

FLEET SERVICES COUNTY VEHICLE (CV) USER POLICY – 2023

It is the policy of the Board of Supervisors to support a RideShare Program utilizing County vehicles for regular full time County employees, or with employees of any other public entity with which the County has entered into a Memorandum of Understanding for participation in the County Vehicle (CV) Program. The Human Resources Commuter Services Division works proactively with Fleet Services to ensure County Vehicle (CV) participants understand specific Automotive Fleet Policies and Regulations.

Registered participants of the County Vehicle (CV) Program are required to abide by the following terms and conditions. Registered participants in the County Vehicle (CV) group are required to submit acknowledgement of this policy to the Human Resources Commuter Services Division. Failure to submit an acknowledgement of this policy may result in disbandment of the County Vehicle (CV) from the County Vehicle (CV) Program.

I. FLEET SERVICES RESPONSIBILITIES

- A. It is the responsibility of Fleet Services to maintain essential, safe, presentable, and identifiable transportation units to County Vehicle (CV) registered participants.
- B. Fleet Services will work directly with the Human Resources Commuter Services Division and the County Vehicle (CV) groups to schedule repair and maintenance appointments.
- C. If major repair or maintenance work is necessary, Fleet Services will provide a Human Resources Commuter Services Division RideShare loaner or Fleet Services rental unit to the County Vehicle (CV) group.
- D. Fleet Services rentals may be issued to County Vehicle (CV) registered participants **ONLY** in the event a Human Resources Commuter Services Division RideShare loaner is **UNAVAILABLE**. However, an email or verbal authorization is required from the Human Resources Commuter Services Division for all Fleet Services rental approvals.
- E. Should a Fleet Services rental approval be required after-hours, Fleet Services will contact the Human Resources Commuter Services Division County cell number (951/255-8003) for verbal approval.
- F. Fleet Services and/or the Human Resources Commuter Services Division reserves the right to remove a vehicle from service for reasons deem appropriate.
- G. Fleet Services and/or the Human Resources Commuter Services Division will do their best to replace the removed from service County Vehicle (CV), however, this practice cannot be guaranteed by either Fleet Services and/or the Human Resources Commuter Services Division.

II. REGISTERED COUNTY VEHICLE (CV) GROUP RESPONSIBILITIES

- A. Only registered participants authorized by the Human Resources Commuter Services Division are allowed to operate the County Vehicle (CV). Authorizations are provided once a California Department of Motor Vehicles (DMV) pull notice is electronically transmitted and received from Sacramento’s DMV by the Human Resources Commuter Services Division.
- B. Authorizations are provided so long as the registered participants driver license is in good standing with the California Department of Motor Vehicles (DMV) with no active or anticipated suspensions, FTAs, or other negative occurrence(s).
- C. All County Vehicle (CV) groups are advised that Fleet Services is **NOT** responsible for approving maintenance, repair, loaner, or rental related issues. All issues arising from an issued County Vehicle (CV) must be channeled through the Human Resources Commuter Services Division first.
 - 1) Submit all maintenance, service, and repairs requests via email to icommute@rivco.org
 - 2) The Human Resources Commuter Services Division will respond with a “MAINTENANCE/LOANER APPROVAL” response notification to the requesting County Vehicle (CV) group and will send a courtesy copy (cc) the Fleet Service office.
 - 3) The County Vehicle (CV) group must then coordinate the service by scheduling an appointment with Fleet Services directly. Unless specified, **APPOINTMENTS** are required for all repair and maintenance issues.
- D. Fleet Services will provide a Human Resources Commuter Services Division RideShare loaner or a Fleet rental

upon approval from the Human Resources Commuter Services Division.

- E. There are two types of Fleet vehicles that may be provided to a County Vehicle (CV) group in the event an issued County Vehicle (CV) must be left at Fleet Services for an extended period. It is important that County Vehicle (CV) groups understand the difference:
 - 1) RideShare Loaner: A unit assigned to the Human Resources Commuter Services Division and kept on-hand at certain Fleet Services locations and at the CAC Parking Structure for the sole purpose of providing a County Vehicle (CV) group a loaner at no additional cost to the Human Resources Commuter Services Division. This will be the default method of assignment by Fleet Services in the event the group needs a temporary loaner vehicle.
 - 2) Fleet Rental: A unit assigned to the Fleet Services department. Fleet Services charges the Human Resources Commuter Services Division a daily rental and a per-mile fee, which is one of the largest expenses that the Human Resources Commuter Services Division tries to keep in an effort to maintain monthly County Vehicle (CV) fares low.
- F. In the event a County Vehicle (CV) group is issued a RideShare loaner or Fleet rental, it is still the responsibility of the County Vehicle (CV) group to continue recording the commute mileage on the group's monthly mileage log. Mileage logs must be completed in their entirety with no field left blank.
- G. When a County Vehicle (CV) groups issued unit is ready for pickup, Fleet Services will contact the Human Resources Commuter Services Division via email. The County Vehicle (CV) group will then receive an email from the Human Resources Commuter Services Division to return the loaner/rental vehicle in a timely manner. Failure to return the loaner/rental back timely will result in additional expense to the County Vehicle (CV) Program and will be factored in each quarter as an overhead expense resulting in an increase in County Vehicle (CV) Program monthly fare structure.
- H. When returning a RideShare loaner or Fleet rental, as a courtesy to other County employees, active registered participants are responsible for ensuring the County unit has been refueled, trash is discarded, and all necessary forms are properly completed.
- I. On a weekly basis, it is the County Vehicle (CV) groups responsibility to ensure the County Vehicle (CV) is properly cleaned inside and out. There should be no personal items left in the unit, and trash should be disposed of daily.
- J. Registered participants should inspect the County Vehicle (CV) for damage to the exterior and the interior (i.e., dents, scratches, stains, etc.) prior to daily departure.
- K. Upon disbanding of an issued County Vehicle (CV), the participants, the Human Resources Commuter Services Division and Fleet Services will re-inspect the County Vehicle (CV) for damages to the exterior and the interior (i.e., dents, scratches, stains, etc.)
- L. Registered participants in an issued County Vehicle (CV) will ensure that there is at least a half tank of fuel to be used for daily operation.
 - 1) County Vehicle (CV) groups must plan to refuel their County Vehicle (CV) at a County of Riverside approved fueling station.
 - 2) In the event the group or a registered participant elects to use their own money to fuel the County Vehicle (CV) at a non-County fuel station, it is to be understood that the County Vehicle (CV) group and/or registered participant will **NOT** be reimbursed.
 - 3) It is each registered participants responsibility to use their own employee identification number when refueling the County Vehicle (CV). If a registered participant is having trouble refueling the County Vehicle (CV), the registered participant is to contact Fleet Services directly to address and resolve the refueling issue.
- M. Registered participants will be provided a documented number of keys for an issued County Vehicle (CV). Upon terminating from the County Vehicle (CV) Program, the same number of documented keys must be returned to the Human Resources Commuter Services Division and/or County Vehicle (CV) Captain. Other general rules for key usage are:
 - 1) With approval from the Human Resources Commuter Services Division, keys may be duplicated ONLY by Fleet Services or an approved County of Riverside contracted facility that provides key duplicating service.
 - 2) The Human Resources Commuter Services Division recommends that approved additional key

requests be completed at the same time a service or repair is being provided in an effort to save personal time and miles on the issued County Vehicle (CV).

- 3) County Vehicle (CV) keys that are chipped or coded are costly. Therefore, registered County Vehicle (CV) participants should exercise extreme care not to misplace County Vehicle (CV) issued keys. This is the responsibility of the group, not the responsibility of the Human Resources Commuter Services Division.

- N. All County Vehicles (CV) are non-smoking vehicles, and registered participants must comply with the non-smoking rules.

FLEET SERVICE LOCATIONS – 2023

Please contact each garage for operating hours. Please note that some locations may be closed on Friday.

- **BANNING** (fuel only)
1628 S. Hargrave, Banning, 92220
Phone: N/A
- **COUNTY CIRCLE** (fuel only)
4066 County Circle, Riverside, 92503
Phone: N/A
- **INDIO** (fuel and carwash only)
82-775 Plaza Avenue, Indio, 92201
Phone: N/A
- **MORENO VALLEY** (rental, fuel, SMOG, and repair/maintenance facility)
25241 Cottonwood, Moreno Valley, 92553
Phone: 951/413-2780 or 951/413-2781
- **MURRIETA/SOUTHWEST** (fuel only)
30755-V Auld Rd, Murrieta, 92563
Phone: N/A
- **PERRIS** (fuel only)
308 San Jacinto Avenue, Perris
Phone: N/A
- **RIVERSIDE – ORANGE STREET** (rental, SMOG, fuel, carwash, key-cutting and repair/maintenance facility)
4293 Orange Street, Riverside, 92501
Phone: 951/955-4666 or 951/955-4689
- **HEMET** (fuel only)
824 N. State Street, Hemet, 92543
Phone: N/A
- **BLYTHE** (fuel and carwash only)
271 N. Spring Street, Blythe, 92225
Phone: N/A

PLEASE NOTE:

- For **emergency** Fleet Services after-hours assistance, please contact 951/295-3707.
- For **approved towing service assistance**, please contact the contracted towing service in the area that is closest to your location.
- If the vehicle is involved in an accident and cannot be driven, use the approved towing services listed to transport the vehicle to the Moreno Valley Fleet Services Facility listed above. **DO NOT allow the CHP, Police or Sheriff's department to call a tow service!**



ACKNOWLEDGEMENT OF RECEIPT OF FLEET SERVICES CV USER POLICY – 2023

*I am in receipt of the **COUNTY VEHICLE (CV) PROGRAM FLEET SERVICES POLICY** that was provided. My signature below states that I have read and understand the **COUNTY VEHICLE (CV) PROGRAM FLEET SERVICES POLICY** and will abide by the terms and conditions of the County Vehicle (CV) Program.*

I understand that failure to abide by the terms and conditions of the County Vehicle (CV) Program may result in disciplinary action or termination from the County Vehicle (CV) Program.

EMPLOYEE’S SIGNATURE

DATE

PRINT EMPLOYEE’S NAME

COUNTY IDENTIFICATION NUMBER

*I understand that I am to always keep the original **COUNTY VEHICLE (CV) PROGRAM FLEET SERVICES POLICY** in our issued County Vehicle (CV) for immediate reference.*

Please submit the complete 2023 County Vehicle (CV) registration packet by email (icommute@rivco.org).

COUNTY VEHICLE (CVXXX) _____