



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Transportation and Travel			Article: 1504
APPROVED: William Dickinson, Chief Probation Officer			
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POLICY

The use of motor vehicles is essential to the delivery of probation services.

Excerpts from the Kern County Administrative Code pertaining to the use of county vehicles shall be made available for distribution. The Human Resource Specialist should distribute copies of the excerpts to each employee who is authorized to drive a county vehicle at the time the oath of office is administered.

An employee may be required to use a county car or a personal vehicle to conduct county business according to the following guidelines that are listed below.

A. Who May Use County Vehicles

County vehicles may be used by salaried employees and volunteers under certain conditions who are required to use a vehicle in connection with their work, and who possess a valid California driver's license and a Kern County Vehicle Use Permit.

B. Extended Use of a County Vehicle

When unusual or special circumstances arise, arrangements can be made for the retention of a county vehicle overnight or for an extended trip use. This requires an authorization by the Chief, or in his absence, the Deputy Chief or Probation Division Director.

C. Home Retention of a County Vehicle

Home Retention of a county vehicle is prohibited unless authorized, in writing, by the Department Head in accordance with Section 1111 of the County Administrative Manual.

D. Who May be Reimbursed for Using Personal Vehicles

Probation Department employees may be authorized to use a personal vehicle in connection with their work only after completion of a Private Mileage Contract. They will then be reimbursed for the use of their vehicle for county business in accordance with the terms of the contract at the current county mileage rate.

E. Travel Request and Authorization

Any overnight or out of county travel which involves Probation business, must be approved prior to the trip by use of Travel Request form # PAS580 -1151 (Rev. 7/86) submitted to the appropriate Division Director. Once approved, the request must then be forwarded through the Deputy Chief to the Administrative Division who will make any required hotel or common carrier reservations. Travel expenses will be reimbursed according to the current approved county rate.

A request must be submitted for any out of county travel when an employee is to receive salary, whether or not expenses are claimed. The only exception to this policy is when officers are conducting county business in an area which encompasses another county as well as Kern.

VEHICLE PURSUITS

When an officer is driving a vehicle and must make a decision as to whether or not to pursue a fleeing individual, Officer & Public Safety are the paramount concerns. If the decision is made to pursue,

TRAFFIC LAWS MUST BE OBEYED IN ALL CIRCUMSTANCES WITH SPECIAL ATTENTION GIVEN TO SPEED LIMITS, SAFE FOLLOWING DISTANCE, RIGHT OF WAY AND PROPERTY RIGHTS.

I. DRIVING SAFETY

- A. An employee is responsible for active awareness of his/her own physical condition and should not drive when their ability to drive safely is impaired by fatigue, illness, reaction to medication or any other reason.
- B. An employee is expected to plan appropriately for any trip considering distance, road conditions and/or mandatory arrival times. A trip plan must comply with the following regulations:
 - 1. You may not drive for more than 12 hours following 8 consecutive hours off duty.
 - 2. You may not drive after having been on duty for 15 hours. You may perform work, except for driving, after being on duty for 15 hours. You may drive for the purpose of commuting home from Camp Erwin Owen, if other drivers are unavailable.
 - 3. After driving for 12 hours or being on duty 15 hours, you may not drive again until you have had 8 consecutive hours off duty time.

4. You may drive an additional two hours if you encounter adverse weather conditions which were not apparent at the start of the trip.
 5. Regardless of the adverse conditions, you are not allowed to drive for more than 14 hours or after having been on duty more than 15 hours.
- C. When using a county or a private vehicle for county business, there shall be no “unauthorized” passengers. All passengers will be listed on the Travel Request and any passenger not directly involved in County business must be approved by the Chief Probation Officer. It is the driver’s responsibility to ensure that all occupants of the vehicle are properly secured by seat belts and children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR have reached 4’9” in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.) . Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat. (California Vehicle Code Section 27360.)
- D. THE DRIVER SHALL OBEY ALL TRAFFIC LAWS
- (Additional driving safety procedures are detailed in Article 1506 of this manual.)

II. TRAVEL EXPENSE

- A. Any employee required to travel for County business shall be reimbursed at the approved county rate for lodging and per diem expenses. An employee who utilizes his private vehicle shall be reimbursed at the approved county rate for the miles traveled in the course of county business. An employee is expected to pay for the expenses incurred with cash or credit card and upon return, submit a “white claim” for reimbursement.

III. VERIFICATION OF LICENSE/INSURANCE POLICY

- A. The Kern County Administrative Code requires any employee, who drives a motor vehicle during the course of their county employment, have a valid California driver's license. If individuals are driving their own vehicle during the course of county business, regardless of whether or not they claim reimbursement, are required to have vehicular liability insurance at or above the minimum levels set forth in the County Administrative Code (\$15,000.00/\$30,000.00 Public Liability; \$5,000.00 Property Damage). If individuals are driving Class B county vans or vehicles for the purpose of

transporting persons, they are required by state law to have a valid Class B driver's license (Vehicle Code Section 12500(b)).

IV. **Procedure**

- A. It is the responsibility of the Administrative Services Bureau to initially verify driver's licenses and insurance policies for all individuals who drive during the course of their county employment. This must be done before an employee will receive authorization to use their private vehicle for county business. This verification will be done by examining an individuals' driver's license and a copy of their insurance policy or other evidence of ability to respond to damages.
- B. The employee's authorization for use of a private vehicle expires on the same date as the employee's driver's license. Prior to renewing the authorization, the department is responsible for verifying license and insurance information. The department is responsible for maintaining a current file of "Mileage Authorization for Use of Private Vehicle".
- C. It is the responsibility of each employee to:
 - 1. ***Provide their driver's license and a copy of their insurance policy to the employment services clerk upon request.***
 - 2. ***To maintain a valid driver's license and ability to respond to damages at all times.***
 - 3. ***To comply with all county regulations as stated in the Administrative Code pertaining to vehicle usage.***
 - 4. ***To report all citations for traffic violations received while conducting county business by the end of the work shift. (See section 1506 regarding vehicle accident/ damage reporting.)***
- D. If the employee is unable to provide evidence of a valid license, or the license is expired, suspended, or revoked and he/she lacks the ability to respond to damages, the employee shall be notified in writing that failure to secure a valid driver's license or appropriate insurance coverage within fifteen days may result in disciplinary action up to and including dismissal.
- E. It is the responsibility of the Administrative Services Bureau to provide each employee with a copy of this policy statement along with the appropriate sections of the County Administrative Code relating to driving motor vehicles. The employee will sign a statement acknowledging receipt of those statements and indicating he/she has read and understood the policy. That statement will be forwarded to the Personnel Department to be placed in the employee's personnel file.

