

**BRUNSWICK COUNTY GOVERNMENT
COUNTY VEHICLE USAGE
EFFECTIVE: MARCH 1, 2009**

I. PURPOSE

This Administrative Policy sets forth the County's Motor Vehicle policies and procedures.

II. APPLICATION

The Administrative policy shall be applied to all County employees, appointed officials, Brunswick County/Lake Gaston Tourism Association, and Constitutional Officer's and its employees authorized to use County owned vehicles to conduct County business. These policies and procedures shall govern the use of County vehicles defined as "Pool" and "Take Home" vehicles. "Pool" vehicles may be County assigned vehicles. "Take Home" vehicles are vehicles that are assigned to specific employees for County business purposes only.

III. AUTHORIZED USERS

1. Prior to using a County vehicle, individuals shall obtain authorization from their agency's Appointing Authority.
2. Authorized users shall have in their possession a valid Commonwealth of Virginia Vehicle Operators License.
3. Each agency and appointed official must have on file in the County Administrator's Office the name(s) and telephone number(s) of the individual(s) authorized to grant motor pool vehicle use. Agencies are responsible for immediately advising the County Administrator's Office of changes to the authorization list.

IV. OPERATING BOUNDARIES

1. County vehicles are provided for use within the boundaries of the County of Brunswick.
2. Individuals required to operate a vehicle outside the boundaries to perform normal business must obtain permission from their Appointing Authority prior to operating a County vehicle outside the County's boundaries.

Authorized Use

1. County vehicles shall only be used for normal County business. If a County vehicle is not available, use of a private vehicle to conduct

County business must be authorized by the County Administrator prior to travel.

2. If a County vehicle is not available for use by Constitutional employees, the Constitutional Officer must authorize use of personal vehicles at its discretion.
3. No personal use of County-owned vehicles is allowed.
4. Transporting family members or other individuals for personal use in a County vehicle is prohibited.
5. Individuals assigned a "Take Home" vehicle is authorized to drive directly to and from work provided they live within the boundaries of the County of Brunswick.

V. MOTOR POOL VEHICLE CHECK-OUT AND RETURN

1. Individuals requiring the use of a Pool vehicle must notify the County Administrator's Office at least one day prior to the date needed.
2. Anyone checking out a vehicle must submit a completed "Authorization to Use Motor Pool Vehicle" form signed by a designated Appointing Authority.
3. All motor pool vehicles are required to be returned to the County Government Building at the conclusion of conducting County business.

VI. CARE OF VEHICLE

1. The no-smoking policy applies to County vehicles. Individuals are not to smoke while driving or riding in a County vehicle.
2. Vehicles are to be kept in a clean manner. Vehicles are to be returned to the Motor Pool clean, free of trash and litter.
3. The driver and all passengers are required to wear a seatbelt.

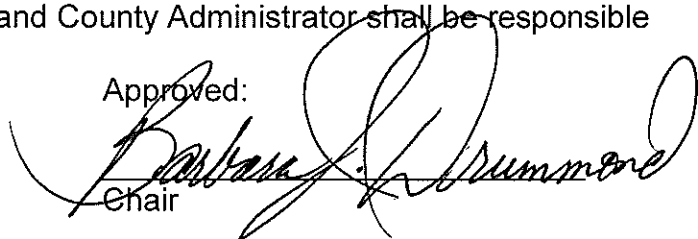
VII. LIABILITY

All damages shall be brought to the attention of the County Administrator and the Director of Finance upon return of the vehicle.

VIII. REGULATION UPDATE

The Board of Supervisors and County Administrator shall be responsible for modifications.

Approved:


Chair