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<b>Revised:</b> 04/07/19	

**Notes and  
References**

## **Use of County Vehicles**

### **I. Policy**

- A. The County Code stipulates that County vehicles shall be used for all official automotive travel unless approved otherwise by the Supervising Probation Officer (SPO).
- B. Use of private vehicles should be an exception.
  - 1. Due only to emergency situation
  - 2. Unavailability of County vehicles
  - 3. Special circumstances approved by the Manager/SPO.
- C. Prior to using a privately owned vehicle in a work-related capacity, staff must file an Affidavit of Insurance with the County Auditor's Office.
- D. Use of a County-owned vehicle for purposes other than County business is expressly forbidden.
  - 1. Users of County cars shall be extremely sensitive to this policy.
  - 2. Personal business shall not be conducted while using a County vehicle at any time, even when traveling to or from an official destination.
  - 3. Disciplinary actions may be taken against employees violating this section of the County Policy.
- E. Fines and penalties levied for violation of State, County or City laws and ordinances for which the driver is responsible shall be immediately reported to a supervisor and paid for by the driver.
- F. Due to the high visibility of the County vehicle, employees should be

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aware that any and all complaints from the public will be investigated. The driver will be held responsible for any inappropriate action found true and could be subject to discipline.

- G. Accidents involving a County car shall be reported to the employee's supervisor and the Risk Management Division of the County Counsel's Office on the County of Santa Barbara Vehicle Accident Form found in the vehicle glove compartment.
  - H. With the exception of vehicles permanently assigned to certain designated officers and employees, County policy states that County-owned vehicles will not be allowed for travel to and from work.
  - I. Permission to keep a County car overnight necessitated by an early morning departure for a business trip may be granted by the DCPO.
  - J. Only County employees may drive County vehicles.
  - K. Vehicle Breakdowns and Accidents.
    - 1. Each employee should refer to the EMERGENCY INSTRUCTIONS located in the glove compartment of each vehicle.
  - L. Use of County vehicles to transport youth will be pursuant to Chapter 4118 of this manual.
- II. Facility Procedures
- A. Check out the vehicle in the Vehicle Log Book found in Intake.
  - B. Indicate the vehicle number being used on the white board in the Intake area.
  - C. Check the vehicle for any damages (i.e. tagging) before and after use. Report any damage to the Senior Deputy Probation Officer (Sr. DPO)

See Chapter  
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immediately.

- D. Refuel the vehicle if the gas level is at or below ½ tank.
  - 1. Vehicles can be refueled at the County Garage.
  - 2. If additional fuel is necessary on a transportation out of the county, use a Voyager card, located in the glove compartment of the vehicle. Return the Voyager receipts to the Administrative Office Professional, Sr. (AOP Sr.) in the Administration area.
  - 3. In situations where re-fueling was not possible, the information is to be communicated via the white board in the Intake area and an e-mail is to be sent to the Utility Worker.
- E. Remove all trash from the vehicle.
- F. Park all vehicles facing out (backed in) in the designed parking spaces.
- G. Check in the vehicle in the Vehicle Log Book.
- H. Whenever transporting a youth that displays signs of illness, such as sore throat, body aches, runny nose/congestion, rash, has a known contagious disease, or has a fever with or without cough, the vehicle should be wiped down with an appropriate disinfectant.

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