

ISD Policy and Procedure Guide	
Division 10: Administrative Personnel Directives	Chapter 04: Travel
Item 003: GPS on County Cars	
Suggested changes send to: ISD Personnel mailbox	Issued: Replaces Issue: New
Resources: County of Fresno Administrative Office Management Directives: No. 920 - Vehicle Use, No. 930 - Assignment of Vehicles	

This Policy and Procedure Guide (PPG) is governed by the Fresno County Salary Resolution, Personnel Rules, and Memorandums of Understanding. Nothing in this Policy and Procedure Guide shall supersede the above items.

Introduction

Internal Services Department (ISD) Staff often use County-owned vehicles to perform their job duties. The following applies to the use of County motor vehicles for Official County Business. ISD employees may use the County owned vehicle for official County business only. County vehicles cannot be used for personal use. All County employees using County vehicles must possess a Fresno County Employees Identification Badge, a valid California driver's license, and a County of Fresno Vehicle Use Permit (CAO-8) (R 6/05) (see PPG 10-04-002 Use of Cars for Official Business).

County-Owned Vehicles with GPS

ISD utilizes a GPS tracking system on all of its vehicles. Employees are expected to wear seatbelts at all times while operating or riding in a motor vehicle.

- To achieve efficiencies in the areas of ISD vehicle use, ISD staff will:
 - Sign out shared vehicles or be assigned a vehicle on a semi-permanent basis according to the duties required to perform their job specifications;
 - Report mileage using the current existing forms; and
 - Adhere to all County rules and policies regarding County vehicle use (CAO Management Directives, Section 900) and carry their valid County of Fresno Vehicle Use Permit (CAO-8).
- ISD Administration will monitor GPS reports:
 - To track mileage on ISD vehicles and assist with the exploration of potential methods to minimizing fuel costs, including opportunities for carpooling, reduction in idle times, combining stops more efficiently and best scheduling practices for materials delivery and regular maintenance, etc.;
 - To determine most efficient routes for staff needs, daily maintenance and delivery schedules; and
 - To provide staff safety by better provision of roadside assistance should the vehicle develop faulty mechanical conditions or become inoperable.
- Misuse
 - If anomalies in routes, driving practices, mileage or other associated activities, are discovered during monitoring of GPS reports, they will be investigated to determine why they occurred.
 - If misuse of County vehicles is determined, the responsible party shall be subject to disciplinary action and may be held responsible for actual costs incurred during vehicle use, including costs associated with an accident, if one should occur.