Section 10

Facilities Management

Overview

Introduction

This chapter provides information related to building, safety, county vehicles and facilities. These duties include but not limited to:

- Coordinate the acquisition, use, and maintenance of leased facilities.
- Establish future space/equipment requirements.
- Coordinates ergonomic requirements
- Oversee site selection and Request for Purchase (RFP) Process related to facilities management.
- Purchasing equipment and supplies.
- Monitor vehicles, office equipment, and furniture inventories.

References

- California Code of Regulations, Title 8, Section 5110
- County of San Bernardino Employee Safety and Health Manual, Ergonomics

In this section

This section contains the following topics:

Facilities Policy

Introduction

The Facilities Discrepancy policy is to ensure a safe, efficient, and cost effective facilities environment for all employees, partners and clients. As part of a comprehensive Facilities Policy, the Discrepancy Reporting Policy establishes guidelines for employees, supervisors and Safety Coordinators.

Landlord responsibilities

WDD occupies leased facilities. Each leased facility is under the auspices of a *full service* contract. As a *full service* contract, the landlord or designated representative (usually a property manager) pays for all external services.

Some of the services provided for under full service contracts include:

- Janitorial,
- Electric,
- Water,
- Gas,
- Trash,
- General and continuing maintenance, and
- Fire alarm (but not burglar or intrusion alarms).

Each building has its own unique contract and there may be minor variances for each facility.

Contacting the landlord

In most situations, the Manager/Supervisor on site is the primary person to contact for reporting facilities discrepancies. Additionally, there may be one or two alternates designated to assist, depending on the size and age of the facility.

- Contact your supervisor first for all routine maintenance discrepancies. The supervisor then takes the item to the designated Manager, or Manger may make the appropriate contact with the owner/facilities manager with the concern.
- The Supervisor, who reports the facility discrepancy to the property owner/manager, shall also advise the Workforce Development Department Facilities Manager when time/conditions warrant.

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Emergencies

In an emergency, employee/client safety and health take precedence over all else:

- Each employee must make certain immediate steps are initiated to ensure the health and welfare of all personnel in the facility.
- Contact your supervisor immediately. If your supervisor is not available contact an alternate supervisor or facility Safety Coordinator.
- After the emergency subsides and the safety and health of each individual is assured, then contact the owner/property manager. Use the normal procedure of contacting your supervisor or alternate supervisor to report the facility discrepancy.

Safety Coordinator

The facility Safety Coordinator is primarily tasked with the planning process. The Safety Coordinator is responsible to:

- Establish emergency evacuation routes,
- Prepare Emergency Fire Procedures
- Inspect work areas for workplace hazards,
- Maintain Material Data Safety Sheet (MSDS) for hazardous materials in the workplace, and
- Conduct evacuation drills as required.

Safety Coordinators work for and report to the Supervisors/Managers on site and present all concerns to gain approval before elevating any issues.

Note: Refer to the **Administration Handbook, Section 19 - Safety** for additional information.

Placing 911 Calls

Employees should call 9+911 for any emergency requiring assistance from a:

- Fire services agency,
- Law enforcement agency, and/or
- Medical service or Ambulance.

Once the call to 911 is placed, the employee will provide the following information to the 911 operator:

- State the specific nature of the emergency,
- State the address of the building,
- Provide his/her name,
- Provide the phone number he/she is calling from, and
- Follow the directions of the 9-1-1 operator.

Utility Failure

Introduction

This section provides information related to a utility failure or electrical power outage, which may occur at the Workforce Development Department (WDD) Office or America's Job Center of California (AJCC).

Electrical power outages

In the event of a utility failure, such as an electrical power outage, the Department Safety Coordinator at the WDD Administration office should be contacted immediately.

<u>Note</u>: Refer to *the Emergency Evacuation Plan* in the **Administration Handbook Section 19 – Safety** for who is the Department Safety Coordinator.

Department Safety Coordinator

In the event of a utility failure, the Department Safety Coordinator notifies the appropriate parties:

- Building owner,
- Property manager, and
- Risk Management.

The Director determines if the public should be evacuated and will give direction to staff.

Employees

In the event of a power outage or other utility failure, all employees should:

- Stay in his/her assigned work area unless directed to leave the building.
- Wait at the designated assembly area for further direction if evacuation of the building was ordered.
- Continue working to the best of his/her ability until further notice.

Continuing to work

It is often possible employees can continue working in the event of a power failure. The determination to cease work in an Office/AJCC is made by the Department Director. If the power outage affects more than one county office, the decision to cease or continue work is made by a higher designated authority.

<u>Example</u>: If an electrical transformer malfunctions, and causes a power outage in a 10-mile radius, it could affect multiple county buildings. In this case, the County Chief Executive Officer (CEO) makes the decision as to whether or not employees continue to work.

Security Alarms

Introduction

This section provides procedures for when the security alarm goes off during or after the Workforce Development Department (WDD) Administration office and America's Job Center of California (AJCC) are closed.

Emergency Call List

An Emergency Call List identifies employees in each office and AJCC who are responsible for responding to after-hours security alarms. This list must be kept current and contain accurate contact information, listing both the home and cell phone number of the designated employees whenever possible. Whenever an employee's name is removed from the Emergency Call List, it must be replaced by another name.

The Office Assistant III (OA III) in the Administration unit maintains the Emergency Call List for the WDD office and the AJCC locations.

Security Alarm contact

Each office and AJCC has a designated security alarm contact. The designated individual must:

- Be familiar with the building, and
- Have a key to the building and know security code number.

Response Procedures

In the event the building alarm is set off during after-hours, the security alarm company will contact the building's Emergency Call List designees. If the security alarm company is unable to reach a designee or the designee requests it, the security alarm company calls the appropriate law enforcement agency.

The law enforcement agency notifies the security company of the status of the alarm:

If the alarm is …	The alarm company will …	And designee will …
False,	Notify the designee,	Take no further action; accept to log the incident with the Admin Facility OA III.
Caused by a broken window or door,		• Go to the facility, if law enforcement deems it safe, to inspect and assess for possible damage or loss, • Notify upper management, • Log the incident with the Admin Facility OA III, and • Complete the [Incident Report.]

Ergonomic Intervention Program

Introduction

The goal of an Ergonomics Intervention Program is to reduce the potential for injury and make tasks performed by employees as physically and environmentally safe as reasonably possible. It is the policy of Workforce Development Department (WDD) to provide an Ergonomics Program focusing on preventing or minimizing injury to employees in his/her work environment.

Definition

Ergonomics focuses on the:

- Interaction between people and their work environment,
- Tools used in daily work activities,
- Repetitive tasks performed in specific jobs, and
- Physical environment in which jobs are performed.

Note: Many of the ergonomics principles presented in this section can be applied to support neutral posture in the vehicle, working remotely and/or working in the field.

Ergonomic Intervention

The Ergonomic Intervention provides departments a risk management tool to improve management practices in controlling ergonomic risk. The purpose of the WDD's intervention program will be the development of an ergonomic intervention team capable of competently conducting ergonomic assessments. To ensure:

- The application of ergonomic principles in the selection of appropriate furniture and equipment.
- Employees are provided with training and education to prevent occurrences of repetitive motion injuries (RMI) and cumulative trauma disorders (CTD).
- Ergonomically correct workstations will contribute to increased services to the department.

The correct application of ergonomic principles, all job functions should be performed in a way, which reduces or eliminates the likelihood of a RMI or CTD. WDD staff may obtain current information on ergonomic practices through available resources provided by the County.

Ergonomic assessment

WDD staff is responsible for an initial assessment and communicating the need of an ergonomic assessment with his/her supervisor. In addition to the initial assessment, WDD staff completes a follow-up evaluation, based on the recommendation from the initial assessment within 30-45 days with the employee.

Risk Management will:

- Act as a consultant and provide information for procurement of ergonomic equipment during the initial assessment with WDD staff, if necessary, and
- Conducts a more comprehensive assessment for the department after the initial assessment, if requested or needed.

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Facility Lead

The Facility Lead person who is located at the WDD Administration (ADMIN) office will complete ergonomics' assessments.

Alleviating risk

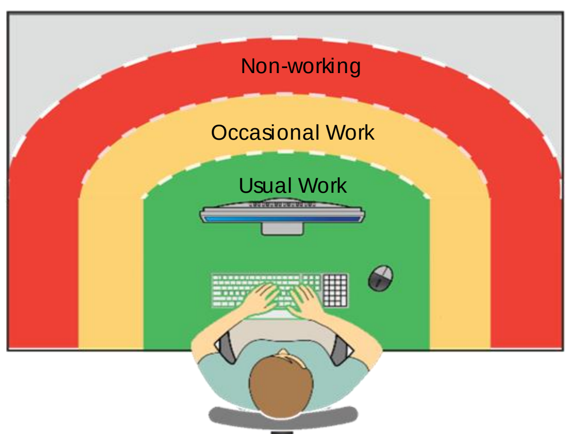
Ergonomic assessments are aimed at reducing or alleviating the following ergonomic risk factors:

- **Repetition**: Repeating the same movements on a continuous basis.
- **Awkward posture**: Assuming awkward positions, or staying in the same positions for extended periods.
- **Force**: Using excessive pushing, pulling, lifting, gripping and/or pinching.
- **Direct pressure or contact stress**: Consistently pushing hard or sharp edges against the body.
- **Lack of recovery time**: Lack of rest or recovery time from the above-mentioned risk factors including, working for excessive time without breaks or working with a poor physical condition.

<u>Note</u>: Working areas involving temperature issues (too cold or hot) should be addressed with the Manager or Facilities Management.

Worker's envelope

The Worker's Envelope is an ergonomic term referring to the space encompassing the worker's work area in which immediate supplies and equipment are placed. The graphic below provides a visual description of the Worker's Envelope with further details of items placed within each section of the Worker's Envelope.



To support neutral postures and convenient access in the workstation, place:

- Frequently used items in the "usual work" area.
- Less used items in the "occasional work" area.
- Infrequently used items in the "non-working" area.

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Three primary factors

There are three (3) primary factors for a successful ergonomics, which are:

- Proper posture supports neutral body positions.
- Placing desk equipment appropriately in the Worker's Envelope to reduce body stressors.
- Educating employees on proper posture and applying learned techniques to everyday tasks, to reduce strain and promote a healthy work environment.

Confidentiality

Due to the personal nature of employee information shared during the ergonomic assessment process, the supervisor, manager and/or facility lead must maintain confidentiality when processing ergonomic assessment requests, findings and recommendations.

Closed assessment

Consider Ergonomic assessments closed or completed after all adjustments, equipment, and training requirements are implemented.

Record keeping

WDD must maintain accurate records of all Ergonomic Intervention Assessments completed. Copies of workstation assessments, follow-up reports, training records or items related to CTDs and/or RMIs is maintained **indefinitely** with the Ergonomics' facilitator.

Ergonomic assessment process

The following table outlines the Ergonomic assessment process for the department.

Stage	Description
1	WDD staff will: • Request an Ergonomic Intervention Assessment from his/her supervisor, and • Provide the reason for the ergo assessment.
2	Supervisor will: • Email the Facility Lead, and • Request an initial ergo assessment for a staff employee, include the reason for the assessment.

Continued on next page

Ergonomic assessment process (continued)

<table>
<tr><th>Stage</th><th>Description</th></tr>
<tr><td>3</td><td>Ergonomics Facilitator will:

Schedule date/time to complete the initial Ergonomics Intervention Assessment with the WDD staff,
Complete the San Bernardino County Ergonomic Assessment Form. Form location: admin share drive>Admin Program & Compliance>Facilities folder
Conduct an ergo assessment on the WDD staff:

Evaluate,
Recommend corrective actions to modify office layouts or replace equipment, machinery and tools contributing to RMI/CTD,
Communicate information both written and verbal to all levels of management,
Implement workstation improvements, if necessary

Submit a 003 if purchasing equipment/machinery/tools for the WDD staff.

<u>Note</u>: Follow the 003 process outlined in the WDD Administration Handbook, Section 7 – Fiscal for information on the process.
Contact Risk Management if assistance is needed or if unable to purchase equipment/machinery/tools.
Deliver any purchased equipment, machinery or tools to the WDD staff.

<u>Note</u>: Coordinate with the WDD Information Technology (IT) Automated System Technician if recommendation involves installing computer equipment and/or software to ensure compatibility with operating system.
Complete a follow-up assessment within 30-45 days after the initial assessment. This is to ensure the WDD staff is following the recommendations given by the facilitator,
Maintain all records/documentation of the ergo assessment, and
Close the Ergonomics Intervention Assessment when implementation is completed.
</td></tr>
<tr><td>4</td><td>Risk Management will:

Assist the department if unable to purchase equipment/machinery/tools or on the initial assessment.
Conduct a more comprehensive ergo assessment if requested or needed..
</td></tr>
</table>

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Ergonomics assessment follow-ups

The facility lead person is required to follow-up with the employee within 30-45 days to ensure the following actions are taken subsequent to the Ergonomics Intervention Assessment:

- Any items recommended by the ergonomic assessment process have been completed (i.e. ordered items or fixed equipment),
- Confirm via email:
  - Ordered items are received by the employee, and
  - Ergonomic recommendations have been implemented.
- Appropriate training in the use of the ordered supplies/equipment is provided.

Purchasing Equipment and Supplies

Introduction

This section provides guidelines for basic and large supplies/ equipment purchases for employees with ergonomic needs. Workforce Development Department (WDD) will maintain a list of commonly used equipment and supplies supervisors, managers or facility lead may purchase for employees after completion of an Ergonomic Intervention Assessment.

List of basic ergonomic equipment and supplies

The list of approved items will be determined based on department supply budget and may include but are not limited to:

- Smart touch/easy grip stapler, electric staplers
- Headsets (including wireless)
- Back support
- Footrests
- Document holders
- Keyboards
- Mouse (vertical, left-handed, track ball, etc.)
- Wrist rests
- Electronic hole punch
- Glare screens
- Dr. Grip® Pens
- Other appropriate items

Purchase of these small items will be made from the department's supply budget. Basic ergonomic supplies and equipment should follow the employee to his/her new WDD location/position.

Large ergonomic purchases

Requests for new chairs, adjustable computer stands and other large ergonomic items based on the Ergonomic Intervention Assessment must follow the 003 process for budget approval.

Ergonomic equipment adjustments

Based on department protocol, the following ergonomic adjustments **may not** require an Ergonomic Intervention Assessment and may be completed by WDD Facility lead or designated staff:

- Certain chair adjustments,
- Raising or lowering of desks, and
- Certain lighting or temperature control issues.

Adjustments to equipment, repair of broken equipment or replacement of unusable equipment due to wear may not require a new ergonomic assessment for re-purchase. Supervisor should contact the Facilities Lead for clarification.

Medical Emergencies

Introduction

In the event of a medical emergency, the Supervisor should immediately be contacted. Emergency response should be called (911) if the incident is called for.

Medical emergency concerning a member of the public, the Supervisor completes the Incident Report and contacts Risk Management.

Medical emergencies involving staff members, or Occupational Injuries, refer to the Administration Handbook, *Section 6 – Personnel* for instructions.

Detailed procedures for a medical emergency is located in the San Bernardino County Emergency Action Plan.

Calling 911

Staff **must not** make any comments concerning the injury, or the County's responsibility or liability when calling 911 regarding a medical emergency. Staff's comment should be a general statement, such as someone is hurt.

Supervisor / Manager

The supervisor/manager should ensure the emergency response team (fire department, paramedics, etc.):

- Is directed to the appropriate place, and
- Can easily access the injured person.

The supervisor/manager must contact Risk Management by telephone immediately:

- If the injury results in death, amputation of a limb, finger or toe, or severe injury to any part of the body, and/or
- In the event there are multiple casualties from gas leaks, fumes, fire, explosions, etc.

Note: In situations where the supervisor/manager is not available, the person in charge will handle the situation as outlined above.

Incident Report

The Incident Report is a generic form used for all injuries and accidents involving members of the public. The incident report is also used for all vehicle accidents involving County vehicles and for all damage, theft, destruction or disappearance of County property, money or securities.

Leave the sections (boxes) blank if it does not apply to the incident.

The form and answers to general questions about incidents in the workplace can be found on the Risk Management Department website by clicking here.

Note: Refer to the **Administration Handbook, Section 19 - Safety** for additional information.

County Vehicles

Introduction

Employees use County vehicles to conduct official county business whenever possible. Workforce Development Department (WDD) provides and maintains county vehicles, to the extent fiscally possible, for employees and other authorized drivers.

In accordance with County Policy 08-03, the Department is responsible for its own internal control of car use.

Driver Awareness Training

WDD staff who uses the county vehicle for county business is required to take the Driver Awareness Training through Risk Management every four (4) years.

Liability

The County's liability program, administered by the Department of Risk Management, covers the cost of damages to person or property. However, in order to use a county vehicle, an employee MUST possess a:

- Personal vehicle insurance, and
- Valid Driver's License.

WDD employees provide proof of insurance annually as part of his/her Workplace Performance Evaluation (WPE).

WDD Vehicle Travel Log

WDD Vehicle Travel Log is completed anytime a county vehicle is being checked in and/or out by staff. Below is an image of the Vehicle Travel Log.

COUNTY OF SAN BERNARDINO
DEPARTMENT OF WORKFORCE DEVELOPMENT
VEHICLE TRAVEL LOG
VEHICLE # ____________

USE SEAT BELT AT ALL TIMES. REFUEL THIS VEHICLE AT SAN BERNARDINO COUNTY VEHICLE SERVICES CENTER. LOCATIONS OF THESE CENTERS ARE LOCATED IN A MANILLA ENVELOPE IN THE GLOVE DEPARTMENT, OR YOU CAN CALL (909) 387-7845, AFTER HOURS (909) 7848. IF YOU ARE INVOLVED IN AN ACCIDENT REFER TO THE INFORMATION CONTAINED IN THE MANILLA ENVELOPE IN THE GLOVE COMPARTMENT.

DATE	NAME	PURPOSE OF TRIP	TIME OUT	TIME IN	GAS GAUGE (circle one)	ENDING MILES	BEGINNING MILES	TOTAL MILES	SIGNATURE
					E 1/4 1/2 3/4 F				
					E 1/4 1/2 3/4 F				
					E 1/4 1/2 3/4 F				

<u>Note</u>: The WDD Administration Office Assistant's maintains the WDD Vehicle Travel Log. The AJCC's and Business Services Unit are required to maintain a Vehicle Travel Log and must provide a report to the FOA the information on the logs on a quarterly basis.

Continued on next page

Reserving a County vehicle

To reserve a county vehicle, staff members will refer to the procedures set forth in his/her individual office. Employees at the WDD Administration office who operate a county vehicle will complete the following process.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Check with the Facilities Office Assistant for availability of a county vehicle:
<table><tr><th>If county vehicle is …</th><th>Then …</th></tr><tr><td>Available</td><td>Go to Step 2.</td></tr><tr><td>Not available,</td><td>Refer to the Reservations from Fleet Management block for obtaining a County vehicle.</td></tr></table></td></tr>
<tr><td>2</td><td>Complete the WDD Vehicle Travel log with the:
Date for checking out the county vehicle,
Name of the driver,
Purpose of the trip, and
Check out time for the county vehicle.</td></tr>
<tr><td>3</td><td>Locate the county vehicle in the parking structure,
Complete an inspection of the car for:
Scratches,
Dents,
Bad tires, and/or
Horn or brake issues.
Notate the beginning mileage before starting the trip.
<u>Note</u>: Any vehicle that is not working properly, the Driver will request a new vehicle from the Facilities Office Assistant.</td></tr>
<tr><td>4</td><td>Return the key and vehicle at the end of the trip, and:
Ensure the vehicle has at least ½ tank of gas. Refer to the Refueling County Vehicles section of this chapter.
Remove all personal belonging, including trash.
Notate the mileage at the end of the trip.
Complete the WDD Vehicle Travel log with:
Beginning and ending mileage information,
Total miles driven, and
Signature.</td></tr>
</table>

Returned County car

After the county car is returned and WDD staff completes the Travel log the Facilities Office Assistant will:

- Verify the employee completed the Travel log, and
- Obtain the keys from the employee.

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Reservations from Fleet Management

In the event a Department county vehicle is not available, a reservation for an additional county vehicle can be requested from Fleet Management Services.

Reservation requests must be submitted to the Motor Pool Dispatcher by 2:00 pm the working day prior to the desired date of use. Exceptions can be made to this rule.

Requests should not normally exceed five (5) working days prior to date of desired departure. When Facilities Office Assistant (OA) and/or driver retrieve vehicle form Fleet Management Services, he/she must inspect the vehicle for:

- Scratches,
- Dents, and
- Tire issues.

In addition to the inspection, test the following to ensure vehicle is working properly:

- Lights,
- Horn, and
- Brakes.

To request, reserve, pick up, and return a vehicle from Fleet Management Services, the following process is completed.

Stage	Description
1	Facilities Office Assistant (FOA) will: • Contact Fleet Management Services, • Provide the following information: – Name, – Employee Identification, – Department Name, – Date of travel, – Contact phone number, – Destination, and – Type of vehicle requested. • Pick up keys from the Fleet Management Services Dispatch Desk on the day of departure, in some situations. • Notate the mileage at the beginning of the trip. • Give keys to the driver.
2	Driver will: • Pick up keys from the Fleet Management Services Dispatch Desk on the day of departure, if the vehicle was not picked up by the FOA. • Return the vehicle at the end of the trip to Fleet Management Services or to the FOA, and will: – Ensure the vehicle has at least ½ tank of gas. Refer to the *Refueling County Vehicles* section in this chapter. – Remove all personal belonging, including trash. – Provide the mileage information at the end of the trip to Fleet Management or the FOA if he/she is returning the vehicle to Fleet.

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Reservations from Fleet Management (continued)

Stage	Description
3	FOA, in some situations, will return the vehicle, key, and mileage information to the Fleet Management Services Dispatch Desk. **Note:** After 5:00 pm, keys are placed in the drop-box near the door.

Fleet Management Services Dispatch Desk duty hours for pick-up of vehicles are 7:30 am to 5:00 pm. Drivers who are leaving before 7:30 am need to make arrangements with Fleet Management.

Fast Trak transponder

The Fast Trak Transponder should be requested when traveling into Orange County and using any Toll Roads via the 91, 241, or 261 freeway. To avoid paying charges for driving through the Toll Roads. The Fast Trak transponder is available; however, staff must coordinate with the department's FOA to make the necessary reservations.

Note: FOA requires two (2) to five (5) day notice to reserve and obtain the Fast Trak transponder.

Authorized drivers

Individuals authorized to operate a County vehicle are:

- Employees who provide valid car insurance and driver's license,
- Authorized volunteers, and
- Temporary workers hired to drive and authorized by his/her temporary agency, and the County.

Transporting passengers

No passengers are allowed in any county vehicle other than those whose presence is necessitated by official County business. Passengers authorized in county vehicles may include Youth program participants, and other WDD clientele as determined by WDD staff with supervisor approval.

In accordance with County Policy 08-03, signed waivers are required when transporting non-county employees in vehicles. A Release and Hold Harmless Agreement for the County of San Bernardino must be completed prior to transport.

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Rules for use

It is the responsibility of each supervisor to ensure all authorized drivers who operate county vehicles comply with County Travel and Transportation Policy.

No personal use of county vehicles is permitted except to obtain meals during a travel period. Smoking is not permitted in any county owned vehicle.

Employees are *personally responsible* for any traffic and parking violations issued while operating a county vehicle.

Every driver of a county vehicle must:

- Possess a valid California driver's license for the type of vehicle operated,
- Possess proof of valid personal vehicle insurance,
- Conduct an inspection (including cleanliness),
- Ensure the vehicle has no less than ½ tank of gas upon return,
- Complete the Mileage Log with odometer readings,
- Remove ALL personal belongings, including trash, upon return,
- Obtain approval for out-of-state use in accordance with travel, and
- Operate county vehicles in a responsible and prudent manner in accordance with state and local laws at all times.

Month end mileage report

Facilities Office Assistant is responsible for the month end mileage report, listing the county car number and odometer reading. The monthly report is retained for auditing purposes.

Vehicle maintenance

County vehicles are required to have maintenance services completed on a regular basis. The San Bernardino County Fleet Services Motor Pool completes the services. The contact number for Fleet Services is (909) 387-7871.

Accidents in a County Vehicle

Introduction

In the event of an accident in a county vehicle, specific protocol must be followed. This section provides information on the protocol Workforce Development Department (WDD) staff will follow if he/she is involved in a car accident with the county vehicle.

Important

Employees are not to provide any information except as required by law (driver's license, vehicle ID, proof of insurance) if an accident occurs, regardless who is at fault. Employees:

- Are not to make any admission of liability,
- Are not to assume responsibility for the accident, and
- Should *not sign* any papers for anyone except upon request by persons representing the County.

Protocol

Employees who were involved in an accident while operating a county vehicle will follow the protocol outlined in the table below.

Step	Action
1	Notify the: • Local law enforcement immediately, even if the damage is minor, and • Supervisor immediately. The supervisor or designee should drive to the accident site and obtain pictures of the property damage if possible.
2	Obtain the following information from all involved drivers: • Name, • Address, • Phone number, • Driver's License number, • Vehicle license number, • Make and Model of vehicle, and • Driver's auto insurance information.
3	Attempt to obtain names, addresses and phone numbers of witnesses to the accident.
4	Complete a County of San Bernardino Vehicle Accident Report; located in the glove compartment of the County vehicle. **Note:** This form is completed whether or not the County driver is at fault.
5	Take the San Bernardino County Incident Report form to the supervisor for completion in addition to the completed Accident Report for review.
6	• Call the nearest Fleet Manager Service Center of an accident as soon as possible. The nearest Fleet Management Service Center list is in the glove compartment, or after hours calls 909-387-7855. • Provide the location of the accident and the extent of damage to the county vehicle.

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Supervisors role

The supervisor of the staff member involved in a vehicle accident will complete the following actions.

Step	Action
1	• Go to the scene of the accident, if possible, and • Investigate the accident.
2	• Review what the employee competed or complete the: – Vehicle Accident Report, and – Incident Report. • Forward both reports with documentation and photographs to Administration who will then forward to Risk Management. **Note**: Vehicle and Incident reports are located in the glove compartment of the vehicle.
3	• Complete the Employer's Report of Occupational Injury or Illness (Form 5020) if the employee has been injured, and • Give the employee the Employee's Claim for Workers' Compensation Benefit Form.

Refueling a County Vehicle

Introduction

Workforce Development Department (WDD) staff must refuel county vehicles at a Fleet Management Fueling Center. This section provides information regarding refueling county vehicles.

Refueling

A list of authorized Fleet Management Fueling stations is in the glove compartment of the county vehicle. The following information is needed to use the facility:

- Vehicle number
- Odometer reading
- Personal Identification Number (PIN) [issued to individuals by Fleet Services]

For issuance of a PIN, call the Fuel and Security Department at Fleet Management at 909-387-7855.

Fleet assigned credit cards

Fleet Management sometimes assigns credit cards (called Voyager Cards) to a specific driver of a vehicle because of the availability of fueling stations. When this occurs:

- The credit card is only for use on the assigned vehicle.
- Operators use 'self-service' when fueling a privately owned gasoline station and limit the purchase of gasoline to the amount required to reach the nearest County service center.

Sometimes, Fleet credit cards are available from the Fleet Dispatcher, on a trip-by-trip basis for travel out of the County service area and are used for emergency purposes only.

Purchases other than gasoline (e.g., change flat tire, broken fan belt, etc.), must be itemized on a repair/service order and are limited to $50 or less. The completed repair/service order is forwarded to the Fleet Management Department.

Repairs estimated in excess of $50 are coordinated over the phone with the Motor Pool Supervisor/Representative for approval or other action. Contact information is as follows:

- Daytime phone number: 909-387-8254, or
- After hours phone number: 909-387-7855.

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Emergency gas purchases

Employees, who need to purchase gasoline in an emergency situation while driving a County vehicle, should use his/her own funds and seek reimbursement from Petty Cash fund from WDD.

Fleet Management in San Bernardino maintains this fund for all County Departments. To request a reimbursement for a gas purchase WDD staff will complete the following steps.

Step	Action
1	• Obtain a receipt for the gasoline purchase, • Write the vehicle number on the receipt, and • Sign the bottom of the receipt.
2	• Call Fleet Management at 909-387-7864, or • Visit the business office at 210 N. Lena Road in San Bernardino to submit the receipt and obtain reimbursement. **Note:** This expense is not claimable on an Employee's Travel Reimbursement claim.

Misuse and Storage of County Vehicles

Introduction

This section provides information regarding misuse of a County vehicle and vehicle storage.

Misuse

An investigation is completed within ten (10) working days from whenever a complaint is received concerning the misuse of a County vehicle.

The Fleet Management Department will notify the Director's Secretary of the complaint who prepares an Interoffice Memo signed by the Director to the County Chief Executive Officer (CEO). The CEO's office sends it to the Director of Workforce Development Department (WDD), where it will be forwarded to the Assistant Director and/or Administrative Supervisor II.

The Interoffice Memo cites the:

- Vehicle number,
- Vehicle year and type,
- Office/division assigned,
- Name of the person to whom the vehicle was assigned,
- Date and time used,
- Location of the alleged misuse,
- Reason for the report, and
- Direction and timeframe for a response.

The Assistant Director and/or Administrative Supervisor II may delegate a supervisor to investigate the matter and request a response to the allegation, in writing.

Vehicle storage

All County vehicles must be parked overnight at an approved County storage location in the front of buildings.

With the exception of overnight travel, permission to park at other than County storage locations must be obtained from the Motor Pool Supervisor, Department Head or Commuter Services Manager.

Personal Vehicle Use

Introduction

It is the policy of the Workforce Development Department (WDD) to provide County vehicles to employees to conduct official County business.

In the event a County vehicle is not available, an employee may use his/her personal vehicle and receive mileage reimbursement for its use.

Requirements

Employees who use personal vehicles for official county business must possess:

- A valid California Driver's License, and
- Current vehicle insurance at least equal to the minimum requirements of the California Vehicle Code.

Reimbursement

The County and employee associations negotiate general policies for mileage reimbursement. These policies are found in the Consolidated Memorandum of Understanding.

<u>Note</u>: Refer to the *Administration Handbook (ADMIN HB), Chapter 7 – Fiscal* for additional information related to reimbursements.

Rental Cars

Introduction

There may be occasions when Workforce Development Department (WDD) employees are authorized to rent automobiles while traveling on County business.

<u>**Note**</u>**:** For more information, refer to *Administration Handbook Chapter 7 – Fiscal* for additional information.

Reservations

The WDD Secretary or designated Office Assistant will make the reservations for rental cars when employees are traveling outside the County area.

Insurance information

The employees must **NOT** purchase the extra insurance offered at the rental agency. The County's self-insured program provides coverage against any claims for liability or comprehensive damage to the vehicle.