

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Use of County Vehicles

Number: E 4

Approved: Signature on file

Date: 12-11-07

POLICY

In accordance with Board Resolution 89-1302, the following policies are in effect:

1. Employees will not use County vehicles for personal use.
 2. County vehicles will be operated in accordance with all State and local laws.
 3. Pool vehicles shall not be parked on the street in the Civic Center area, except to load and unload passengers.
 4. Employees who use pool vehicles are responsible for maintaining a valid California Driver's License.
 5. Employees requesting to use vehicles overnight shall provide the vehicle pool with an advance written notification from their supervisor. The email or memo shall indicate the date(s) and the reason the vehicle is needed overnight. Generally, retaining vehicles overnight is not recommended unless absolutely required, such as travel out-of-County.
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