

STONE COUNTY SOIL & WATER CONSERVATION DISTRICT
VEHICLE POLICY (Eff. Sept.2020)

- **The SWCD agrees**

These vehicles are intended to support the SWCD employees and the work they are performing.

A vehicle log must be maintained.

These vehicles shall not be used to tow or haul any type of rental equipment or sales items the SWCD utilizes for additional supplemental income.

- **In addition:**

if the vehicle is involved in an accident, the employer of the driver of the vehicle at the time of the accident occurs will be the responsible party for damages incurred unless it can be established that prior negligence by another party was an integral reason for the cause of the accident.

These motor vehicles are allowed to haul and tow trailers that are required to mobilize other mission critical equipment to the work area. The primary use of this would be to safely mobilize ATVs or UTVs.

- **Also in the agreement:**

MDNR will decide when each vehicle's productive life has been exhausted. It is estimated these vehicles will provide adequate service for 5+ years. At this time, MDNR will follow their organization policy for properly disposing of surplus vehicles. Proceeds from the sale of this surplus equipment will either be reimbursed back to MDNR or utilized for purchase of a replacement vehicle.

- **Vehicle Use:**

The vehicle is intended for the SWCD staff with technical work taking priority or over other travel.

This vehicle can be used to tow NRCS or SWCD ATVs and UTVs.

This vehicle cannot be use to tow or haul any type of rental equipment or used to support the SWCDs rental equipment or SWCD sales.

The vehicle shall be parked at the SWCD's office location when official business for the day has been concluded unless overnight travel for official business has been approved beforehand, otherwise travel to and from one's domicile is prohibited.

Vehicle Log:

The vehicle logs must be kept with the vehicle at all times.

All information on the vehicle log must be completed for each trip.

Vehicle logs must be submitted with the district's quarterly report.

Fuel and Maintenance Expense:

Insurance, titling fees, fuel, and maintenance expenses for these vehicles will be an allowable expense from the Administrative Grant. If needed the Program Office will increase the SWCDs Administrative Grant to provide additional funds for the expenses listed above if the Board feels it necessary.

The SWCD Board must review the vehicle log sheets and fuel receipts at their monthly meeting. If the SWCD uses a credit card to pay for fuel, the credit card statement must be reviewed monthly also. Only SWCD staff and board members are allowed to make purchases with the District credit card.

The SWCD must submit their vehicle log sheets, fuel receipts and credit card statement (if applicable) with their quarterly report.

Warranty and Maintenance:

According to the state contract the trucks will have a 3 year (36,000 miles) bumper to bumper and a 5 year (60,000 miles) power train warranty. SWCDs must adhere to the manufacturer's maintenance schedule.

Annual Inspection:

Will be conducted each year by the SWCD. The following items will be reviewed for wear, damage, and functionality during the inspection:

- 1) Gauges
- 2) Wheels & Tires
- 3) Battery
- 4) Heat & A/C
- 5) Horn
- 6) Fluids
- 7) Mirrors
- 8) Windshield Wipers
- 9) Windows
- 10) Lights
- 11) Safety Features
- 12) Rust, Dents, and Scratches
- 13) Upholstery
- 14) Toolbox (if applicable)

Title, License and Insurance:

The SWCD must contact the local Department of Revenue License Office. MOPERM has provided automobile insurance for other SWCD vehicles. SWCD is responsible to provide an insurance policy on said vehicle to cover SWCD authorized drivers on official business. No other employees or agencies are allowed use of an SWCD vehicle. Proof of insurance must be kept up to date and in the vehicle at all times.

Authorized Drivers: The following are authorized to operate the SWCD vehicle for official business, provided they meet all requirements and adhere to all policies and procedures contained in this document, have a valid license and are listed in order of precedence:

- a. SWCD staff: District Specialists
- b. SWCD hired interns

Authorized Passengers: All individuals listed under "drivers" are permitted to ride in an SWCD vehicle, along with the following persons so long as the driver is an employee and on official business and rider(s) are one of the following:

- a. SWCD volunteers
- b. SWCD Cooperators
- c. SWCD Board Members
- d. Partner agencies staff and volunteers (NRCS, DNR, MDC, SWCD)

Accessory Items: SWCD can purchase approved accessory items for the vehicle.

- Approved Accessory Items are:
 - Floor mats
 - Mud flaps
 - Tool box
 - Bed mat
 - Sign for vehicle
 - Approved accessory items can be purchased with the SWCDs administrative funds. The Program Office will provide additional administrative funds to the SWCD if needed.

Policies:

District vehicles are to be used for official business only. Drivers of district vehicles should avoid situations that could be perceived by the public as improper use.

Smoking in district vehicles is prohibited. Transportation and consumption of alcohol or controlled substances is prohibited in the district vehicle, as is driving under the influence of alcohol or controlled substances. Care must be taken when using legal prescription drugs that might impair driving judgement. No firearms allowed in district owned vehicle.

It is the responsibility of the driver to drive safely and respect all applicable traffic laws and drivers are responsible for any traffic citations received. Seatbelts shall be used by the driver and passengers at all times. No one allowed to ride in the bed of the truck for any reason.

During inclement weather, safety is of highest concern, it may be necessary to postpone travels to avoid driving in high-risk weather situations such as ice and snow.

Drivers shall avoid activities that may hinder the safe operation of a vehicle such as use of a mobile phone/device, eating, or any other activity that may deter from a driver's attentiveness. Passengers shall avoid any activities which may deter from a driver's attentiveness.

Anyone driving a state vehicle must have a valid driver's license. It is the responsibility of an employee to immediately report to their supervisor any time when he/she does not have a valid driver's license. The license must be valid for the class of vehicle being operated.

While traveling away from the official domicile conducting official business, a district vehicle may be used to obtain necessities such as food, toiletries, or replacement clothes that were lost or damaged during the trip.

District vehicles must not be used for activities such as entertainment that the public is likely to perceive as personal use of a state vehicle.

The SWCD owned vehicle shall be the first choice method of travel for all SWCD employees unless the vehicle is in use by another SWCD employee and official business must be conducted. Use of a

personal vehicle is the second choice method of travel for SWCD employees for which they will be reimbursed mileage at the appropriated rate.

Air bags should not be deactivated.

Animals are not allowed in district vehicles unless required by an employee with disabilities.

Reporting Accidents:

Accidents must be reported immediately to appropriate law enforcement agencies and to an immediate supervisor as soon as possible after the occurrence; this may be another SWCD District employee and or a Board member.

Equipment

Certain equipment is stored in the SWCD vehicle permanently, while some is carried in the vehicle temporarily. All equipment listed on Attachment A is intended to be left in the SWCD vehicle for use in the field and should be replaced as soon as possible if removed for any reason.

The list of equipment may not be inclusive of all needed items and may too may not be needed at all, therefore subject to being adjusted accordingly between staff & Board.

The toolbox on the SWCD vehicle should be locked at all times. Failure to do so may result in theft of the items stored inside, and a request for payment for the replacement cost of those items may be issued by the SWCD.

Attachment A
Equipment Stored in SWCD Vehicle

- 1) Survey Rod
- 2) Tire Gauge
- 3) Flag Holder, Flags
- 4) Tripod
- 5) Hammer/Hatchet
- 6) Fire Extinguisher
- 7) First Aid Kit
- 8) Safety Triangles
- 9) Tow Chain/Strap
- 10) Measuring Wheel
- 11) Cam Line
- 12) Measuring Tape
- 13) Spare Tire
- 14) Consumables
 - a. Marker Flags
 - b. Survey Markers or stakes
 - c. Marking Paint
 - d. Marking Tape
 - e. **Consumables used for projects in other soil and water conservation districts, or for NRCS projects in other offices, shall be replaced by the district or NRCS office by which they were used.**

I certify, that as an employee of the Stone Co. SWCD, I have read the above policy and will abide by the stated policy.

Signature of Employee

Date