I. POLICY:

The Oklahoma County Juvenile Bureau (OCJB) promotes safe, efficient, and economical vehicle usage by providing guidelines related to driver responsibilities, vehicle assignments, and the use and misuse of vehicles owned by Oklahoma County **(3-JDF-3A-24)**.

The Maintenance Department is responsible for the upkeep of the OCJB vehicle fleet, to include all preventative maintenance and repairs **(2-7015)**.

II. DEFINITIONS:

A. **Driver(s):** Employees of the OCJB who are authorized to operate county owned vehicles while they are operating these vehicles, unless otherwise stated.
B. **Governmental Tort Claims Act of Oklahoma:** 51 O.S. § 152-168 authorizes the liability, scope and exemptions of governmental tort claims. Eligibility to recover through this claims process requires the employee causing the loss to have been acting within their scope of employment.
C. **Oklahoma Motor Vehicle Code:** A code that identifies all violations that may result in a citation while operating a vehicle in the State of Oklahoma, and is published by the Department of Public Safety. 47 O.S. authorizes the Department of Public Safety to develop, maintain and enforce the Oklahoma Motor Vehicle Code.
D. **Tort:** A legal wrong, involving a violation, resulting in a loss to any person, association or corporation as the proximate result of an act or omission of an employee acting within the scope of their employment.
E. **Vehicle:** As used in this policy, "Vehicle" refers only to county-owned vehicles, and not to personally-owned vehicles, unless otherwise stated.

III. PROCEDURE:

A. The OCJB maintains a fleet of vehicles designated for employee use for the following purposes:
   1. To allow for secure transportation of youth by detention officers;
   2. To provide public safety and supervision by allowing intake and probation officers to conduct field work; and
   3. To allow for other authorized OCJB business to be conducted, including travel outside of Oklahoma County.

B. Vehicles shall not be used to conduct personal business.

C. Vehicle Assignments:

The OCJB maintains fourteen (14) vehicles, assigned as follows:

1. Administration – one (1) car, #7;
2. Court Services – four (4) cars, #4, #6, #8, and #12, and two (2) vans, #9, and #10;
3. Detention - three (3) cars, #1, #2, and #3, and one (1) van, #11;
4. Director of the OCJB – one (1) car, #0;
5. Maintenance – one (1) truck, #13; and
6. Internal Affairs – one (1) car, #5.

D. Permanent Vehicle Assignments:

1. Based on the business needs of each department and the resources available, the Presiding Judge and the Director permanently assign vehicles to individual positions to ensure availability. The following positions may have permanently assigned vehicles:
   a. Director of the OCJB;
   b. Lead Maintenance Worker; and
   c. Internal Affairs Supervisor.
2. Permanently assigned take-home vehicles are subject to the appropriate Internal Revenue Service (IRS) taxation.

E. OCJB Responsibilities:

1. All vehicles are covered under Oklahoma County's insurance policy **(2-7069)**.
2. All vehicles used to transport youth assigned to the OCJB shall be properly licensed and inspected according to law.
3. Each department head shall appoint a designated fleet manager. It is the responsibility of the designated fleet manager to **(2-7013)**:
   a. Maintain a system that provides for effective key control **(3-JDF-3A-22)**;
   b. Ensure proper records are kept using the "Vehicle Movement Log" Attachment A, and the "Vehicle Movement Form," Attachment D;
   c. Monitor use of Pikepass and Fuelman cards;
   d. Ensure that each vehicle is equipped with a first aid kit, fire extinguisher, and reflective warning triangles at all times;
   e. Ensure that multiple copies of the "Resolution and Tort Claim Instructions," Attachment C, are located in each vehicle;
   f. Ensure that a copy of this policy, 1.8, is located in each vehicle;
   g. Ensure routine cleaning of the vehicle(s); and
   h. Immediately report any vehicle maintenance or repair needs to the Maintenance Supervisor.
4. Employees who possess permanently assigned vehicles shall have the same responsibilities for their own vehicle as the designated fleet manager has for his/her department's fleet.

F. Driver Responsibilities:

1. Vehicles shall only be driven by employees of Oklahoma County.

2. Vehicles shall only be occupied by employees of Oklahoma County except when additional occupancy is within the scope of official duty;
3. Drivers shall possess a valid driver's license of the appropriate class. This license shall be in the possession of the driver at all times while he/she is operating a vehicle.
   a. Drivers shall immediately inform their supervisor in the event that their driver's license is suspended, revoked, or otherwise restricted in a way that impacts their ability to perform their job duties.
3. Drivers shall notify their supervisor of any health and/or medication change, whether temporary or permanent, which may be a factor in operating a vehicle safely.
   a. Employees are not required to report the specific health and/or medication change to their supervisor, only that a change has occurred.
   b. The supervisor shall direct the employee, upon receiving such notice, to report to the Human Resources Department (HRD) for further instruction.
   c. The HRD will assist the employee in any necessary evaluation of their job responsibilities as it relates to their change in health and/or medication and will advise the employee's supervisor of any temporary or permanent accommodations that are being made or considered.
4. Drivers shall check out the vehicle keys and log book from the designated fleet manager. Keys for vehicles #1, #2, #3, and #11 shall be checked out from the key box in the OCJDC staff breakroom. All drivers shall complete and record the appropriate information on the "Vehicle Movement Log," Attachment A, prior to operation. **(3-JDF-3A-24)**.
5. Drivers shall complete a "Vehicle Movement Form," Attachment D, each time they utilize the vehicle and submit it to the designated fleet manager and record the "Time In" on the "Vehicle Movement Log," Attachment A, upon their return.
6. Vehicles shall be operated in a safe, responsible, and sensible manner in accordance with all state and local laws. Drivers must comply with the Oklahoma Motor Vehicle Code, as authorized by 47 O.S. § 11.
7. Prior to operating a vehicle, drivers must establish, to the best of their knowledge, that the vehicle is safe working condition (e.g., check horn, lights, brakes, tires, etc.). If the vehicle is not in safe working condition, it shall not be driven and its condition shall be reported to the designated fleet manager, who shall inform the Maintenance Supervisor.
8. The driver is responsible for ensuring, prior to the operation of the vehicle, that all passengers have properly fastened their safety belts. Safety belts shall remain fastened at all times while the vehicle is in motion.
9. Drivers shall remain attentive to driving at all times. Use of a hand held cellular phone, including texting, is prohibited. Eating, drinking, and/or other distractions are prohibited while the vehicle is in motion.
10. Smoking is not permitted in any vehicle.

11. Drivers must pay, without reimbursement, all illegal parking fees and/or fines for traffic violations that are incurred while operating a vehicle.
    a. Drivers shall report any citation to their supervisor within twenty-four (24) hours of the incident.
12. Drivers of vehicles #4, #6, #7, #8, #9, #10, and #12 shall ensure that vehicles are refueled to maintain at least half of a tank of fuel prior to their return of the vehicle. Vehicles #1, #2, #3, and #11 shall maintain no less than three quarters of a tank of fuel at all times. Drivers will not be reimbursed for personal fuel purchases for vehicles without prior approval from the Director. Drivers shall abide by the following procedure when refueling the vehicle:
    a. Vehicles are to be refueled at the Oklahoma County District Three (3) work yard, located at 405 N.W. 116th Street in Oklahoma City, Oklahoma 73114.
    b. The driver shall insert the grey key fob attached to the vehicle's keys into the pump and enter the vehicle pin number, vehicle code, and pump number.
    c. The driver shall refuel the vehicle.
    d. The driver shall document how many gallons were used to fill the tank on the "Vehicle Movement Form," Attachment D.
13. Drivers shall not place unauthorized bumper stickers or any other unauthorized equipment in or on the vehicles.
14. Drivers are required to use vehicles for business purposes unless no vehicle is available.
15. Intake and Probation Officers are encouraged to travel with a minimum of two (2) and a maximum of four (4) officers to optimize resources and enhance safety when conducting field visits.
16. If a driver is required to travel outside of Oklahoma County, he/she must:
    a. Obtain prior approval from his/her supervisor or the supervisor's designee; and
    b. Obtain the Fuelman gas card from the designated fleet manager to refuel the vehicle outside of Oklahoma County;
        i. Drivers shall submit receipts of use of the Fuelman gas card to the designated fleet manage upon return. The designated fleet manager shall submit these receipts to the Business Department.
17. With prior approval from his/her supervisor, a driver may take a vehicle home for one (1) night when he/she is attending an out-of-county meeting or training and travel will occur before or after regular working hours.
18. Intake and Probation Officers shall comply with all requirements of Policy 7.1-5, "Intake and Probation Officer Safety."

G. Reporting Vehicle Malfunctions and/or Accidents:

In the event of a vehicle malfunction, breakdown, and/or accident, the driver shall abide by the following procedure:

1. If the driver, passenger(s), or anyone involved has sustained injuries:

a. If the injuries are serious or life threatening, the most capable party shall call 911 for transportation of the injured to the nearest medical facility. The driver and/or passenger shall then contact his/her supervisor, as soon as he/she is able to do so;
b. If the injuries are not serious or life threatening, the most capable party shall contact his/her supervisor, who will contact the Oklahoma County Health and Safety Office at (405) 713-1371; and/or
c. If the driver and/or passenger(s) require non-emergency medical treatment during regular business hours, the Oklahoma County Health and Safety Office will direct him/her to the appropriate location. After regular business hours, the emergency room at McBride Orthopedic Hospital, located at 9600 N. Broadway in Oklahoma City, Oklahoma 73114, shall be utilized.

2. Protect the scene of the accident; do not move the vehicles or leave the scene of the accident unless it is necessary for safety reasons or as directed by law enforcement personnel.
3. Set out warning devices (triangles, reflectors, etc.)
4. Notify the Oklahoma County Sheriff's Office Dispatch of the accident using the radio or by calling (405) 869-2501.
   a. If outside of Oklahoma County, dial *55 to contact the Oklahoma Highway Patrol.
5. Aid the injured, if qualified. Do not move injured people unless it is absolutely necessary.
6. Obtain the following information from all others involved in the accident and document it on the "Accident Information Form," Attachment B:
   a. Name, address, telephone number, date of birth, and driver's license number;
   b. Make, model, year, tag number and state, and extent of damage to all vehicles (County-owned or non-County-owned);
   c. Insurance company, name and address of insurance company, agent's name, telephone number, policy number, and name of insured;
   d. Name, badge number, and agency of the responding officer;
   e. Names, addresses, and telephone numbers of witnesses or other involved parties to include passengers;
   f. The location (highway, street, block, mile marker, etc.) direction of travel, time of day, weather conditions, and any other important information.
7. Provide all others involved in the accident with the information collected on the "Accident Information Form," Attachment B, which is also listed above. Provide all others involved in the accident with a copy of the Governmental Tort Claim Act and Resolution No. 059-00, included in the "Resolution and Tort Claim Instructions," Attachment C, per 51 O.S. § 152-168, which is located in the glove box of each vehicle.
8. Upon the return to the OCJB, all parties involved shall complete:

a. A "Vehicle Incident Report," which can be found on Infozone under the "Safety" tab in the "Forms" folder, and submit it to his/her immediate supervisor within twenty-four (24) hours of the incident or as soon as is reasonably possible;
b. A "Worker Injury Form," (if applicable), which can be found on Infozone under the "Safety" tab in the "Forms" folder, and submit it to his/her immediate supervisor within twenty-four (24) hours of the incident or as soon as is reasonably possible; and
   i. The immediate supervisor of the employee must be present during the completion of the "Worker Injury Form."

9. All drivers involved are subject to a post-accident drug screening.

H. Vehicle Maintenance Responsibilities:
1. Fleet managers shall inform the Maintenance Supervisor when it is time for a vehicle to undergo preventative maintenance (e.g. oil change, tire rotation, etc.). The Maintenance Supervisor shall evaluate the need for service and make arrangements to take the vehicle in for maintenance if necessary **(2-7015).**
2. When a vehicle needs to be cleaned, the driver shall notify the designated fleet manager who shall evaluate the need for cleaning and make arrangements to have the vehicle cleaned if necessary.

I. Authorized Parking:
1. Vehicles shall be backed in to a reserved parking spot in the west parking lot (lower level) of the OCJB at the conclusion of each trip.
2. Vehicle windows shall be closed and doors locked at all times when the vehicle is not in use.

J. Misuse of Vehicles:
1. Driving a vehicle while under the influence of alcohol, drugs, and/or other intoxicants is strictly prohibited and is subject to disciplinary action.
2. Failure to comply with the Oklahoma Motor Vehicle Code, as authorized by 47 O.S. § 11, while operating a vehicle shall be subject to disciplinary action.
3. Use of a vehicle for reasons other than to conduct County business shall be subject to disciplinary action.
4. Misuse of a vehicle could result in any or all of the following actions:
   a. An investigation;
   b. Liability of any cost of damages;
   c. Suspension of driving privileges;
   d. Other corrective discipline and/or
   e. Termination of employment.

K. Alternative Methods of Transportation:
1. Drivers are not permitted to utilize their personal vehicles or public transportation for OCJB business without prior authorization from the Director.

2. Drivers operating a personal vehicle for OCJB business shall ensure their personal automobile insurance coverage is maintained and provide proof of insurance, to be kept in their personnel record **(3-JDF-3A-25)**.
3. Drivers must have prior authorization from the Director to receive reimbursement for personal expenses incurred.

L. All OCJB employees shall acknowledge that they have read and understand this policy by completing the "Acknowledgement of Receipt," Attachment E, and submitting it to their supervisor prior to operating a vehicle owned by the county. Supervisors shall submit the original signed acknowledgement to the HRD to keep in the employee personnel record.

Approved: _____ 9/16/16
James L. Saffle Date

Attachments:
Attachment A, "Vehicle Movement Log"
Attachment B, "Accident Information Form"
Attachment C, "Resolution and Tort Claim Instructions"
Attachment D, "Vehicle Movement Form"
Attachment E, "Acknowledgement of Receipt"

Vehicle Movement Log					
NAME(S) legible	**DATE**	**TIME OUT**	**TIME IN**	**CAR #**	**RADIO #**

Accident Information Form

Other Vehicle Information		
Name:	D.L. #	Date of Birth:
Address:	City/State:	Zip:
Phone #:	Other Phone #:	Tag # & State:
Vehicle make/model/year:		VIN #:
Insurance Company:		Policy #:
Agent's Name: Agent's Phone #:		

Investigating Officer Information		
Officer Name:	Badge #:	Agency:
Citation issued to county driver? ☐Y ☐ N	Citation type:	
Citation issued to other driver? ☐Y ☐ N	Citation type:	

List any witness information below:			
Name:	Address:	City/State:	Phone #:
Name:	Address:	City/State:	Phone #:
Name:	Address:	City/State:	Phone #:
Name:	Address:	City/State:	Phone #:
Name:	Address:	City/State:	Phone #:
Name:	Address:	City/State:	Phone #:

RESOLUTION AND TORT CLAIM INSTUCTIONS

Governmental Tort Claim Act

Written Claim Procedures:

Any person with a claim against the county must file a written claim with the County Clerk of the county in which the accident or occurrence happened within one year after the loss. When the claim is for death resulting from the accident or occurrence the personal representative may present notice within one year after the loss.

Board of County Commissioners
Attn: County Clerk
320 Robert S, Kerr, Room 203
Oklahoma City, Oklahoma 73102

Written notice of the claim must state the following information:

- The date, time, and place of the accident or occurrence
- The circumstances of the loss
- The compensation sought for the loss
- The name, address, and phone number of the claimant or the authorized agent

Failure to supply any of this information will not invalidate the claim, however, unless the claimant refuses to furnish it.

The County Clerk is not required to notify the claimant whether the claim has been approved or denied. A tort claim is deemed denied by operation of law if no action is taken on the claim by the Board of County Commissioners within ninety (90) days of submission of the claim. No lawsuit is valid if not filed within One Hundred Eighty (180) days of denial of the claim by the Board of County Commissioners.

For more information regarding Governmental Tort Claims Act:

http://www.lsb.state.ok.us/ **Title: 51 O.S. 151-170**

RESOLUTION NO. 059-00

A RESOLUTION RESCINDING RESOLUTION 259-88 AND ESTABLISHING POLICY FOR SELF INSURANCE FUND

WHEREAS, The Board of County Commissioners of Oklahoma has determined that it is in the best interest of the citizens of Oklahoma County for the County to be self insured for claims filed against it arising under the Oklahoma Political Subdivision Tort Claims Act, Civil Rights lawsuits, and breach of contract actions.

BE IT THEREFORE RESOLVED, that The Board of County Commissioners has established a self insurance reserve fund from which claims against Oklahoma County arising under the Oklahoma Political Subdivision Tort Claims Act, breach of contract actions or Civil Rights lawsuits shall be paid.

Approved the 27 day of March, 2000, to be effective immediately.

BOARD OF COUNTY COMMISSIONERS OF OKLAHOMA COUNTY, OKLAHOMA

Stuart Earnest Sr.

Stuart Earnest, Sr., Chairman

Beverly Hodges, Vice-Chairman

Earl Rooms, Member

ATTEST:

Jim Roth, Chief Deputy

Carolynn Caudill, County Clerk

OKLAHOMA COUNTY JUVENILE BUREAU
Vehicle Movement Form

Date: _____ **Vehicle#:** _____

Employee Name (PRINT): _____

Employee Name (PRINT): _____

Employee Name (PRINT): _____

Employee Name (PRINT): _____

MILEAGE OUT: _____ **MILEAGE IN:** _____ **TURNPIKE Y/N** _____

TIME OUT: _____ **TIME IN:** _____

DID YOU RE-FUEL?: Y/N _____ **IF YES, HOW MANY GALLONS:** _____

WHAT IS THE FUEL LEVEL AT TIME OF RETURN? :

FUEL: F_____ **¾** _____ **½** _____ **¼** _____ **E** _____

PLEASE PROVIDE INFORMATION BELOW IF THE VEHILCE IS IN NEED OF REPAIR, HAS INCURRED DAMAGE, HAD LESS THAN A ½ TANK OF GAS WHEN YOU CHECKED IT OUT, AND/OR CONTAINED TRASH:

_____

_____

_____

_____

_____

OKLAHOMA COUNTY JUVENILE BUREAU

Acknowledgement and Receipt of Policy 1.8, "Use of County Vehicles"

By signing this document, I acknowledge that I have received, read, and understand Oklahoma County Juvenile Bureau Policy 1.8 "Use of County Vehicles." I understand that it is my responsibility to comply with the provisions set forth by this policy and understand that failure to so will be punishable by disciplinary action up to and including termination.

_____

Employee Name (Print)

_____

Employee Signature Date

_____

Supervisor Signature Date