



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Volunteers Driving on County Business			Article: 1505
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: October 2016	REVIEWED: October 2018	REVISED: September 2024	UPDATED: October 2018

POLICY

In authorizing volunteers to drive county and/or personal vehicles on county business, the following departmental procedures have been established:

PROCEDURE

- I. The requesting party shall submit the "Request for Authorization to Drive Vehicle on County Business" form to their respective Division Director who will consider and review the request. The request will proceed up the chain of command and will finally be submitted to the Chief Probation Officer or designee for final consideration and approval.
- II. All parties, in considering requests for Volunteer Authorization to Drive County/Private Vehicles, should consider:
 1. Budget costs - the mileage costs will be applied to appropriate Division budget. Additionally, insurance losses, should they occur, will be applied to the budget of the appropriate Division.
 2. Availability of county vehicles.
 3. Proper licensing - must be licensed to drive the assigned vehicle (vans require Class B license.)
 4. The benefit/risk (liability) relationship to the county before authorizing a volunteer to drive a county/private vehicle in service of the county.
- III. All considered requests will be routed to the Administrative Services Probation Division Director who will be responsible for notifying all parties concerned that their request was either approved or denied. Additionally, the Administrative Services Probation Division Director will:
 1. Facilitate the issuance of a Temporary Authorization to Drive a County Vehicle form if authorization is approved.

2. Maintain a file of volunteers approved to drive county and/or personal vehicles with their insurance policy number and expiration date, their driver's license number and expiration date, and the expiration date of the Temporary Authorization to drive a County Vehicle Form.
 3. On an annual basis, obtain a current copy of an insurance certificate.
 4. On an annual basis, obtain a report on the driving history of the volunteer from the Department of Motor Vehicles.
 5. If or when authorization to drive county and/or personal vehicle is rescinded or is no longer necessary, the Probation Division Director, Deputy Chief Probation Officer, and Chief Probation Officer will be notified.
- IV. If the volunteer is authorized to drive their private vehicle, they must submit a complete and legible copy of County Mileage Claim Form to their respective Division Director for approval. The Division Director, upon approval, should forward both copies of the Mileage Claim Form to the Administrative Services Probation Division Director for processing.