org)) the groups monthly mileage logs to the County Vehicle Coordinator. This method serves two purposes: first, an email can be responded to with confirmation of receipt, and second, it can easily be searched in the event it is not initially documented.
- 2) **County Vehicle (CV) Mileage logs must be completed in their entirety; no field should be left blank. For Commuter Services Fleet Vehicles, only the morning and evening pick-up mileage must be recorded. For Department Vehicles, both morning pick-up and arrival mileage, and evening pick-up and arrival mileage must be recorded.**
- 3) Failure to submit either the mileage log or an individual trip log by the 5<sup>th</sup> of each month will result in the following actions:
  - A. 1st notification of overdue log (either individual trip or monthly mileage) will result in a friendly reminder to the individual or Captain, respectively.
  - B. 2nd notification of overdue log (either individual trip or monthly mileage) will result in an official warning which will go to file to the individual or Captain, respectively.
  - C. 3rd notification of overdue individual trip or mileage log(s) will result in notification of violation to Employee Transportation Coordinator, who can authorize termination of participation.
  - D. 4th notification of the monthly mileage log will result in a final warning, and subsequent notification of intent to terminate participation due to non-compliance of this policy.
- 4) In the event of an audit, County Vehicle (CV) groups are **required** to retain and produce all monthly mileage logs for the current program year. **Failure to provide mileage logs upon request will result in a written warning to the County Vehicle (CV) group for Policy Violation. Subsequent failure to produce mileage logs may result in disbanding the vehicle. This will be enforced in the 2022 renewal year.**
- 5) When the County Vehicle (CV) daily mileage consistently exceeds the approved roundtrip miles allowed for the appropriate zone, the monthly fare for all group participants will be adjusted to the appropriate mileage rate zone at the discretion of Commuter Services.
- 6) Per IRS regulations, County Vehicle (CV) participants are required to complete an online monthly individual trip log and due to Commuter Services by the 5<sup>th</sup> of each month for the previous month.
  - A. County Vehicle (CV) participants are to log on to the Rideshare Participant/Trip Log Database and review their daily trip records. **EDIT/DELETE** the days you **DID NOT** ride within the prepopulated specified month.

- B. Exceptions for not submitting an online trip log is if you did not participate in the program for the **entire** month. For that reason, please complete a hard copy trip log notating the reason within the grid, “Out on Leave”, “Did Not Ride due to School/Childcare/etc.”.
- C. If you terminated your County Vehicle (CV) participation but you participate a portion of the month, you are still required to complete an online monthly individual trip log.

7) *Refer to the Fleet Services County Vehicle (CV) Users Policy for repair and maintenance policy.*

**F. LIABILITY**

- 1) Immediately report to Commuter Services and your immediate supervisor all Rideshare County Vehicle (CV) incidents, accidents and/or moving violations.
- 2) **If you are an injured driver involved in a Rideshare County Vehicle accident, please immediately report it to your supervisor for potential Workers Compensation benefits.**
- 3) The County is mandated by Legislation to reduce vehicles on the road, and as such has created this voluntary option for County employees to participate in a vanpool/carpool. This does not extend coverage under workers' compensation should an injury/accident occur while going to work or home. These vehicle trips are barred from inclusion under the Labor Code Section 3600.8. **The only exception under County of Riverside RideShare policy would be Workers Compensation coverage for the person who is actually driving the vehicle at the time of the injury/accident should injury be found compensable.**
- 4) The County of Riverside provides the vehicle liability coverage for the County owned vehicle. Be advised this does not include medical coverage for the driver or the occupants.
- 5) It is recommended that you consult an attorney if you have any questions and/or concerns regarding any potential liability exposure when driving a County of Riverside Rideshare Vehicle.
- 6) Participants must immediately inform Commuter Services of an expired, suspended, or revoked driver license.
- 7) Participants must notify Commuter Services if they have **NOT** completed the Safety Driver Training course. Failure to disclose this information while driving a County Vehicle is a direct violation of the County of Riverside Safety Manual.

**G. VEHICLE ACCIDENTS – PROCEDURE**

The County has established a required procedure to be followed in the event any vehicle driven involved in an accident, regardless of how minor. A copy of the procedure and a copy of the County of Riverside Confidential Report of Vehicle Accident Form (942-6) should be kept in the Captains folder and/or glove compartment in the vehicle. The following Vehicle Accident Procedure is applicable to all Agencies, Departments and Districts Governed by The Board of Supervisors for the County of Riverside.

**In the event of an accident, and when safe to do so, the carpool group operating the vehicle shall take the following action:**

- 1) **For every accident, ensure that the group and vehicle are in a safe place on the road shoulder or emergency lane but be mindful that the most preferred place is safely off the freeway. Once safety has been established, request the local police or the California Highway Patrol to conduct an investigation.**
  - A. If the police refuse to come to the accident scene, advise them that this accident involves a government vehicle and their presence is requested.
  - B. If the police still refuse to come to the accident scene, proceed with the remaining items below.



- C. A member of the group should take pictures of any damage to the County vehicle and that of any other vehicle(s) involved.
- 2) **When safe to do so, immediately notify Commuter Services. Your department will be notified when the supervisor/department head is notified.**
- 3) **Identify yourself to other parties.**
  - A. Show your driver's license to the other parties involved.
  - B. Provide insurance card.
  - C. Give the name of your Agency/Department/District and refer all calls to County Risk Management to the other involved parties, if requested. County Risk Management Office's phone number is 951/955-3540.
- 4) **DO NOT discuss details of the accident or the events leading thereto with anyone other than brief factual answers to questions of investigating officers, if any.**
  - A. DO NOT embellish.
  - B. DO NOT argue or try to place or accept blame for the accident.
  - C. DO NOT attempt to negotiate or make any promise to other involved parties.
  - D. DO NOT admit liability.
- 5) **Identify the driver(s) of the other vehicle(s) involved through their driver's license(s).**
  - A. Inquire whether addresses shown are current.
  - B. Ask for their insurance company name and policy numbers.
  - C. Write this information on the County Confidential Report of Vehicle Accident Form 942-6 in the space provided.
- 6) **If your vehicle cannot be operated, and if your particular circumstances permit, arrange for towing service through one of the approved towing companies listed on the PURCHASING & FLEET SERVICES DEPARTMENT document. A copy of this form and the Vehicle Accident Form 942-6 should be kept in your Captains folder and/or glove compartment in the vehicle.**
- 7) **Reporting the Accident – A County Confidential Report of Vehicle Accident Form 942-6 is required no matter how minor the accident. A copy of this form should be kept in your Captains folder and/or glove compartment in the vehicle.**
- 8) **Complete the County of Riverside Confidential Report of Vehicle Accident Form (942-6). Additional copies are available from the County Safety Office or Fleet Services.**
- 9) **The completed form, Police Report and pictures must be scanned and emailed ([icommute@rivco.org](mailto:icommute@rivco.org)) to the Commuter Services Office within 24 hours.**
- 10) **Should the driver of the County vehicle be incapacitated, another responsible employee is required to complete the necessary forms promptly.**
- 11) **If the accident involves a serious injury, death or extensive property damage, the accident shall be reported to the County Executive Officer by the management of the Agency/Department/District involved as well.**

**12) Investigation: The law enforcement department with jurisdiction, the Agency/Department/District using the vehicle, County Risk Management and the County Safety Office may investigate circumstances surrounding the accident. Your cooperation with investigators representing the County is required. Inquiries from any other sources must be referred to County Risk Management.**

#### **H. VEHICLE ACCIDENT REVIEW BOARD (VARB) – RULES AND REGULATIONS**

In order to establish fair and realistic standards for disposition of injuries and accidents involving occupational injuries and/or property damage, the Board of Supervisors created a Vehicle Accident Review Board (VARB). The purpose of the VARB is to prevent occurrence and recurrence of accidents/incidents involving County vehicles or County employees driving private vehicles on County business, and injuries or illnesses to County employees and clients. The VARB will review all mishaps reported in the previous month, individually to determine if the cause was preventable, non-preventable or operational, so that recommendations may be made to prevent recurrences.

The Riverside County Safety Committee shall constitute the Accident Review Board, meeting monthly, or upon the call of the Safety Officer. It shall be the duty of the VARB to determine, on the basis of an investigation of the facts, whether a particular accident, injury or incident was preventable, non-preventable, operational, or undetermined on the part of the employee. The VARB shall notify the Head of the employee's organization of each outcome.

The VARB may recommend corrective measures when indicated. These will be positive in nature, i.e., that personnel should be provided training before performing certain tasks, that a policy should be initiated for the conduct of certain operations to prevent accidents or injuries, that a driving test or physical exam be administered or that some other effort or procedure be accomplished to correct a specific situation. Recommendations may also include the repair/replacement or procurement of equipment.

The VARB will not involve itself with actions of a disciplinary nature. Disciplinary actions may only be directed by Department, Agency and District Heads; however, these recommendations may be made by the County Safety Officer.

Employees shall have the right to appeal a determination made by the VARB. Department/Agency/Special District Heads shall also have the right to appeal a determination made on an employee of their organization.

- 1) A certified letter will be sent to each employee who has been involved in a preventable vehicle accident, informing him or her of the determination made by the County Safety Committee/Vehicle Accident Review Board (VARB), and his or her right to appeal.
- 2) Refresher training shall be required for all County employees who have been involved in preventable vehicle accidents.
  - A. If an appeal is made and the accident is still determined to be preventable or if not appeal is requested within the allotted 10 working days, a letter will be sent to Commuter Services stating the final determination as Preventable and that the individual must attend the County's Driver Training Awareness course within two (2) months.
  - B. If the individual fails to attend within the two (2) month period, a follow-up letter will be sent to Commuter Services, and the individual's driving privilege may be revoked.

#### **I. INTERPERSONAL RELATIONS, COURTESIES, AND DISCIPLINARY ACTION**

County Vehicle participants should remember that while it is fine to be friendly with other participants in the

County Vehicle, each participant in the County Vehicle are County employees and are our colleagues, first and foremost. Each group is utilizing County resources (the County Vehicle (CV) itself) to commute to and from work, and as such, deference should be given to each other as colleagues with respect and professionalism at all times. Any information you wish to share of a personal matter should be discussed outside of commuting hours in the County Vehicle (CV). Other courtesies that should be followed are:

- 1) All participants in the County Vehicle (CV) Program are required to behave in a courteous and respectful manner to each other and the general public. Participants found to have acted in a discourteous manner may be terminated from the County Vehicle (CV) Program.
- 2) County Vehicle (CV) participants are to be proactive in resolving a conflict between members in a professional and respectful manner.
- 3) Should a personal conflict between members elevate to Commuter Services, Human Resources Service Team(s) may be notified, and an investigation may be conducted. Should an investigation be elevated to the Human Resources Service Team(s), further disciplinary action may be taken by the participant's department. A final, indisputable determination will be levied by Commuter Services and may result up to and including termination from the County Vehicle (CV) Program of an individual participant or the entire County Vehicle (CV) group.
- 4) County Vehicle (CV) participants should only use cell phones for emergency situations as conversations taking place might be distracting to other participants.
- 5) Loud conversations that could be distracting to the driver or disturbing to other passengers should be avoided. Conversations between participants should be limited to neutral and uncontroversial topics and discussions.
- 6) As a courtesy to non-smoking employees, employees who smoke should not smoke less than five (5) minutes before entering County Vehicle (CV) and should take every care to freshen up prior to entering the County Vehicle (CV).
- 7) Apply perfumes, colognes, and/or lotions after the destination has been reached.
- 8) A courtesy should be extended to those participants who wish to sleep or read.
- 9) Climate controls shall be set to a level that is approved by a consensus of the County Vehicle (CV) participants.
- 10) Radio volume shall be adjusted to be respectful of all participants in the County Vehicle (CV). Further, radio selections must be limited to neutral music selections. Stations such as talk radio or other channels that may be construed as inappropriate to other participants of the County Vehicle (CV) should be avoided.