

OPERATION AND USE OF COUNTY VEHICLES – YGC

- AUTHORITY:** State of California Motor Vehicle Code
Administrative Directive
California Code of Regulations, Title 15, Section 1321
- RESCINDS:** Procedure Manual Item 3-3-202, dated 01/04/18
- FORMS:** Driver Daily Vehicle Inspection Report (Pre-Trip) (Attachment A)
- PURPOSE:** To establish a uniform guideline for operation and use of County vehicles by the Youth Guidance Center (YGC).

I. GENERAL PURPOSE

A. Rules and Regulations for the Operations of County Vehicles

1. County vehicles shall be operated in a reasonable and prudent manner and in accordance with all applicable state and local laws, ordinances, and regulations.
 - a. Courteous operation of motor vehicles by County drivers is an important factor in the elimination of accidents and in maintaining good public relations.
 - b. Operators and occupants of all County vehicles are required to use occupant/operator restraints while the vehicle is in operation.
2. The mechanical condition of County vehicles is primarily the responsibility of the OC Public Works Division. Operators, however, are responsible for immediately reporting any malfunction or unusual conditions via van maintenance memo.
3. Under no circumstances will anyone add to or remove equipment from the County vehicle without the express permission of the OC Public Works Director, Support Services.
 - a. This includes the painting of numbers or letters on vehicle.
 - b. Affix no bumper stickers/decals to any County vehicle without supervisor's approval.
4. Only officers, officials, and employees of the County of Orange shall operate County vehicles.

B. Service Station Hours

1. Service Station No. 1
1103 E. Fruit Street, Santa Ana

Self-Service, 24 hours a day, 7 days a week

2. Service Station No. 3
Civic Center Garage
445 Civic Center Drive West, Santa Ana
Monday thru Friday, 6:30 a.m. to 1:15 a.m.
Saturday, 7 a.m. to 1:15 a.m.
3. Service Station No. 5
30102 Pacific Island Drive, Laguna Niguel
Self-Service, 24 hours a day, 7 days a week

II. PROCEDURE

A. Sign Out Keys

1. Sign out keys in the vehicle logbook located in the YGC Duty Officer's office. Indicate the date, the time the keys were taken out, the vehicle number, the mileage and your last name (print legibly). Return the keys to the key cabinet when you have finished using the vehicle. Sign the keys back in and indicate the time you returned them.
2. Keys are to remain in your possession at all times.
3. If staff inadvertently take keys home, they must immediately advise an SJCO and return keys to YGC Duty Officer's office.

B. Check and Search the Vehicle (this applies to all county vehicles)

1. Fill out Driver Daily Vehicle Inspection Report (attached) upon arrival to the assigned vehicle.
 - a. While vehicle is warming up, fill in mileage on daily work sheet, check gas level (should be over $\frac{3}{4}$ tank).
 - b. When you return, place the Inspection Report in the labeled box in the Duty Officer's office.
2. Clean off all windows to ensure a clear field of vision.
3. Check the fire extinguisher (gauge must register in the green zone), spare tire (attached to the back of the van), and location of jack (mechanical or hydraulic), lug wrench, and crank.

If anything is missing, or you have any questions, refer to a supervisor before leaving.

4. A vehicle search/inspection must be done before any youth enters the vehicle.
 - a. Begin at one end of vehicle and work to the other.

- b. When checking the seats, inspect upholstery (for rips) and seat belts (that they are in working order, check side panels and metal for any graffiti or etching).
 - c. Check under the seats for contraband.
 - d. Check the floor and walls, and any boxes for hidden contraband.
 - e. Inspect exterior of vehicle for damage/low tire pressure.
5. You must communicate with the Probation Department's Dispatch Center when departing, arriving and returning to your destinations.

Initiate contact through [REDACTED] and inform them of the following:
 - a. That you are [REDACTED] (on duty/in service)
 - b. Inform them of your starting point, destination, the number of youth (male/female) and your starting mileage.
 - c. When you arrive at your destination, advise them that you have reached your destination [REDACTED] and give them your ending mileage.
 - d. When returning from your destination, repeat the above noted steps and then give your ending mileage when you arrive back at YGC.
6. When the youth enter the vehicle, instruct them to sit in a seat that will be theirs for the entire event.
 - a. Record their last name with corresponding seat on seating chart on reverse side of Driver Daily Inspection Report (attached).
 - b. Instruct youth to check their seats and surrounding area. Tell them they are responsible for any damage to that seat and surrounding area at the end of the day unless they notify the officer of a problem/damage.
7. After every use (after the vehicle is cleaned by youth), search the vehicle again.
 - a. If any new damage is found, confront youth(s) seated in or near the area.
 - b. If you have proof that damage was done by a particular youth, give that youth a consequence, inform supervisor, and document it in a SIR.
 - c. If you suspect a youth(s) but cannot prove (s)he did the damage, contact a supervisor. Gather as many facts as possible and document these on an SIR. It will be the decision of the supervisor on how to proceed.

C. Operating Instructions for Automated Self-Serve Fuel Dispensing System at OC Public Works Division's Service Station

1. The system requires the use of both the employee swipe key and the vehicle card key.
2. To get gas or other product from the system:
 - a. Via the card reader keyboard, key in the selected pump number to be used, then press "ENTER" key.
 - b. Insert vehicle card key into card reader. Remove card in one smooth motion to prevent a bad reading.
 - c. Via the card reader keyboard, key in vehicle odometer reading (no tenths), then press "ENTER" key. Note: If mileage is less than 100, precede with zeros until 3 digits (example "085").
 - d. Swipe employee gas key over the panel in a smooth slow motion to allow the sensor to read the key.
 - (1) The system should now dispense selected product.
 - (2) If an error is made in any one of the above steps, press the "CLEAR" key and repeat the four steps. If the four steps don't work and if a bad reading occurs, the digital display will ask the employee to insert their gas card. If not, punch in the employee number on the card.
 - (3) The system also has a built-in timing mechanism, which will automatically shut off the system if too much time passes before product is dispensed. If this occurs, repeat steps a through d.
3. If an additional product is needed, use steps a through d again.
4. Emergency Shut-Off Key: Press this key during emergencies only. Once pressed, this key will deactivate all products from the dispensing mode.
 - a. If any emergency exists, notify OC Public Works immediately by calling (714) 667-4900.
 - b. If this key was accidentally pressed, to reactivate the system, repeat the four steps listed in item No. 2, Section C above.

D. Gasoline

1. Obtain gasoline if needed, at either of the three service stations.
2. In order to prevent a serious accident during refueling:
 - a. Pull vehicle to a stop at gas pump and remove key from ignition before getting out of the vehicle.

- b. Manually hold trigger of nozzle until vehicle tank is full (do not "Top-Off" gas tank).
 - c. Remove nozzle from vehicle's gasoline intake pipe and place it back on pump stand receiver. Do not re-enter vehicle until items 2a - 2c are complete.
 3. After obtaining gas, check radiator overflow tank for water; never open the radiator cap. Check oil dipstick for proper oil level. Add oil and water as needed.
 4. Use unleaded and low-lead gasoline in County-owned vehicles. A decal has been installed next to the gasoline filler pipe that specifies the type of gasoline to use in each vehicle.
 5. The County gas card is in the small black notebook usually located in glove box.
 - a. This card is used only at County service stations.
 - b. These cards are for gasoline, oil, or anything applicable to maintenance of that particular vehicle.
 6. Get gasoline from County stations whenever possible.
 7. If it is impossible to obtain a vehicle related service and it must be purchased from another source, the operator must turn in a receipt with the vehicle number, license plate number, and the operator's signature and department number, to the Transportation Division, 445 Civic Center Drive West, for reimbursement.
 - a. If oil must be added while on an extended trip, the operator will ensure that the oil added is 30W SAI HD.
 - b. All gasoline purchases will be from self-service pumps. The operators will ensure the use of the correct type of gasoline in the vehicles they are driving.
- E. Fire Extinguishers
 1. Each County-owned vehicle is equipped with at least one dry powder type fire extinguisher.
 2. Each vehicle operator shall acquaint himself with the extinguisher's location and method of operation.
 3. The employee should regularly ensure the unit is in place and operative.
 4. Discharged units shall be exchanged without delay for full ones at the Civic Center Garage or the Fruit Street location.
- F. First Aid Kits

1. Each County vehicle is equipped by the Transportation Division with a First Aid kit (passenger vehicle type) as recommended by the Orange County Safety Committee and approved by the Board of Supervisors.
2. Operators shall periodically inspect kit and contents, and replace depleted items at the Civic Center Garage or the Fruit Street location. Replacement of contents can also be obtained from an SJCO.

G. Safety Kits

Each vehicle is equipped with a safety kit (custody cars contain 5 gallons of water for pepper spray contamination), blanket, **flares**, red bag, spray bottle and paper towels.

H. Securing Vehicle

If you are not in the immediate vicinity of the vehicle (i.e., approximately 15' radius), the vehicle must be secured with doors locked and windows rolled up.

I. County Vehicle Use for Class B Licensed Drivers

1. When operating YGC/Juvenile Court Work Program vehicles, be aware of the specific guidelines in the State of California Motor Vehicle Code. In addition:
 - a. Be familiar with YGC/JCWP van height, width, and length. Do not enter, back up, or turn into any potential access that has not been checked for obstructions or unsure support (i.e., SAO parking lot roof girder overhang, grass fields, obstacles obscured from mirrors when backing, soft surfaces, etc.).
 - b. Before leaving in the morning, wipe off all windows for complete visual clearance.
 - c. Do not allow conversational noise of youth to distract you from the primary function of driving safely. Safety is the first priority of YGC. Talking and noise should be kept at a low volume.
 - d. Stop at all Railroad Crossings. Failure to do so is a violation of the California Vehicle Code Section 22452, paragraphs A and B. Put on emergency flasher lights at first sign of railroad tracks. Signal and pull over to the far right-hand lane and stop just before the limit line. Look down both directions of railroad tracks. When it is determined safe, put on left signal, look to the left and slowly merge back into traffic and turn off flashers.
 - e. All damage is to be reported by the person in charge of the vehicle. This damage includes any new damage uncovered during the two daily inspections, old damage that has not been repaired, as well as accidental damage incurred by you in daily operation. An SIR must be filled out for all of the above. Include a picture of any new damage to exterior of vehicle.

2. When operating a County vehicle, you are expected to know and follow all regulations and laws. These should be reviewed periodically.

J. Vehicle Malfunction

1. In the event of a flat tire, the operator must:
 - a. Pull over to a safe location on the side of the road, notify a supervisor of the situation and make sure of the exact location.
 - b. Contact Control 1 for a County tow to change the tire. Return the damaged tire to a County service station for repair after having it changed.
2. If the operator's vehicle is impeding traffic or is in a dangerous position and cannot be moved:
 - a. Immediately move youth to a safe location.
 - b. Notify supervisor of situation and location.
 - c. Contact Control 1 for tow truck and/or police assistance.
3. If the operator thinks the vehicle is unsafe to drive, pull over to the side and park vehicle, then contact a supervisor immediately.
4. Special Incident Reports must be written on all vehicle malfunctions.

REFERENCES:

Procedures:	1-5-101	Vehicle Usage by Probation Employees
	3-1-001	Care and Use of County-Owned Facilities/Equipment
	3-1-018	Custody/Medical Transportation
Policy:	G-7	Distribution and Use of County Services, Supplies, and Equipment

Attachment

B. Juneau

APPROVED BY:

DRIVER DAILY VEHICLE INSPECTION REPORT (PRE-TRIP)

1. Inspect and "check-off" each appropriate item.
2. Circle item(s) in need of repair and describe repair needed in "remarks" area.

Vehicle # _____ Mileage _____ Dept. YGC

_____ Tires – Wheels – Lug Nuts	_____ Brake System Checks – Components
_____ Required Emergency Equipment	_____ Applied Brake pressure loss-Leak
_____ Windshield Wiper–Washer	_____ Emergency Stopping System
_____ All Glass–Mirrors–Mirror Adjuster	_____ Parking Brake
_____ Heater–Defroster–Cooling–Ventilation	_____ Anti-Skid Device (If Equipped)
_____ Interior–Exterior Lighting	_____ Brake Pedal For Brake Adjustment
_____ All Seats (Anchored to Floor)	_____ All Lights–Stop–Turn Signals
_____ Door–Windows–Emergency Door Release	_____ Drivers Seat Seatbelt
_____ All Gauges–Arming Devices–Horn	_____ Suspension–Springs
_____ Steering–Front End	_____ Oil & Fuel Levels or leaks
_____ Safety Fire Extinguisher	_____ Safety Cones/Reflectors
_____ Rear Window Magnifier	_____ Safety Flares/Reflectors
_____ Other (See "Remarks")	_____ Reverse Gear Warning Beeper

REMARKS: _____

_____ The condition of this vehicle is safe and satisfactory to operate.

_____ The condition of this vehicle is unsafe to operate – immediate repairs needed.

Driver's Name: _____
(Print)

Driver's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____