

SANTA FE COUNTY

*RESOLUTION NO. 1998-122***A RESOLUTION ESTABLISHING
A VEHICLE TAKE-HOME POLICY FOR SANTA FE COUNTY
EMPLOYEES**

WHEREAS, the Board of County Commissioners of Santa Fe County is responsible for establishing policies related to property and fiscal management of Santa Fe County;

WHEREAS, Santa Fe County business is conducted twenty-four hours a day, and is not limited to normal working hours.

WHEREAS, the Board of County Commissioners desires that Santa Fe County provide a high level of service to its citizens, it is therefore necessary for certain county employees to have county vehicles at all times in order to respond to those situations that need to be dealt with at all hours of the day.

WHEREAS, the Board of County Commissioners recognizes that due to the size of the County of Santa Fe, consisting of approximately 2000 square miles of land, vehicles are needed by county employees in order to properly respond to citizens concerns and emergency situations at all hours of the day.

WHEREAS, the Board of County Commissioners believes that allowing vehicles to be taken home by certain employees, enhances the response time and effectiveness of the county employees who respond to county business at all hours of the day.

WHEREAS, it is necessary for the Board of County Commissioners to adopt a policy governing the maintenance and use of county vehicles being taken home by county employees whose job duties necessitate a response at any

hour of the day.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY, that the foregoing policy, to be implemented by the County Manager, for the use of take-home vehicles be adopted:

I. Purpose:

It will be the policy of Santa Fe County to permit county owned vehicles to be driven to and from home by county employees, in certain circumstances. It is recognized that certain county employees should be permitted to drive vehicles to and from their place of residence in order to respond to county business at any time of the day. This Policy shall not apply to employees to the Sheriff's Department.

II. Procedure:

A. For purposes of this Resolution, County employees includes County Department Heads and Elected Officials.

B. County vehicles are classified as take home vehicles when they are utilized for County business before and/or after normal working hours, and are driven to and from an employee's place of residence.

C. County vehicles taken home by county employees shall be limited to those employees who because of the nature of their employment need to respond to emergencies, or are "on-call"; and those employees who need to take home a vehicle on an as needed basis as determined by the County Manager.

D. For those county employees whose position requires the need for a take-home vehicle at all times, the Department Director shall submit for the County Manager's review and approval a department policy which specifies at the minimum the following:

1. A vehicle assignment to a specified employee
2. An explanation as to the reason why the employee needs to have a take-home vehicle.
3. Place of residence of the employee and the distance to the work site.

III. General Regulations Governing The Use Of County Vehicles:

- A. The driver must have a valid driver's license.
- B. County vehicles will be used only for county business, except as is incidental in commuting to and from work.
- C. County vehicles shall not be taken out of Santa Fe County except at the discretion of the County Manager, or for county business.
- D. In the event of an accident in a county vehicle, the County Manager or appropriate supervisor shall be notified immediately. The employee may be required to take a drug and /or alcohol test. Refusal of these tests may be grounds for dismissal.
- E. Any county employee who drives a vehicle to and from their work site, is responsible fully responsible for the general maintenance and proper care of the vehicle and shall refrain from:
 1. Performing major mechanical work on the vehicle.
 2. Altering the body, general design, appearance, markings, mechanical or electrical system.
 3. Making any repairs or having any repairs made to the vehicle other than at the County warehouse or as authorized.

4. Adding accessories or equipment without the written approval of the County Manager.

F. County employees will be responsible for the appearance and cleanliness of the interior and exterior of the vehicle assigned to them or the vehicle they may be using, and that the vehicle is placed or stored in a secure area of the employees place of residence.

G. County employees shall make no alterations to the vehicle while in his/her possession.

H. Individuals who are not employed by the County shall only occupy county vehicles for bonafide county business.

I. Any county employee driving a county vehicle is subject to all the requirements of the Santa Fe County Personnel Rules and the Safety Management Manual.

J. A defensive driving course shall be taken by any employee using a county vehicle.

IV. Penalty for violation of Procedures

A. County Employees: Abuse and/or misuse of county vehicles or authorization to use county vehicles may result in withdrawal of the use of county vehicles, non-insurance coverage, and disciplinary action up to and including dismissal from county employment.

B. Non-County Employees: Abuse and/or misuse of a county vehicle may result in legal action by the County and/or its agents or representatives.

C. Driving while intoxicated or drinking while operating a county vehicle will be cause for disciplinary action which will result in dismissal.

APPROVED, ADOPTED AND PASSED this 27th day of October, 1998

BOARD OF COUNTY COMMISSIONERS

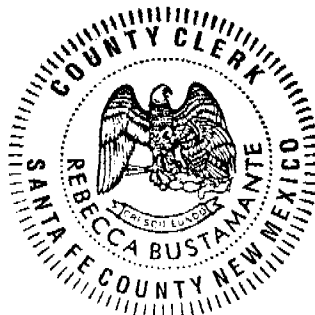
By *[Signature]*
Marcos P. Trujillo, Chairman
Joe S. Grine, Jr. - Vice Chairman

[Signature]
Rebecca Bustamante, County Clerk



Approved as to form:

[Signature]
Denice Brown Kulseth, County Attorney



COUNTY OF SANTA FE
STATE OF NEW MEXICO 10481094
I hereby certify that this instrument was filed
for record on the 6 day of Nov A.D.
19 98, at 9:54 o'clock a.m.
and was duly recorded in book 1562,
page 370 - 374 of the records of
Santa Fe County.

Witness my Hand and Seal of Office
Rebecca Bustamante
County Clerk, Santa Fe County, N.M.

[Signature]
Deputy