



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
BUILDING DEPARTMENT**

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-8794 www.mynevadacounty.com

**NEVADA COUNTY
BUILDING DEPARTMENT POLICY**

Subject:	Vehicle Maintenance, Inventory & Accident Report Policy	Policy #:	BD-BI-07-002
Original Policy:	January 4, 2007	Last Revised:	April 17, 2015

- Section Index:**
1. Purpose
 2. Policy
 3. Definitions
 4. Vehicles
 - 4.1 Fuel
 - 4.2 Washing
 - 4.3 Maintenance
 - 4.4 Inventory
 - 4.5 Vehicle Use
 5. Accident Reports
 6. Policy Interpretation

1. Purpose:

The purpose of this policy is to ensure Building Department vehicles are inspected for safety, maintenance and kept clean.

2. Policy:

It is the policy of the Building Department to ensure vehicle safety, maintenance and cleanliness. Through wisdom the Building Department is built, and by understanding it is established.

3. Definitions:

- ❖ Maintenance:
Daily or weekly inspection of vehicle safety items such as headlights, turn signals, windshield wipers, tires, etc. See sections 4.3.1 & 4.3.2
- ❖ Vehicle:
County owned car, truck, van and/or sport utility vehicle.

4. Vehicles:

4.1 Fuel

- 4.1.1 Each County vehicle has a gas card typically located in the glove box or center console. Gas is obtained at CFN listed gas stations.

- 4.1.2 The following is required to be entered once the gas card is inserted at the applicable fueling station:
- Driver ID/PIN (enter your Nevada County employee ID Number; add a leading zero for four digit employee IDs or only use the last five digits for seven digit employee IDs).
 - Actual vehicle odometer reading with no tenths.
 - Pump either regular grade 87 octane or #2 diesel for your vehicle as required.
- 4.1.3 Vehicle gas cards are to be used for only gas and oil. The vehicle gas card is not to be used for vehicle washing.
- 4.1.4 Nevada County CFN Station Locations (recommended locations; not all inclusive):
- Union 76 station on Hollow Way off Gold Flat Rd.
 - Bulk fuel station 720 S. Auburn St. Grass Valley Ca.
 - Station at 17562 Penn Valley Dr. Penn Valley Ca.
 - Hunt & Sons Super Stop. 29405 Hwy 49 North San Juan Ca.
 - Valero. 10009 Donner Pass Rd. Truckee Ca.

4.2 Washing

- 4.2.1 All department vehicles are to be kept clean and washed once a month or more if needed.
- 4.2.2 The inside of the department vehicles is to be kept clean.
- 4.2.3 Vehicle washing is available at the Gold Flat 76 station, which also includes vacuuming. User shall pull up to the wash rack and give their name and log the vehicle number. The attendant will then give quarters for vacuuming the vehicle.

4.3 Maintenance

- 4.3.1 Each vehicle operator shall perform a daily vehicle checklist. If any items are not working the vehicle operator is to take the vehicle to the Fleet Services service yard for repairs if determined safe to operate or schedule the vehicle to be picked up by Fleet Services. The vehicle operator shall notify his/her supervisor of the required repairs.
- ✓ Check brake light operation
 - ✓ Check left and right turn signal operations
 - ✓ Check head lights
 - ✓ Check vehicle horn
 - ✓ Check vehicle windshield wipers
 - ✓ Windshield and mirrors are clean
 - ✓ Check tires
- 4.3.2 Each vehicle operator shall perform a weekly vehicle checklist. If any of the above items needs fluid, the vehicle operator shall take the vehicle to the Fleet Services service yard for service and/or schedule the vehicle to be picked up by Fleet Services.
- ✓ Check oil level
 - ✓ Check water level
 - ✓ Check wiper fluid level

4.4 Inventory

- 4.4.1 Each vehicle operator shall verify that the following materials and safety equipment is present in the vehicle.
- ✓ Flares
 - ✓ Inspection tools
 - ✓ Writing utensils
 - ✓ Extra correction notices, stop work notices, gas tags and electrical tags
 - ✓ First aid kit
 - ✓ Fire extinguisher

4.5 Vehicle Use

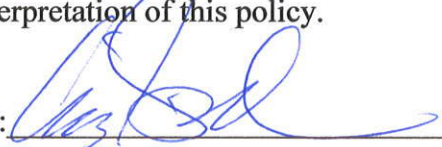
4.5.1 Employees utilizing County vehicles and private vehicles for County business shall comply with Title I, Chapter II, Article 14 of the Nevada County Code. All County employees shall review this Article prior to operating any County vehicle and/or private vehicle used for County business.

5. Accident Reports

- 5.1.1 If the vehicle operator whether operating a County vehicle or a private vehicle on County business is involved in any type of vehicle accident, whether or not visible damage is apparent, the vehicle operator must report the accident to his/her supervisor as soon as possible.
- 5.1.2 If the vehicle operator is involved in an accident, if possible, the vehicle operator shall take pictures of the vehicle(s) involved and any relevant condition that may have contributed to the accident.
- 5.1.3 The vehicle operator shall not discuss any accident with anyone other than law enforcement, his or her immediate supervisor, department head, the risk manager or county counsel without first obtaining approval from county counsel or the risk manager.
- 5.1.4 The vehicle operator shall complete a County accident report form as soon as possible (Attachment "A"). All sections on both sides of the form shall be completed.
- 5.1.5 The reporting employee's supervisor shall complete the "Reasonable Suspicion" checklist and the "Drug Free Work Place Certification" section of the motor vehicle accident/incident report form. (Attachment "A")
- 5.1.6 Post accident testing is required in any of the following circumstances result from an accident:
 - A fatality
 - Injuries requiring immediate transportation to a medical facility
 - One or more vehicles incurs disabling damage
- 5.1.7 If required, post accident testing shall be completed as soon as practicable following the accident.
- 5.1.8 After completion of the accident report, the form shall be given to the Director of Building for processing.
- 5.1.9 The vehicle operator shall notify the Fleet Services Manager that the vehicle has been in an accident and is need of repair.
- 5.1.10 This Section applies only if the vehicle operator was not driving a County vehicle. If anyone involved in the accident was injured or killed, or if there was more than \$500 property damage, you must report the accident to the Department of Motor Vehicles within 10 days of the accident, regardless of fault using the DMV's "California Traffic Accident Report". (Attachment "B")

6. Policy Interpretation:

The Director of Building and/or approved Building Department designee shall have the authority for the interpretation of this policy.

Approved: 

Date: 4/19/15

Craig Griesbach
Director of Building