



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 03-10

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EFFECTIVE DATE December 18, 2018

POLICY: VEHICLE POLICY

APPROVED

ROBERT A. LOVINGOOD
Chair, Board of Supervisors

POLICY STATEMENT AND PURPOSE

It is the policy of the County of San Bernardino (County) to provide and maintain vehicles and transportation equipment that is essential, safe, presentable and easily identifiable. The availability of safe and appropriate vehicles and transportation equipment is critically important to County officials and employees.

The purpose of this Vehicle Policy (Policy) is to promote consistency in the County's usage and maintenance of County vehicles and transportation equipment and defines the responsibilities and establishes guidelines for County vehicles.

DEPARTMENTS AFFECTED

Board of Supervisors, Elected Officials, all County Agencies and Departments, Board-Governed Special Districts and Board-Governed Entities.

POLICY

1. The effective operation of County vehicles and transportation equipment is governed by this policy and subsequent Standard Practices (SPs).
2. At all times, County vehicles must be operated in a responsible prudent manner and in compliance with all applicable laws and regulations.
3. All vehicles (unless otherwise exempted) must display County emblems as described in County Policy 03-02, along with vehicle identification numbers (as assigned by Fleet Management) on both sides and rear of the vehicle. Approval for unmarked vehicle requests require group administrator and department head authorization (using form FLTM 003). A "blanket authorization" may be given to groups of vehicles by work assignment. The San Bernardino County Fire Protection District and the Sheriff's Department are authorized to design their own logos and markings, and create and administer unmarked vehicle policies for their fleet.
4. There should be no expectation of privacy in any County-owned vehicle by the operator and/or passengers. All new vehicles placed into service will be equipped with telematics (GPS) unless specifically exempted. Requests for approval for telematics exemption require group administrator and department head approval (using form FLTM 066). A "blanket authorization" may be given to groups of vehicles by work assignment. The San Bernardino County Fire Protection District and the Sheriff's Department are authorized to create and administer their own telematics policies.
5. Only persons authorized by group administrators, department heads or supervisors are allowed to operate or be a passenger in a County vehicle.
6. The ultimate responsibility for vehicle safety lies in the hands of the driver. Drivers are never to operate an unsafe vehicle. Before operating any vehicle, drivers must visually check it for safety concerns, missing or malfunctioning equipment, and unreported damages.

LEAD DEPARTMENT

Fleet Management

APPROVAL HISTORY

Adopted February 3, 1992; Amended June 23, 2015; Amended December 18, 2018

REVIEW DATES

December 18, 2023