

COUNTY OF UNION

DIVISION OF MOTOR VEHICLES

RULES AND REGULATIONS



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COUNTY OF UNION
DIVISION OF MOTOR VEHICLES
ADMINISTRATIVE INTRODUCTION

I. ORGANIZATION

The Division of Motor Vehicles has the administrative responsibility for the operation of all motorized/mechanized equipment in the County of Union. It is the responsibility of the Division of Motor Vehicles to determine that all using departments' needs are addressed and that the acquisition of such equipment is justified in the county's best interest. Additionally, all vehicles and/or equipment being considered for repair will be decided upon based on the recommendation of the Division of Motor Vehicles, Department of Administrative Services.

The Division of Motor Vehicles shall maintain complete records of repairs and maintenance of all such vehicles and equipment, and shall make determination of worth and condition on all rolling stock. If the Division of Motor Vehicles determines that any vehicle or piece of equipment should not be repaired based upon the expertise of their mechanics recommending disposal of same, then the Director of Motor Vehicles will set proceedings through the Division of Purchasing for junk/auction or trade of vehicle and/or equipment.

II. PURPOSE

The Division of Motor Vehicles has the responsibility to:

- A. Establish a close liaison between agencies concerned and the County fleet in the following areas:
 - 1. Motor Vehicle problems of the agencies,
 - 2. Relations with the County fleet,
 - 3. Specific problems,
 - 4. Preventative maintenance,
 - 5. Suggestions.
- B. Make recommendations and establish policies for the efficient operation of the County fleet.
- C. Enforce the Division of Motor Vehicles rules and regulations.
- D. Promote and encourage safe driving habits.
- E. Review all estimates of repairs due to accidents received from Risk Management.

III. RESPONSIBILITY

The Division of Motor Vehicles is responsible for the purchase, repair, and maintenance of all County-owned vehicles and power-driven equipment used by County departments, agencies and bureaus. It is the function of the Division of Motor Vehicles to provide safe and economical transportation and efficient equipment for County personnel while conducting County business. The Division of Motor Vehicles shall maintain vehicle specifications for acquisition of new vehicles and equipment.

Division of Motor Vehicles
Rules and Regulations

The following rules and regulations have been adopted for the operation of County-owned motor vehicles. The cooperation of all employees of the County in observance of these regulations will facilitate the efficient operation of the County fleet. All departments, constitutional officers, and County agencies hereafter will be referred to as "agencies."

The Division of Motor Vehicles Rules and Regulations are in effect for all vehicles placed in the custody of the County, whether purchased or obtained within. All individual departmental rules and regulations shall be considered supplemental but subordinate to Division of Motor Vehicles' Rules and Regulations and shall be referenced accordingly in Departmental Procedure Manuals.

RULES AND REGULATIONS

I. GENERAL RULES

Drivers of County-owned vehicles must be cognizant that they are driving County-owned property and drive in a manner that is fitting a public employee. Careful adherence to the rules and regulations listed below are required:

- A. Drivers must have a valid driver's license to drive in New Jersey and may not drive a vehicle if their driver's license has been suspended or revoked. All employees are responsible for immediately reporting to their supervisor any suspension or loss of license privilege.
- B. County-owned vehicles shall be used for **official County business only** and/or by only those County employees to whom the vehicle has been assigned by the agency head.
- C. **Fines for traffic violations and toll violations, including overtime parking and E-ZPass, shall be paid in a timely manner by the operator of the vehicle responsible for the violation. Fines are not reimbursable.** Uncollectible fines will be forwarded to the agency head for final disposition.
- D. Operators of county-owned vehicles are personally responsible for vehicles assigned to or operated by them. If damages result through negligence, misuse or abuse, the operator may be subject to disciplinary action.
- E. No County-owned vehicle should be operated unless the vehicle is in a safe condition.
- F. County-owned vehicles shall be kept clean inside and outside.
- G. Drive carefully.
- H. Obey all traffic rules and regulations.
- I. Do not exceed posted speed limit or operate vehicle above safe driving speed for road conditions.
- J. Use good judgment in keeping a safe distance between vehicles.

- K. Vehicles must be locked when parked and windows must be closed.
- L. Use of seat belts and shoulder harness is required when vehicle is in motion.
- M. Smoking is prohibited in all County-operated vehicles.
- N. Whenever any employee assigned the use of a county vehicle is absent from work for five (5) days or more for any reason, the agency head shall be informed in writing, a copy shall be sent to the Division of Motor Vehicles, and the vehicle returned to the motor pool unless otherwise assigned.

II. TRAVEL REGULATIONS

- A. County-owned vehicles shall be operated by employees only with approval of an agency head or his/her authorized agent.
- B. Where transportation is by a County-owned vehicle, any parking fees, parking meter and toll expenses are reimbursable by the using agency. Employees are expected to examine the reasonableness of such charges on the same basis as if they were paying these charges personally.
- C. Where County-owned vehicles are used for travel beyond the borders of New Jersey, advance approval shall be obtained from the County Manager. When possible, the request for approval shall be submitted to the County Manager at least five (5) working days in advance of the contemplated travel. Out of state request slips can be obtained by contacting Deputy County Manager's Office.
- D. Employees who use their private cars for authorized official County business and are eligible for mileage reimbursement must complete a County voucher. The established reimbursement rate is 58.5 cents per mile (subject to change due to fuel price fluctuation).

III. MOTOR POOL VEHICLES

The criteria for use of motor pool vehicles by county employees for the conduct of County business shall be restricted to the following, pursuant to Reso. No. 749A-92:

- A. Law enforcement purposes,
- B. Client transportation and visits,
- C. Construction site visits,
- D. Visits to areas with high rates of vehicle theft/break-in.

IV. DEPARTMENTAL VEHICLE POOLING

- A. An agency may maintain a pool of vehicles exclusively for use of that agency's employees for official business only.
- B. ***When a vehicle is assigned or moved from one department to another, the Division of Motor Vehicles MUST be notified in writing.***
- C. Vehicles shall be stored in county parking areas overnight, on weekends and holidays.

V. PROCEDURE FOR REQUESTING MOTOR POOL VEHICLES

It is the responsibility of the using agency to submit a request only after attempting to procure a vehicle from those assigned within the agency. If all attempts fail, then the employee must fill out a transportation request signed by the agency head and approved by the Deputy County Manager. The request must include all required information and be presented to the Division of Motor Vehicles prior to pick up. Forms can be obtained through the Deputy County Manager's office.

Vehicles will be assigned subject to availability.

VI. FUEL, OIL, SERVICE AND REPAIRS

All County vehicles shall use the County-owned fuel and oil dispensing stations. Public stations and private vendors shall be used **only** in an emergency.

Service and repairs shall be obtained from the county garage. Required work orders must accompany the vehicle and are available at the garage. The service office is located at 79 West Grand Street, Elizabeth. **(908-659-7476)**

If in emergent situations it is necessary to purchase parts/supplies, the operator shall obtain the best quality of work at the lowest possible price. The operator is responsible for obtaining a receipt/invoice accompanying a voucher for reimbursement.

VII. TOWING AND EMERGENCY ROAD SERVICE

- A. When towing services are required during business hours (7:30 a.m. – 4:00 p.m.), the Division of Motor Vehicles shall be called for direction. **(908-659-7476 or 7433)**
- B. When emergency road service is required after business hours, the Union County Police should be contacted for direction. **(908-654-9800)**

VIII. ACCIDENT REPORTS

- A. In the event of an accident, the driver must:
 - 1. Call the County Police **no matter how minor the accident.**
 - 2. Make no committals and give no information except as it is required by investigating authorities.
 - 3. Telephone Risk Management as soon as possible or within 24 hours of the accident. **(908-527-4064)**
- B. It is the driver's responsibility to report all accidents to his/her supervisor even if there are no apparent injuries or damage.

Division of Motor Vehicles
Rules and Regulations

- C. It will be the duty and obligation of each supervisor to complete and sign accident reports. Completed reports will be sent to Risk Management. Each agency should have copies of the necessary forms. Instructions on how to complete this report and additional forms are available through Risk Management.
- D. Risk Management shall send the original accident report to PMA and the Division of Motor Vehicles to expedite repair estimates.

IX. AUTOMOBILE INSURANCE

- A. The County shall pay for all damages for which the driver or County shall become legally obligated.
- B. Fire, theft, glass breakage, vandalism, malicious mischief and storm damage of county vehicles shall be reported immediately to Risk Management.
- C. Automobile insurance does not cover unauthorized drivers of County-owned vehicles.

X. STATE MOTOR VEHICLE INSPECTION

- A. It is the responsibility of the employee or agency that a motor vehicle is permanently assigned to make certain that the vehicle has a properly dated inspection sticker or permit and valid registration and insurance card.
- B. No driver shall operate a vehicle with an expired inspection sticker.
- C. Division of Motor Vehicles will be responsible to register all vehicles, provide vehicle insurance cards and acquire license plates.

XI. EMPLOYEE RESPONSIBILITY

All employees are responsible for complying with the rules and regulations concerning the use of county motor vehicles. Failure to comply with any of these rules and regulations may subject employees to disciplinary action.

**COUNTY OF UNION
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF MOTOR VEHICLES**

OUT OF STATE TRANSPORTATION REQUEST

Destination / Purpose: _____

★ ★

Approved _____

Disapproved _____

Supervisor's Signature/Title _____

**M. Elizabeth Genievich, RMC, MPA, Deputy County Manager/
Director, Administrative Services**

SAMPLE

COUNTY OF UNION
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF MOTOR VEHICLES

POOL CAR TRANSPORTATION REQUEST
(subject to availability)

Today's Date _____

Requested By _____

Division _____ Phone _____

Date Vehicle Required _____ Pickup Time _____

Return Time _____

Destination / Purpose: _____

Approved _____

Disapproved _____

Supervisor's Signature / Title _____

M. Elizabeth Genievich, RMC, MPA, Deputy County Manager/
Director, Administrative Services

SAMPLE

MOTOR VEHICLE WORK ORDER

Date of Order _____ Taken By _____

Contact Person & Phone _____

Department/Division _____

MAKE / YEAR _____

PLATE # / UNIT # _____

MILES / HOURS _____

Description of Problem _____

MECHANIC'S INFORMATION:

<u>Part: Used</u>	<u>Price</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments _____

COMPLETED BY: _____ DATE: _____ TIME ON JOB: _____