

SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-31	May 19, 2026	Departmental	1 of 9
SUBJECT: VEHICLE USE FOR COUNTY BUSINESS			

I. PURPOSE

The purpose of this directive is to establish department-specific procedures for the authorized, safe, and accountable use of County-owned, County-leased, rented, and employee-owned vehicles used while conducting official business for the Employment and Economic Development Department (EEDD).

This directive is intended to support compliance with San Joaquin County vehicle use, driver training, accident prevention, incident reporting, and safety requirements. It also provides EEDD employees, supervisors, managers, and designated representatives with clear expectations for vehicle authorization, proper use, accident response, reporting, documentation, and recordkeeping.

II. GENERAL INFORMATION

EEDD employees may be required to travel for County business, including but not limited to meetings, trainings, outreach activities, partner visits, field assignments, employer engagement, client-related services, monitoring activities, and other approved work-related duties.

This directive applies to all EEDD employees who operate or ride in a vehicle while conducting County business, including:

- County-owned vehicles;
- County-leased vehicles;
- Rental vehicles authorized for County business;
- Employee-owned vehicles used for official County business; and
- Any vehicle used to transport employees, clients, partners, equipment, or materials for an approved County business purpose.

County vehicles shall be used only for official County business. No employee shall use, allow the use of, or transport individuals in a County vehicle unless the use or transportation is necessary for the conduct of County business.

This directive supplements Countywide policy and the EEDD Injury and Illness Prevention Program (IIPP). Where County policy, Risk Management direction, or law provides stricter requirements, the stricter requirement shall apply.

Definitions

County Vehicle: A vehicle owned, leased, or otherwise assigned to San Joaquin County for official use.

County Business: Work-related duties authorized by EEDD or San Joaquin County, including travel to approved meetings, trainings, fieldwork, outreach, partner sites, work locations, and other official assignments.

Authorized Driver: An EEDD employee who is permitted to drive on County business and has completed applicable County driver training requirements.

Designated Department Representative: The EEDD employee, supervisor, manager, DSHR, or designee responsible for receiving accident/incident reports and ensuring required documentation is completed and forwarded appropriately.

DSHR: Department Safety and Health Representative responsible for assisting with safety documentation, training coordination, and liaison with County Risk Management.

Automobile Accident Report: The required County form used to report motor vehicle accidents involving County-owned, County-leased, rented, or employee-owned vehicles used on official County business.

Incident Report: The required County form used to report incidents that do not involve a motor vehicle accident or work-related injury/illness, but may involve bodily injury, property damage, or potential liability.

III. **POLICY**

It is the policy of EEDD that all employees who drive on County business shall operate vehicles safely, responsibly, and only for authorized County business purposes. Employees shall comply with all applicable laws, County policies, Risk Management requirements, safety procedures, and department-specific instructions related to vehicle use. Employees are expected to use good judgment,

maintain professional conduct, and prioritize the safety of employees, clients, partners, members of the public, and County property. EEDD employees will not:

1. Use County vehicles for personal errands or non-County business;
2. Permit unauthorized individuals to operate or ride in a County vehicle;
3. Transport any person in a County vehicle unless transportation is necessary for County business;
4. Operate a vehicle while impaired, distracted, fatigued, or otherwise unable to drive safely;
5. Use a handheld device while driving, except as allowed by law and County policy;
6. Leave County equipment, confidential records, client information, or County property unsecured in a vehicle;
7. Fail to report accidents, incidents, unsafe vehicle conditions, or damage in a timely manner;
8. Will not operate a County vehicle or personal vehicle on County business if their driver's license is expired, suspended, restricted, revoked, or otherwise invalid; or
9. Use a County vehicle for client, participant, or partner transportation.

Failure to comply with this directive may result in retraining, loss of driving privileges, corrective action, disciplinary action, or other action consistent with County policy.

IV. PROCEDURE

A. Authorized Use of County Vehicles

County vehicles shall be used only for official County business. Approved uses may include, but are not limited to:

1. Travel between EEDD worksites;
2. Travel to meetings, trainings, conferences, partner locations, employer sites, and outreach events;
3. Transportation of County materials, equipment, or supplies;
4. Fieldwork or monitoring activities; and
5. Other work-related travel approved by a supervisor or manager.

Personal use of County vehicles is prohibited. Employees shall not use County vehicles for commuting, meals, errands, school drop-offs, personal appointments, or any other non-County purpose unless expressly authorized by County policy or management.

B. Driver Authorization and Training

Before operating a vehicle on County business, employees must:

1. Be authorized to drive by their supervisor or manager;
2. Complete the required County Driver Training Program, as applicable;
3. Maintain a valid driver's license for the type of vehicle being operated;
4. Immediately notify their supervisor if their driver's license is expired, suspended, restricted, revoked, or otherwise invalid; and
5. Follow all County and department procedures related to vehicle reservations, mileage, check-out/check-in, and documentation.

An employee involved in an automobile accident may be required to re-attend the County Driver Training Program if it has been more than five years since the employee last attended the County driver training course.

C. Vehicle Check-Out and Return

When using a County vehicle, employees shall follow the department's vehicle check-out and return procedures (see Attachment 1 – County Vehicle Use Process and Attachment 2 – San Joaquin County Employment and Economic Development Department County Vehicle Log).

Before departure, employees should verify:

- Vehicle keys are obtained through the approved process;
- The destination and purpose of travel are work-related and approved;
- The vehicle appears safe to operate;
- Fuel level is sufficient for the trip;
- Tires, mirrors, windows, lights, and windshield wipers appear functional;
- Required accident/reporting documents are available in the vehicle, when applicable; and
- Any visible damage or unsafe condition is reported before use.

Upon return, employees shall:

1. Park the vehicle in the designated location;
2. Return keys according to department procedure;
3. Remove trash and personal items;
4. Secure County property and equipment
5. Report any damage, mechanical issue, accident, warning light, or safety concern; and
6. Complete any required mileage, fuel, or trip documentation.

D. Safe Driving Expectations

Employees operating vehicles on County business shall:

1. Obey all traffic laws and posted speed limits.
2. Wear a seat belt and ensure passengers wear seat belts.
3. Avoid distractions while driving.
4. Refrain from texting, emailing, or using handheld devices while driving.
5. Use hands-free communication only when lawful, safe, and necessary.
6. Avoid driving when impaired by alcohol, drugs, medication, fatigue, illness, or any condition that may affect safe operation.
7. Drive defensively and adjust for weather, traffic, road construction, and visibility.
8. Secure equipment, supplies, and documents to prevent movement, damage, loss, or unauthorized access.
9. Maintain professional conduct when interacting with the public, law enforcement, clients, partners, and other drivers.

E. Transporting Passengers

Employees shall not transport individuals in a County vehicle unless the transportation is necessary for County business.

Authorized passengers may include:

- County employees;
- Approved partners or representatives participating in County business; and
- Other individuals specifically approved by management for a County business purpose.

Employees shall not transport family members, friends, or other unauthorized persons in County vehicles.

F. Use of Employee-Owned Vehicles for County Business

Employees may use employee-owned vehicles for County business only when authorized and when consistent with County and department procedures. Employees may not use an employee-owned vehicle to transport a client, participant, or partner.

Employees using employee-owned vehicles for County business are responsible for:

1. Maintaining a valid driver's license;
2. Maintaining legally required vehicle registration and insurance;
3. Operating the vehicle safely and lawfully;
4. Reporting accidents or incidents that occur while conducting County business;
5. Completing required County forms when an accident or incident occurs during official County business; and
6. Following mileage reimbursement procedures, if applicable.

G. Vehicle Accidents

If an employee is involved in a motor vehicle accident while conducting County business, the employee shall prioritize safety and follow these steps:

1. Stop immediately and move to a safe location if possible.
2. Check for injuries.
3. For injury accidents, call 9-1-1 immediately.
4. For non-injury accidents, contact Sheriff's radio communications at 468-4401, unless otherwise directed by law enforcement or County procedure.
5. Follow the instructions in the "Notice to Drivers" envelope located in the glove compartment of County vehicles, if applicable.
6. Do not admit fault or make statements accepting liability.
7. Exchange required information with the other driver or involved party.
8. Obtain names and contact information from witnesses, if safe to do so.
9. Take photos of vehicle damage, license plates, scene conditions, and relevant surroundings, if safe and appropriate.
10. Notify the employee's supervisor, manager, or designated department representative at the earliest opportunity.
11. Complete or assist with completion of required County accident forms.

The designated department representative will complete the Automobile Accident Report form upon notification of a vehicle accident. The completed form shall be forwarded to Risk Management within five (5) working days from the date of loss. An additional copy shall be forwarded to County Motor Pool, and the department shall retain a copy for its records.

H. Incidents Not Involving Automobile Accidents

For incidents not involving an automobile accident, the Incident Report form shall be completed as soon as possible after the occurrence or reported occurrence. This includes incidents involving possible bodily injury or damage to public or County property in a County facility, on County premises, or caused by a County activity or employee where a liability claim may be expected.

The completed Incident Report shall be forwarded to Risk Management within five working days from the time or reported time of the accident or incident. The department shall retain a copy for its records.

I. Work-Related Injuries or Illnesses

If an employee is injured while driving or riding in a vehicle during County business, the supervisor or manager shall follow the EEDD IIPP and County workers' compensation reporting procedures. Depending on the situation, this may include completion of the Supervisor's Report of Accident, Employee Request for Medical Treatment, Employee's Claim for Workers' Compensation Benefits, Employer's Report of Occupational Injury or Illness, and related forms. Employee injuries shall be reported immediately to a supervisor or manager and documented within required timelines.

J. Severe Bodily Injury, Death, or Significant Property Damage

If an employee or private citizen is severely injured, hospitalized, or dies as a result of a County-involved or County-related activity, Risk Management shall be notified immediately. Risk Management and the County Administrator's Office shall also be notified immediately in the event of significant damage to County property, private business property, or private citizens' property. Required reporting forms shall still be completed and forwarded through normal reporting channels.

K. Damage, Theft, or Unsafe Vehicle Conditions

Employees shall immediately report:

- Vehicle damage;
- Missing vehicle documents;
- Mechanical problems;
- Warning lights;
- Unsafe conditions;
- Theft or suspected theft;
- Missing County equipment or property;
- Lost keys, fuel cards, parking passes, or access cards; and
- Any condition that may affect safe vehicle operation.

Employees shall not operate a vehicle they reasonably believe is unsafe. Supervisors shall ensure the concern is reviewed, documented, and corrected before the vehicle is returned to service.

L. Citations, Fines, and Parking Violations

Employees are responsible for operating vehicles in compliance with all traffic and parking laws. Employees shall promptly notify their supervisor or manager of any citation, parking violation, toll violation, moving violation, or law enforcement contact received while operating a vehicle on County business. Unless otherwise determined by County policy, employees may be personally responsible for fines, citations, or penalties resulting from their own violation of law or unsafe operation.

M. Confidentiality and County Property

Employees shall protect County information, client records, electronic devices, equipment, and other property while traveling. Confidential records, client information, laptops, phones, and County materials shall not be left visible or unsecured in a vehicle. Employees shall follow all applicable confidentiality, records retention, and information security requirements.

N. Records

EEDD shall maintain records related to this directive in accordance with County policy, Risk Management requirements, and the EEDD IIPP.

Records may include:

- Driver training records;
- Vehicle use logs or reservation records;
- Automobile Accident Reports;
- Incident Reports;
- Workers' compensation forms related to vehicle incidents;
- Inspection or damage reports;
- Corrective action records;
- Communications with Risk Management or Motor Pool; and
- Other related documentation

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED

A handwritten signature in black ink that reads "Patricia Virgen". The script is cursive and fluid, with the first name and last name clearly distinguishable.

PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV:vf

Attachment 1: County Vehicle Use Process

Attachment 2: San Joaquin County Employment and Economic Development
Department County Vehicle Log

Employment & Economic Development Department County Vehicle Use Process

1. Scheduling the Vehicle

- o Schedule the vehicle through Outlook by creating a calendar reservation. This helps ensure availability and keeps everyone informed. The names of vehicles within Outlook are:
 - **EEDD-Auto Astro Van [EEDD]**
 - **EEDD-Auto Nissan Truck**
This is the truck and is currently reserved for Facilities & ISD staff use. Others may be able to use them on occasion but must be coordinated with facilities staff (See item #5 below).
 - **EEDD-Auto Toyota HV [EEDD]**
- o Confirm your reservation details and make a note of the reservation period.
- o Check if anyone has reserved the vehicle immediately after your scheduled time. If so, and you anticipate being late, please notify the next user.

2. Key Check-Out and Fob Access (Currently on a Self-Service Basis)

Most employees do not currently have access to the Facilities area. If you need to use County vehicles, please send a request (through your unit's manager for approval) to EEDD-FacilitiesMgmt to update your fob for access. This will allow you to retrieve keys from the Facilities area.

- o The vehicle keys are located on hooks in front of Narone's cubicle.
- o Retrieve the keys before your scheduled time and return them promptly after use to maintain availability for others.
- o Attached to the keys, there are two fobs:
 - One provides access to the building through the dock area.
 - The other allows access to fuel stations for refueling the vehicle when necessary.

3. Documenting use of the Vehicle

A vehicle usage log will be kept inside each vehicle. Users are required to document their use of the vehicle, including details such as:

- o The date and time of use
- o The purpose of the trip
- o The starting and ending odometer readings

At the end of each month, the Fiscal Department will collect these logs to ensure proper allocation of vehicle usage to the correct account. This process helps maintain accurate records and supports cost accountability.

4. Fueling the Vehicle

- o If the fuel level is below 1/2 tank, please fill the tank before returning the vehicle, using the fueling process outlined below.

5. Truck Use by Facilities/ISD Staff

- o The truck is primarily reserved for Facilities/ISD staff as it is often needed at unscheduled times. If you require the truck, please check with Facilities staff for verbal approval when it is not in use.

6. Vehicle Maintenance

- o Promptly report any maintenance issues to facility staff by sending an email to EEDD-FacilitiesMgmt

7. Reporting Incidents

See instructions kept in glove box. Any accidents, damages, or other incidents must be reported to your department supervisor immediately.

By following this process, we can ensure vehicle availability and maintain proper usage for everyone's benefit. Please remember the building is only open between 7:30 AM – 5:30 PM. If access to vehicles is needed outside of these hours, please make arrangements with your supervisor. Thank you!

Fueling Instructions for County Vehicles

1. Fueling Locations (see pictures below)

- o **Primary Location:**
County Motor Pool
121 S. San Joaquin St., Stockton, CA 95202
- o **Secondary Location:**
Behind the San Joaquin County Community Development Department
1810 E. Hazelton Ave., Stockton, CA 95205

2. Fuel Level Requirement

- o Ensure vehicles are refueled when the fuel level reaches **1/2 tank**.

3. Fueling Hours

- o Fuel pumps are open from **8:00 AM to 5:00 PM**, Monday through Friday.

4. Fueling Process

- o **Approach the Pump:**
 - Drive the vehicle to the designated fuel station.
 - Park safely at one of the pumps (usually Pump 1 or 2).
- o **Activate the Fueling System:**
 - Go to the control device near the pumps.
 - Use the fuel fob that is attached to the vehicle key to activate the system (this is separate from the building fob).
 - Select the pump number you are using (usually Pump 1 or 2).
 - The pump will display “Authorized” once access is granted.
 - When prompted, enter the current vehicle mileage shown on the odometer.
- o **Prepare to Fuel:**
 - Before beginning, pull up the lever that holds the gas nozzle.
 - Wait until you feel the gas nozzle engage with the pump (this indicates the system is ready).
- o **Begin Fueling:**
 - Once authorized, the system will indicate “Begin Pumping.”
 - If the vehicle’s fuel cap has a lock, use the key provided on the key ring to unlock it.
 - Remove the fuel cap, insert the nozzle, and begin fueling.

5. Completion

- o After fueling, replace the nozzle securely.
- o Ensure the fuel cap is properly closed and locked, if applicable.

6. Safety and Compliance

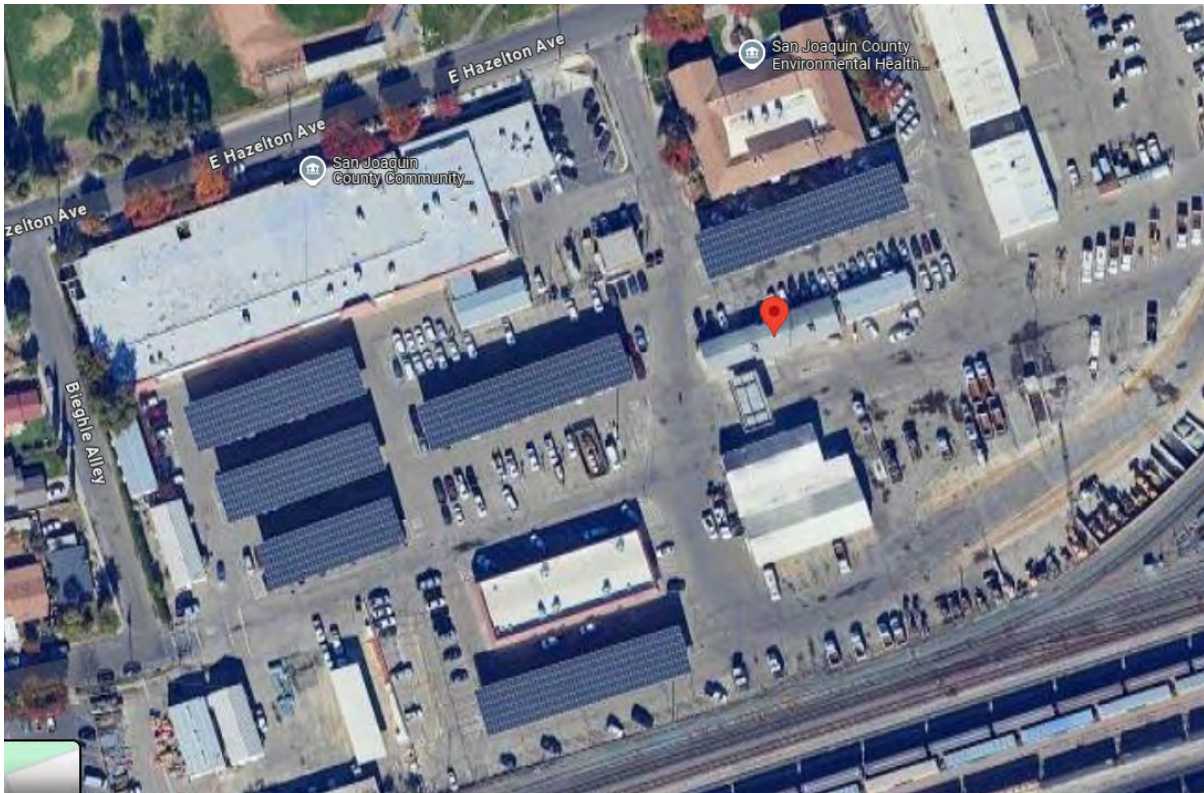
- o Follow all posted safety instructions at the fueling site.
- o Report any issues or fuel spills immediately to the appropriate authorities.

By following these steps, you ensure vehicles are fueled efficiently and remain operational at all times.

County Motor Pool
121 S. San Joaquin St., Stockton, CA 95202



Behind the San Joaquin County Community Development Department
1810 E. Hazelton Ave., Stockton, CA 95205



Vehicle Name:

Astro Van	☐
Nissan Truck	☐
Toyota HV	☐

- 1) If fuel level is at or below 1/2 tank, please fill tank at designated County locations before returning vehicle.
- 2) County vehicles must be used for County-business only (NO personal travel)

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