



# Rutland County Solid Waste District

## Vehicle and Equipment Management Policies and Procedures

Approved: February 17, 2021

Purpose:

Rutland County Solid Waste District (RCSWD) had adopted an aggressive Preventative Maintenance (PM) policy that specifically addresses the maintenance of the District's (gas, diesel powered) vehicles and heavy equipment. The purpose of the policy is to provide a safe and cost-effective fleet while minimizing downtime. The primary goals of the PM program are to:

1. Maximize fleet unit up-time;
2. Reduce the operating cost by decreasing the high cost of unpredicted maintenance;
3. Ensure operational and operator safety; and
4. Increase resale value.

Scope:

The Policy applies to all District Staff and includes all vehicles and motorized equipment.

**I. Vehicle Use**

A. Driver's License:

Anyone driving a district vehicle or equipment must have a valid driver's license and a good driving record. A copy of a valid vehicle driver's license will be maintained in their personnel file.

B. Moving Violation Reporting:

Each employee is required to report any moving violation that occurs in a district vehicle to their supervisor as soon as possible and not beyond the end of their shift. Failure to do so may result in disciplinary action and may lose their privilege to operate a district vehicle.

C. General Operation:

Drivers should practice defensive driving by anticipating and observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents. When operating the vehicle be aware that averting your eyes from the road may cause an accident. Use "best judgment" when changing climate control settings, using the radio, or accessing other settings on the vehicle's dashboard. All district drivers should perform a walk around visual inspection of a district vehicle prior to moving. Smoking and the use of other tobacco products are prohibited in any district vehicle.

D. Official Use Only:

Drivers shall use district vehicles for official state business only. Drivers guilty of misuse are subject to discipline and may lose their privilege to operate district vehicles/equipment. Vehicles/equipment are to be operated in a manner which avoids even the appearance of impropriety.

E. Relatives:

Family members of district employees are prohibited to ride in district vehicles unless the family member's travel is directly related to official district business.

#### F. Hourly and Part-Time District Employees and Non-District Employees:

An agency may permit students, part-time or hourly employees, and volunteers to state service, to operate or ride in state-owned vehicles if on official business for the district. Individuals not employed by RCSWD may accompany district employees operating district-owned vehicles when they have an interest in the purpose of the trip and their presence is directly related to official district business. Non-district employees may be authorized by the District Manager to operate a district-owned vehicle if they are performing a contracted function for the district and if such contract specifies that the district will provide such vehicle. Non-district employees, when authorized by the District Manager to operate a district-owned vehicle, are subject to the same rules and regulations as district employees concerning the use and maintenance of the vehicle.

#### G. Hitchhikers and Pets:

Hitchhikers and pets are not allowed to ride in any district-owned vehicle.

#### H. Cellular Phones or Handheld Devices:

Devices Cell phones, smart-phones, GPS, or other electrical devices must be operated via a hands-free device or while the vehicle is in park. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.

#### I. Eating:

Eating food is prohibited while driving a district-owned vehicle.

#### J. Compliance with Motor Vehicle Laws:

It is the responsibility of each individual driver to observe all motor vehicle laws of Vermont. Drivers must not knowingly operate vehicles that do not comply with legal requirements. It is the responsibility of the District Manager to guarantee employees possess a valid driver's license prior to authorizing use of a district-owned vehicle. All violations and fines, including parking citations, are the responsibility of the assigned driver at the time of such violation. Abuse of motor vehicle laws by a driver may result in disciplinary action and the loss of the privilege of a district-owned vehicle.

#### K. Alcoholic Beverages and Drugs:

Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances. Conviction of such offenses will result in disciplinary action and in

the loss of the privilege of a district-owned vehicle. No district vehicle may be used to transport alcoholic beverages.

L. Use of Personal Vehicles:

Employees may use personal automobiles in the discharge of official duties. This would normally consist of attending training workshops, site reviews, etc. Mileage reimbursement of the amount equal to the Federal Mileage Reimbursement Rate will be reimbursed for RCSWD-related travel in the employee's personal vehicle. An accurate record of mileage must be maintained by the employee and must be approved by the Treasurer in order to be reimbursement.

M. Responsibility for Loss or Damage of Personal Property:

RCSWD is not responsible or liable for loss or damage to any personal or district-owned property or belongings transported or left in a district vehicle.

N. Loss of District Vehicle Keys:

RCSWD is not responsible for any costs associated with keys being lost, stolen or locked-in a district vehicle. Any costs for duplicate keys, locksmith services, or damage to vehicle resulting from forced entry by a state employee shall be the responsibility of the employee. If locked out of the vehicle contact the District Manager.

O. Seatbelts:

Seatbelts must be used in accordance with state law.

## **II. RCSWD Vehicle Accidents**

The driver **MUST** contact the District Manager immediately if involved in an accident/incident.

A. Notification of Police:

Whenever a traffic crash occurs involving a district vehicle, and while the vehicle is at the scene, the operator or a representative shall immediately report the crash to the Police.

B. Towing:

The district will make arrangements for towing and for the transportation of the driver and any passengers to a safe location.

C. Completion of Accident Reports:

The driver is required to complete paperwork forms on any accident/incident regardless of the amount of property damage or personal injury within 10 business days of the accident. The employee must complete a police department accident report and a RCSWD incident report. These forms may be obtained from your local police department and the RCSWD office. All paperwork shall be completed and submitted to the District Manager and other relevant entities.

### **III Vehicle Inspection Procedure**

1. Approach vehicle; look for leaks of coolant, fuel or lubricants under the vehicle. Note body condition.
2. Under hood, all lights, check battery water level, oil level (and last oil change date), transmission fluid level, belt and hose condition and adjustment. Fill windshield washer reservoir.
3. Start engine for warm up. Check for abnormal noise and gauges for normal readings. Try steering wheel for excess play.
4. Depress brake pedal for excessive travel, mushy or hard feel.
5. Check horn and windshield wipers. Turn on all lights including emergency flasher. Check high and low beam.
6. Check tire inflation and tread.
7. Check emergency equipment including fire extinguisher, first aid kit, emergency triangles, spare tire, jack, spare fuses and bulbs.
8. Walk around vehicle checking lights and reflectors.
9. Recheck all gauges, fasten seat belt, turn off lights and check the parking/emergency brake.
10. Make test stop within one block. Check operation of transmission.
11. Complete Vehicle/Equipment Inspection Check Sheets

### **IV: Maintenance and Care of Vehicles**

#### **A. General:**

Vehicle/Equipment maintenance is the responsibility of the District Manager. This may be assigned to specific staff. The District Manager/Equipment Maintenance Officer is responsible for monitoring and controlling the routine maintenance and repair of vehicles/equipment. District owned vehicles should be maintained in accordance with district policies and procedures and vehicle specific preventive maintenance schedules. (see attached maintenance schedule).

#### **B. Routine Maintenance:**

Drivers of district-owned vehicles shall routinely check vehicles to ensure proper oil level, water and antifreeze for radiators, wear on belts and proper inflation of tires. This service should be performed consistent with the maintenance schedule and/or at time of fueling. The exterior of the vehicles shall be

washed, and the interior vacuumed and the windows cleaned as often as needed; Any cost incurred in this process shall have the District Manager's authorization prior to any work.

Administration:

Vehicle/Equipment Logbooks shall include:

1. Inspection reports
2. Mileage reports
3. Maintenance reports
4. Repair Invoices

Emergency Clause

In case of an emergency situation, the District Manager may waive the requirements of this Policy. An emergency situation shall be defined as one which threatens the lives, health or property of the District or its citizens, or delivery of necessary services to the citizens of the District.

Severability:

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of the Policy, or any part thereof, in for any reason held to be unconstitutional or invalid or ineffective by any court or competent jurisdiction, such decision shall not effect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

Effect:

The forgoing Policy is hereby adopted by the Rutland County Board of Supervisors Board of Supervisors, this 17 th day of February 2021, and is effective as of this date until amended or repealed.

**Attached: Vehicle/Equipment Inspection Check Sheets**

## Rutland County Solid Waste District Equipment Safety Inspection and Repair Report

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle/Equipment: \_\_\_\_\_ Mileage/Hr. Meter: \_\_\_\_\_

N/A = Not Applicable

OK = No Repairs Needed

RR = Requires Repair

Outside			Engine Compartment			Inside Cab						
N/A	OK	RR	N/A	OK	RR	N/A	OK	RR				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Battery Cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glass (all sides)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steps/Handrails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fan Belt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class clean	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tires/Tracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mirror	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhaust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air Filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roll Over Protections	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fenders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seat Belt/Seat	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buckets	<b>Inside Cab</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steering
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cutting Edge/Teeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brakes, Service	<b>Fluids</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting Mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brakes, Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visible Leaks	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backup Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oil Level/ Pressure	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fittings Greased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coolant Level (check when cold)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hitch/Coupler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gauges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windshield washer fluid	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wipers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Oil Level	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transmission Fluid Level	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aid Kit sealed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean floor, seats, dash, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fuel Level (circle)	
											<input type="checkbox"/> ¼ <input type="checkbox"/> ½ <input type="checkbox"/> ¾ <input type="checkbox"/> Full	

Explain Defects:


Management Authorization for expenditures on repairs  yes  no | Amount \$

Dates/ Time out of Service: \_\_\_\_\_ Dates/ Time in Service: \_\_\_\_\_

