

## COUNTY VEHICLE (CV) PROGRAM PARTICIPANT POLICY – 2025

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 a Memorandum of Understanding for participation in the County Vehicle (CV) Program. Temporary and Per Diem employees are not eligible to participate in this program.

The passenger fares will be determined by the Human Resources Commuter Services Division in collaboration with Fleet Services and are subject to change as deemed necessary. Every effort will be made to ensure that the vehicles will operate at a 100% cost recovery. Each individual vehicle fares will be established based on a vehicle's daily round-trip commute mileage and all passengers will pay the same fare. The fares will be collected via automatic payroll deductions for County employees, and by monthly warrant for non-County employees.

County department owned vehicles will be used as availability permits. Department availability of County vehicles for use in the County Vehicle (CV) Program will be determined by the County department head or their designee in collaboration with the Human Resources Commuter Services Division. Additionally, County department vehicles may be withdrawn from the County Vehicle (CV) Program as requested by the County department head or designee providing a minimum two-week notice. If registered participants are in a Department own vehicle, please also refer to the Department Vehicle Policy.

### **I. ESTABLISHING AND MAINTAINING A RIDESHARE COUNTY VEHICLE (CV)**

- A. The goal of the County Vehicle (CV) Program is to reduce the total number of vehicles trips and as a result the best method of making sure each vehicle is being used to its full advantage is to only allow groups with a minimum of four (4) participants. A Commuter Services County vehicle is established with a minimum of four (4) participants in a group. No exceptions will be made to this rule in a County vehicle provided by Fleet Services. *The ONLY exception is if the vehicle in question is a department owned vehicle and the department head requests and approves use with less than four (4) participants.*
- B. Due to the increased number of requests to obtain a County Vehicle (CV), the Human Resources Commuter Services Division may experience a shortage of County Vehicles (CV). In order to address the potential vehicle shortages, it is necessary to limit the number of groups utilizing a County Vehicle (CV) with less than four (4) registered participants.
- C. Should participation decrease to three (3) registered participants, the Human Resources Commuter Services Division will allow the group to continue utilizing the County Vehicle (CV) for no more than TWO (2) pay periods. The first pay period is covered by the departing participant's double deduction, and the second pay period deduction will be increased to split the cost of the vacant seat to ensure that costs are recovered for the County Vehicle (CV). The new base rate is split among the group participants and will remain in place while the group actively recruits to fill the empty seat. Pay period deductions will be adjusted once the vacant seat is filled.
- D. In the event the vacant seat is not filled, the County Vehicle (CV) group has the possibility to be disbanded due to low ridership. If the group is unable to find a fourth participant and if the group is disbanded, the group may complete registration documents to be placed back on the waiting list once a fourth (4) person is recruited. Be advised that it is the group's responsibility to stay on top of their group's participation and be proactive in communicating with the Human Resources Commuter Services Division about recruitment efforts.
- E. All current County Vehicle (CV) groups with three (3) participants prior to January 1, 2012, will continue to be grandfathered. However, once participation reaches four (4) participants, all participants understand that the new rule above will be put into effect.

### **II. HUMAN RESOURCES COMMUTER SERVICES DIVISION COUNTY VEHICLE (CV) ADMINISTRATION RESPONSIBILITIES**

- A. Market the County Vehicle (CV) Program as a mode of commuter transportation that reduces air pollution and traffic congestion and ensure the County's compliance with the Employee Commute Reduction Program.
- B. Ensure all vehicles will operate at a 100% cost recovery and collect fares and/or make payroll adjustments via automatic payroll deductions for County employees and by monthly warrant for non-County employees
- C. Manage the fleet of vehicles by rotating vehicles when appropriate.

- D. Maintain a list of available vehicles, and a “waiting list” of employees requesting a vehicle for participation.
- E. Determine placement of vehicles that will best serve the County Vehicle (CV) Program and the Departments that allow use of their vehicles for commuting purposes.
- F. Work in conjunction with department heads to provide administrative and recruitment support for department provided vehicles.
- G. Ensure timely termination of automatic payroll deduction for participants terminating from the County Vehicle (CV) Program.
- H. Ensure timely dissemination and collection of required registration documents for newly registering participants.
- I. Ensure all participants completed the County Drivers Awareness Training course prior to program registration.
- J. Verify driver eligibility by requesting a Department of Motor Vehicle (DMV) Pull Notice.
- K. Ensure participant compliance with all County Vehicle (CV) Program Participant Policies.
- L. Make the final decision to remove a participant from a Rideshare County Vehicle (CV) or disband the entire group.

### **III. COUNTY VEHICLE (CV) CAPTAIN AND CO-CAPTAIN RESPONSIBILITIES**

- A. Serve as the point of contact between the Human Resources Commuter Services Division and the County Vehicle (CV) registered group.
- B. Ensures if changes occur to an approved County Vehicle Group Agreement and Schedule, the registered County Vehicle (CV) group needs to complete, sign, and submit an amended County Vehicle (CV) group Agreement and Schedule. The purpose of the County Vehicle Group Agreement and Schedule is to detail the specified, County Vehicle (CV) overnight location, pick-up/drop off locations, arrival, and departure times. Failure to complete an amended Group Agreement and Schedule on time will result in enforcement issues. Only the most recent Group Agreement and Schedule on file will be enforced. If changes occur to a group’s agreement during the program year, please email [icommute@rivco.org](mailto:icommute@rivco.org) and request a blank Group Agreement and Schedule electronic copy to be filled out and submitted to the Human Resources Commuter Services Division.
- C. Disseminates all correspondence from the Human Resources Commuter Services Division to all registered participants of their respective County Vehicle (CV) group. This includes applicable logs (mileage logs and individual trip logs) County Vehicle (CV) updates, etc.
- D. Ensure the mileage and individual trip logs are submitted to the Human Resources Commuter Services Division in a timely basis and/or ensures that another participant in the registered County Vehicle (CV) group is delegated in their absence.
- E. Remind registered participants of their respective County Vehicle (CV) that they are required to take initiative in the above responsibilities in the event the County Vehicle (CV) Captain and or Co-Captain are unavailable.
- F. If the current County Vehicle (CV) Captain or Co-Captain are unable to adhere to these responsibilities, the Human Resources Commuter Services Division may request that the task be delegated to another registered participant.

### **IV. HUMAN RESOURCES COMMUTER SERVICES DIVISION COUNTY VEHICLE (CV) RESPONSIBILITIES**

Registered participants of the County Vehicle (CV) Program are required to abide by the following terms and conditions. Registered participants must keep a copy of the County Vehicle (CV) Program Participant Policy in the issued County Vehicle (CV). Registered participants are required to submit acknowledgement of this policy to the Human Resources Commuter Services Division. Registered participants who fail to submit an acknowledgement of this policy will not be permitted to participate in the County Vehicle (CV) Program.

#### **A. COMMON VALUATION RULE**

- 1) According to the Internal Revenue Service (IRS), the use of County vehicles for commuting purposes has been deemed a taxable benefit to employees. As a result, it is necessary to tax employees on this benefit if the value of the trips exceeds the fare amount paid by the employee. Failure to abide by the IRS regulations could very well cause significant financial consequences not only to the County, but to you as a registered participant in the County Vehicle (CV) Program. Consult your tax preparation representative.
- 2) Each participant in each County Vehicle (CV) group will be required to complete a personal individual trip log which clearly defines the number of individual trips a participant travels each month. Be advised that

completion of the individual trip log is **NOT** an option, it is **MANDATORY**. **Individual trip logs are due to the Human Resources Commuter Services Division by the 5<sup>th</sup> of each month** so that the County Vehicle (CV) Program coordinator can process and submit to ACO Payroll no later than the 10<sup>th</sup> of each month.

- 3) Under the IRS' commuting valuation rule, each one-way personal trip is valued at \$1.50 of imputed taxable income for most County Vehicle groups. Other County Vehicle (CV) groups may have to assume an annual lease value rule based on employee status.
- 4) The total value of the trips is then calculated against the monthly fare paid by each County Vehicle (CV) registered participant. If the value of the trips is less than the amount paid by the participant each month, then no tax will be imputed. If the value of the trips is more than the amount paid by each participant, then the amount will be reflected as earnings to be taxed on the County Vehicle (CV) registered participant's paycheck.
- 5) Individual trip logs are available in electronic format. Contact the Human Resources Commuter Services Division for the electronic triplog (e-log) link.
- 6) *Please see ACO Standard Practice Manual #222 for more information on taxation. Any questions on taxation should be directed to ACO Payroll.*

## B. **PARTICIPATION**

- 1) All County Vehicle (CV) registered participants must receive prior approval from the Human Resources Commuter Services Division before they begin RideSharing in a County Vehicle (CV). Based on when registration documents are received, participants may begin RideSharing in a County Vehicle (CV) on the 1st or 16th of the month. In the event the 1st and/or 16th falls on a holiday or weekend, the newly registered County Vehicle (CV) participant will begin on the following business day.
- 2) Each registered participant understands that the County Vehicle (CV) Program is a benefit for employees, but certain departments have restrictions to deviating schedules.
  - A. Participants requiring a deviation in schedule to join a County Vehicle (CV) will require supervisory or managerial approval prior to submitting County Vehicle (CV) registration documents.
  - B. Be advised that departments are **NOT** required to deviate schedules for employees; *departmental needs ALWAYS come first.*
- 3) Non-County employees are **NOT** authorized to drive or ride in the County Vehicle (CV) until officially assigned to the County Vehicle (CV) Program. Officially assigned is defined as "entered into a Memorandum of Understanding (MOU)." Depending on the terms of the Memorandum of Understanding (MOU), non-County employees may participate as riders and/or drivers. *Refer to the MOU for clarification.*
- 4) The General Form 30 (GEN30 Authorization to Drive) that County employees complete during their pre-employment process does not pertain to driving approval for commuting purposes. Participants are required to complete and submit a General Form 30 (GEN30 Authorization to Drive) with their County Vehicle (CV) registration documents.
- 5) Interested County Vehicle (CV) participants must take the Safety Office required Driver Awareness Training course through the Safety Office prior to receiving County Vehicle (CV) participation approval.
  - A. Employees have access the Safety Office Driver Awareness Training course 24 hours a day, 7 days a week through COR Learning.
  - B. Once the requested training course is completed, scan and email verification of completion and registration documents to Commuter Services for processing.
- 6) In the event a registered participants payroll deduction is not received by the Human Resources Commuter Services Division (examples include leave of absence, exhausted leave balances, timesheets not turned in, AWOP, etc.), it is up to the registered participant to contact the Human Resources Commuter Services Division within one (1) pay period to make payment arrangements for the missing funds in order to keep the County Vehicle (CV) seat.
- 7) In the event two (2) pay periods lapse without appropriate County Vehicle (CV) Program pay period deductions, automatic termination from the County Vehicle (CV) Program for the registered participant will be processed due to non-payment.
- 8) Electronic notifications must be sent two (2) weeks prior to the requested termination date. Electronic termination requests are sent to [icommute@rivco.org](mailto:icommute@rivco.org). Failure to provide two (2) weeks' notice will result in

a County Vehicle (CV) Program pay period deduction. The Human Resources Commuter Services Division, at its discretion, may grant exceptions to the two-week notification requirement for employees who have experienced **unforeseen** events such as transfers or termination from the County of Riverside.

- 9) Under no circumstances will requests to temporarily terminate payroll deduction be processed. If a registered participant needs to terminate from the County Vehicle (CV) Program, the registered participant must submit an electronic notification two (2) weeks prior to the requested termination date. Electronic termination requests are sent to [icommute@rivco.org](mailto:icommute@rivco.org). If the employee wishes to reenroll, they are required to submit complete registration documents and a double deduction will be withdrawn to restart in the County Vehicle (CV) Program.
- 10) In the event a registered participant is required to terminate participation in the County Vehicle (CV) Program due to non-compliance with the County Vehicle (CV) Program Participant Policy, the participant will **NOT** be allowed to participate for a period of no less than 60 days from date of termination, or another period as determined by the Human Resources Commuter Services Division.
- 11) The Human Resources Commuter Services Division will notify the County Vehicle (CV) Captain and Co-Captain of participation changes which may impact the group.

### C. **OPERATION**

- 1) The Human Resources Commuter Services Division reminds all registered participants that an issued County Vehicle (CV) is a “rolling” representation of the County of Riverside. This implies that the public observes County Vehicle (CV) registered participants' behavior while they are riding in and using an issued unit.
- 2) County Vehicles (CV) issued to registered groups by the Human Resources Commuter Services Division, are to be used only for commuting to and from work. Under **NO** circumstance is the County Vehicle (CV) to be used for work related business (trainings, meetings, appointments, etc.), breaks, lunch, or any kind of personal business.
- 3) County Vehicles (CV) are to be used Monday through Friday only, **NO EXCEPTIONS**. Use of the County Vehicles (CV) may be permitted with prior, written, documented approval from the Human Resources Commuter Services Division if a participant is expected to work on a County Holiday and their typical weekday is Monday through Friday.
- 4) On a weekly basis, it is the 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.
- 5) 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.
  - A. Groups must plan to refuel their County Vehicle (CV) at a County of Riverside approved fueling station.
  - B. 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 group and/or registered participant will **NOT** be reimbursed.
- 6) 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), they are to contact Fleet Services directly to address and resolve the refueling issue.
- 7) It is the County Vehicle (CV) groups responsibility to refuel the County Vehicle (CV) and coordinate County Vehicle (CV) repair, service, and maintenance on personal time, not on County time.
- 8) Participants are required to reasonably secure and utilize the Fleet Services Fuel Card assigned to their Ride Share units. Fuel cards are to be used only at appropriately designated stations to fuel the designated rideshare unit only.
- 9) When returning a RideShare loaner, Fleet rental or a department vehicle, 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.
- 10) The purpose of the County Vehicle Group Agreement and Schedule is to detail the specified, County Vehicle (CV) overnight location, pick-up/drop off locations, arrival, and departure times. The registered County Vehicle (CV) group will need to complete and sign an amended County Vehicle (CV) group Agreement and Schedule if there are any changes to an approved County Vehicle Group Agreement and Schedule on file. It is the County Vehicle (CV) groups responsibility to provide timely updated Group Agreements to the Human

Resources Commuter Services Division.

- 11) Parking County Vehicles (CV) on the street is **NOT** permitted. Issued County Vehicles (CV) must be kept at an active registered participant's private property, such as a secure driveway of a home, a County gated facility (where available), or another place deemed appropriate by the Human Resources Commuter Services Division and Fleet Services.
- 12) By signing the County Vehicle (CV) Program Group Agreement and Schedule, registered participants acknowledge that failure to arrive at the agreed upon time and designated location may result in the registered participant being left behind. Consequently, continued failure to abide by the approved group agreement on file may result in termination of participation in the County Vehicle (CV) Program at the discretion of the Human Resources Commuter Services Division.
- 13) When an approved Group Agreement and Schedule changes, the County Vehicle (CV) group is required to complete, sign, and submit an amended Group Agreement and Schedule. Failure to complete an amended Group Agreement and Schedule on time will result in enforcement issues. Only the most recent Group Agreement and Schedule on file will be enforced. If changes occur to a group's agreement during the program year, please email [icommute@rivco.org](mailto:icommute@rivco.org) and request a blank Group Agreement and Schedule electronic copy to be filled out and submitted to the Human Resources Commuter Services Division.
- 14) The Human Resources Commuter Services Division expects County Vehicle (CV) registered participants to reach an agreement regarding the rotation of driving duties within an issued County Vehicle (CV). However, the Human Resources Commuter Services Division will support the County Vehicle (CV) group's decision if **ALL** members agree to an alternative arrangement to offer a reasonable accommodation for a registered participant. The County Vehicle (CV) Coordinator must be notified via email of the alternative arrangement so that it can be properly documented in the County Vehicle (CV) groups general file.
- 15) Registered participants are **REQUIRED** to discuss all special events (election day, holidays, vacation, etc.) within their County Vehicle (CV) group **PRIOR** to a special event. If a registered participant could potentially be leaving early for a special event, they must not assume the County Vehicle (CV) group will be allowed to leave early to accommodate their personal request. This will be prohibited and be strictly enforced. The individual should use an alternate mode of transportation if they feel they may leave early. Guaranteed Rides Home (GRH) will not be available since this **DOES NOT** constitute an emergency. All registered participants understand that the County Vehicle (CV) is not their personal property and is required to be at the workplace by the approved County Vehicle (CV) Group Agreement and Schedule on file.
- 16) Registered participants must notify the County Vehicle (CV) Captain, Co-Captains and/or other riders in advance when not riding in the County Vehicle (CV) due to a schedule conflict. Registered participants acknowledge that failure to arrive at the agreed upon time and designated location may result in the registered participant being left behind.
- 17) If a Department Vehicle is being used for commuting purposes, please also refer to the County Vehicle (CV) Program Department Vehicle Policy.
- 18) Each registered participant is accountable for safeguarding any vehicle key provided, and they will be liable for the reasonable replacement cost if the key is lost or misplaced.

#### **D. MILEAGE, TRIP LOG, REPAIR AND MAINTENANCE**

- 1) The Human Resources Commuter Services Division requires all County Vehicle (CV) groups to scan and email ([icommute@rivco.org](mailto:icommute@rivco.org)) a complete County Vehicle (CV) monthly mileage log and monthly safety report to the Human Resources Commuter Services Division by the 5th of each month for the previous month. The mileage log and safety inspection log must be completed daily.
- 2) Each registered participant in the County Vehicle (CV) group is responsible for ensuring that a daily and monthly safety inspection of the vehicle is conducted and any safety concerns or observed damage(s) are noted.
- 3) Each registered participant in the County Vehicle (CV) group has a responsibility to ensure that the required County Vehicle (CV) monthly logs and safety inspection logs are received by the Human Resources Commuter Services Division in a timely manner. This is not solely the Captain and/or Co-Captains responsibility.
- 4) Due to the numerous amounts of fax errors received, County Vehicle (CV) groups are strongly encouraged to



scan and email ([icommute@rivco.org](mailto:icommute@rivco.org)) the groups monthly mileage logs and safety inspection logs to the County Vehicle Coordinator. This method serves two purposes: first, an email can be responded to with confirmation of receipt, and second, it can easily be searched in the event it is not initially documented.

- 5) County Vehicle (CV) Mileage logs must be completed in their entirety; no field should be left blank. For Commuter Services Fleet Vehicles, only the morning and evening pick-up mileage must be recorded. For Department Vehicles, both morning pick-up and arrival mileage, and evening pick-up and arrival mileage must be recorded.
- 6) Failure to submit monthly mileage logs, safety inspection logs and individual trip log by the 5<sup>th</sup> of each month will result in the following actions:
  - A. 1<sup>st</sup> notification of overdue log(s) will result in a friendly reminder to the individual or County Vehicle (CV) group, respectively.
  - B. 2<sup>nd</sup> notification of overdue log(s) will result in an official warning which will go to file to the individual or County Vehicle (CV) group, respectively.
  - C. 3<sup>rd</sup> notification of overdue log(s) will result in notification of violation to Employee Transportation Coordinator (ETC), who may authorize termination of participation of the individual or County Vehicle (CV) group.
  - D. After the 4<sup>th</sup> notification of a late log(s) (participant, or County Vehicle (CV) group) will receive a final warning and notification of the intent to terminate participation owing to policy non-compliance.
- 7) In the event of an audit, County Vehicle (CV) groups are **REQUIRED** to retain and produce all monthly mileage logs for the current program year. Failure to provide mileage logs upon request will result in a written warning to the County Vehicle (CV) group for policy violation. Subsequent failure to produce mileage logs may result in disbanding County Vehicle (CV) group.
- 8) When the County Vehicle (CV) daily mileage consistently exceeds the approved roundtrip miles allowed for the appropriate zone, the monthly fare for the County Vehicle (CV) registered participants will be adjusted to the appropriate mileage rate zone at the discretion of the Human Resources Commuter Services Division.
- 9) Per IRS regulations, County Vehicle (CV) registered participants are required to complete an online monthly individual trip log and due to the Human Resources Commuter Services Division by the 5<sup>th</sup> of each month for the previous month.
  - A. County Vehicle (CV) registered participants are to log on to the Rideshare Participant/Trip Log Database and review their daily trip records. **EDIT/DELETE** the days you **DID NOT** ride within the prepopulated specified month.
  - B. Exceptions for not submitting an online trip log is if you did not participate in the County Vehicle (CV) program for the **ENTIRE** month. For that reason, please complete a hard copy trip log notating the reason within the grid, "Out on Leave", "Did Not Ride due to School/Childcare/etc." Then submit your trip log document to the Human Resources Commuter Services Division
  - C. If registered participants terminated County Vehicle (CV) participation but participated a portion of the month, the registered participant is still required to complete an online monthly individual trip log.
- 10) Refer to the Fleet Services County Vehicle (CV) Users Policy for repair and maintenance information.

#### E. **INTERPERSONAL RELATIONS, COURTESIES, AND DISCIPLINARY ACTION**

While it is OK to be friendly with other registered County Vehicle (CV) participants, registered participants should keep in mind that each registered participant in the County Vehicle (CV) is a County employee and is, therefore, our colleague first and foremost. Each County Vehicle (CV) group is using County resources (the County Vehicle (CV) itself) to commute to and from work; as such, respect and professionalism should always be shown to one another as coworkers. Registered participants in the County Vehicle (CV) program who wish to discuss personal information should do so after commuting hours.

Other courtesies that should be followed are:

- 1) Registered participants in the County Vehicle (CV) Program are required to behave in a courteous and respectful manner to each other and the public. Registered participants found to have acted in a discourteous manner may be terminated from the County Vehicle (CV) Program. The decision on whether a participant's behavior warrants termination from the County Vehicle (CV) Program will be made by the program division manager, and their judgment will be conclusive.

- 2) Registered participants in the County Vehicle (CV) Program are to be proactive in resolving a conflict between County Vehicle (CV) group in a professional and respectful manner.
- 3) The Human Resources Employee Relation Division may be alerted if a personal dispute between County Vehicle (CV) registered participants escalates to the Human Resources Commuter Services Division, and an investigation may be conducted. The Department of the registered participant(s) may pursue additional disciplinary measures should a Human Resources Employee Relation investigation be elevated. The Human Resources Commuter Services Division may make a final, irrefutable determination that may lead to a registered participant's or the County Vehicle (CV) group's termination from the program.
- 4) In the event a registered participant or the County Vehicle (CV) group is required to terminate participation from the County Vehicle (CV) Program due to non-compliance with the County Vehicle (CV) Program Participant Policy, the participant or the County Vehicle (CV) group will **NOT** be allowed to participate for a period of no less than 60 days from date of termination, or another period as determined by the Human Resources Commuter Services Division.
- 5) County Vehicle (CV) registered participants should only use cell phones for emergency situations as conversations taking place might be distracting to other registered participants.
- 6) Loud conversations that could be distracting to the County Vehicle (CV) driver or disturbing to other registered participants should be avoided. Conversations between registered participants should be limited to neutral and uncontroversial topics and discussions.
- 7) As a courtesy to non-smoking registered participants, registered participants who smoke should not smoke less than five (5) minutes before entering County Vehicle (CV) and should take every care to freshen up prior to entering the County Vehicle (CV). Apply perfumes, colognes, and/or lotions after the destination has been reached.
- 8) Registered participants should be afforded the courtesy to sleep or read throughout their commute.
- 9) Climate controls shall be set to a level that is approved by a consensus of the County Vehicle (CV) registered participants.
- 10) Radio volume shall be adjusted to be respectful of County Vehicle (CV) registered participants. Further, radio selections must be limited to neutral music selections. County Vehicle (CV) group should avoid listening to talk radio or other programs that could be interpreted as improper by County Vehicle (CV) participants.

F. **VEHICLE SAFETY GUIDELINES \***

- 1) County Vehicle (CV) participants must abide by all traffic laws and must operate the County Vehicle (CV) in a safe manner as defined by the California DMV or vehicle code.
- 2) Reports to the Human Resources Commuter Services Division of unsafe and reckless driving in a County vehicle may result in termination of participation in the County Vehicle (CV) Program. Depending on the severity of the action, be advised that the Human Resources Employee Relation Division may be notified of offense and formal disciplinary action may be issued which could affect a participant's employment.
- 3) If the Human Resources Employee Relations Division or the Safety VARB determines that a County Vehicle (CV) participant committed a driving violation(s), or deemed the loss or accident as preventable, the participant may continue in the program but will no longer have County Vehicle (CV) program driving privileges.
- 4) The Human Resources Commuter Services Division receives DMV updates when traffic violations have occurred. Depending on the violation and occurrences, suspension of the participants RideShare driving privilege may be warranted.
- 5) Seat belts and/or chest restraints are to be worn at all times when driving in a County vehicle. The driver is responsible to make sure all passengers wear their seat belts and chest restraints before starting the vehicle.
- 6) Each driver is responsible to complete a daily inspection of the vehicle to ensure that the County assigned vehicle is safe to operate prior to use. Vehicle defects or damage(s) of a County vehicle **MUST** be reported immediately and repaired as required by the Human Resources Commuter Services Division.
- 7) Vehicles deemed to be in unsafe condition must not be driven until proper repairs are made. No County Vehicle (CV) participant is allowed to, nor can be, required to operate a motor vehicle that has defective steering, brakes, tires or other defective components or accessories required for safe operation. It is the responsibility of **ALL** group participants to promote conversations regarding unsafe vehicle within the group

and be proactive in scheduling proper vehicle maintenance and repair.

- 8) Authorized drivers of the County are responsible to take all reasonable steps necessary to protect the vehicle when they leave it unattended. Equipment or other valuable contents should be placed in the trunk or otherwise obscured from view to discourage break-ins. Vehicles must be legally parked with the engine off, parking brake applied, ignition keys removed, windows closed, and doors locked.
- 9) Drivers MUST honor posted speed limits. In the event of adverse driving conditions, vehicle speed must be reduced to a safe operating speed consistent with the adverse conditions of the road, including but not limited to, available light, weather, and traffic flow.
- 10) Drivers are required to maintain a safe following distance at all times. It is recommended that the driver maintain a four-second following distance, but in high volume traffic conditions, you may reduce your distance to a minimum of 3 seconds. During inclement weather or other adverse driving conditions, reduce speed and increase following distance accordingly.
- 11) Drivers are required to “YIELD” the right-of-way at all traffic controls, signals, and signs requiring such. Drivers should always be prepared to yield the right-of-way at any time to avoid an accident and willingly yield the right-of-way when other drivers violate laws or drive in a reckless fashion. Always be prepared to yield the right-of-way to all pedestrians and bicyclists on the roadway.
  - A. Accidents that occur while employees are backing a vehicle account for almost half of all County involved accidents. Take extra precaution and add the following procedures to your driving habits.
- 12) Drivers are required to check for hazards above, all around their vehicle and the area they intend to back into, before getting into the vehicle. When backing, drivers must adhere to the following:
  - A. Turn at the waist and look to the rear.
  - B. INCH your way back, and back only as far as necessary.
  - C. Keep looking to the rear, while alternately checking clearances to the side, until rearward movement stops.
  - D. If you cannot see through the rear of the vehicle, consider parking the vehicle so as not to have to back out. Park where you can drive out forward, avoiding backing.
  - E. If you must back, but you cannot see through the rear of the vehicle, obtain help to guide you back.
  - F. Inch your way back while observing the spotter in your side view mirror. Stop if you lose sight of your spotter.
- 13) No County driver shall operate any vehicle if the ability to do so safely has been impaired for any reason including but not limited to:
  - A. Alcohol
  - B. Drugs
  - C. Medication
  - D. Illness
  - E. Fatigue
  - F. Non-familiarity of the vehicle

#### G. LIABILITY

- 1) Immediately report to the Human Resources Commuter Services Division and your immediate supervisor all RideShare County Vehicle (CV) incidents, accidents and/or moving violations.
- 2) If you are an injured driver involved in a Rideshare County Vehicle accident, please immediately report it to your supervisor for potential Workers Compensation benefits.
- 3) The County is mandated by Legislation to reduce vehicles on the road, and as such has created this voluntary option for County employees to participate in a vanpool/carpool. This does not extend coverage under workers' compensation should an injury/accident occur while going to work or home. These vehicle trips are barred from inclusion under the Labor Code Section 3600.8. *The only exception under County of Riverside RideShare policy would be Workers Compensation coverage for the person who is actually driving the vehicle at the time of the injury/accident should injury be found compensable.*
- 4) The County of Riverside provides the vehicle liability coverage for the County owned vehicle. Be advised this does not include medical coverage for the driver or the occupants.
- 5) It is recommended that you consult an attorney if you have any questions and/or concerns regarding any



- potential liability exposure when driving a County of Riverside Rideshare Vehicle.
- 6) Participants must immediately inform the Human Resources Commuter Services Division of an expired, suspended, or revoked driver license.
  - 7) Participants must notify the Human Resources Commuter Services Division if they have NOT completed the Safety Driver Training course. Failure to disclose this information while driving a County Vehicle is a direct violation of the County of Riverside Safety Manual.

#### H. **VEHICLE ACCIDENTS – PROCEDURE**

The County has established a required procedure to be followed in the event any vehicle driven involved in an accident, regardless of how minor. A copy of the procedure and a copy of the County of Riverside Confidential Report of Vehicle Accident Form (942-6) should be kept in the Captains folder and/or glove compartment in the vehicle. The following Vehicle Accident Procedure is applicable to all Agencies, Departments and Districts Governed by The Board of Supervisors for the County of Riverside.

**In the event of an accident, and when safe to do so, the carpool group operating the vehicle shall take the following action:**

- 1) For *every* accident, ensure that the group and vehicle are in a safe place on the road shoulder or emergency lane but be mindful that the most preferred place is safely off the freeway. Once safety has been established, request the local police or the California Highway Patrol to conduct an investigation.
  - A. If the police refuse to come to the accident scene, advise them that this accident involves a government vehicle, and their presence is requested.
  - B. If the police still refuse to come to the accident scene, proceed with the remaining items below.
  - C. A member of the group should take pictures of any damage to the County vehicle and that of any other vehicle(s) involved.
- 2) When safe to do so, immediately notify the Human Resources Commuter Services Division. Your department will be notified when the supervisor/department head is notified.
- 3) Identify yourself to other parties.
  - A. Show your driver's license to the other parties involved.
  - B. Provide insurance card.
  - C. Give the name of your Agency/Department/District and refer all calls to County Risk Management to the other involved parties, if requested. County Risk Management Office's phone number is 951/955-3540.
- 4) **DO NOT** discuss details of the accident or the events leading thereto with anyone other than brief factual answers to questions of investigating officers, if any.
  - A. **DO NOT** embellish.
  - B. **DO NOT** argue or try to place or accept blame for the accident.
  - C. **DO NOT** attempt to negotiate or make any promise to other involved parties.
  - D. **DO NOT** admit liability.
- 5) Identify the driver(s) of the other vehicle(s) involved through their driver's license(s).
  - A. Inquire whether addresses shown are current.
  - B. Ask for their insurance company name and policy numbers.
  - C. Write this information on the County Confidential Report of Vehicle Accident Form 942-6 in the space provided.
- 6) If your vehicle cannot be operated, and if your particular circumstances permit, arrange for towing service through one of the approved towing companies listed on the PURCHASING & FLEET SERVICES DEPARTMENT document. A copy of this form and the Vehicle Accident Form 942-6 should be kept in your Captains folder and/or glove compartment in the vehicle.
- 7) Reporting the Accident – A County Confidential Report of Vehicle Accident Form 942-6 is required no matter how minor the accident. A copy of this form should be kept in your Captains folder and/or glove compartment in the vehicle.

- 8) Complete the County of Riverside Confidential Report of Vehicle Accident Form (942-6). Additional copies are available from the County Safety Office or Fleet Services.
- 9) The completed form, Police Report and pictures must be scanned and emailed ([icommute@rivco.org](mailto:icommute@rivco.org)) to the Human Resources Commuter Services Division Office within 24 hours.
- 10) Should the driver of the County vehicle be incapacitated, another responsible employee is required to complete the necessary forms promptly.
- 11) If the accident involves a serious injury, death or extensive property damage, the accident shall be reported to the County Executive Officer by the management of the Agency/Department/District involved as well.
- 12) Investigation: The law enforcement department with jurisdiction, the Agency/Department/District using the vehicle, County Risk Management and the County Safety Office may investigate circumstances surrounding the accident. Your cooperation with investigators representing the County is required. Inquiries from any other sources must be referred to County Risk Management.
- 13) If the Human Resources Employee Relations Division or the Safety VARB determines that a County Vehicle (CV) participant committed a driving violation(s), or deemed the loss or accident as preventable, the participant may continue in the program but will no longer have County Vehicle (CV) program driving privileges.

**I. VEHICLE ACCIDENT REVIEW BOARD (VARB) – RULES AND REGULATIONS**

In order to establish fair and realistic standards for disposition of injuries and accidents involving occupational injuries and/or property damage, the Board of Supervisors created a Vehicle Accident Review Board (VARB). The purpose of the VARB is to prevent occurrence and recurrence of accidents/incidents involving County vehicles or County employees driving private vehicles on County business, and injuries or illnesses to County employees and clients. The VARB will review all mishaps reported in the previous month, individually to determine if the cause was preventable, non-preventable or operational, so that recommendations may be made to prevent recurrences.

The Riverside County Safety Committee shall constitute the Accident Review Board, meeting monthly, or upon the call of the Safety Officer. It shall be the duty of the VARB to determine, on the basis of an investigation of the facts, whether a particular accident, injury or incident was preventable, non-preventable, operational, or undetermined on the part of the employee. The VARB shall notify the Head of the employee's organization of each outcome.

The VARB may recommend corrective measures when indicated. These will be positive in nature, i.e., that personnel should be provided training before performing certain tasks, that a policy should be initiated for the conduct of certain operations to prevent accidents or injuries, that a driving test or physical exam be administered or that some other effort or procedure be accomplished to correct a specific situation. Recommendations may also include the repair/replacement or procurement of equipment.

The VARB will not involve itself with actions of a disciplinary nature. Disciplinary actions may only be directed by Department, Agency and District Heads; however, these recommendations may be made by the County Safety Officer.

Employees shall have the right to appeal a determination made by the VARB. Department/Agency/Special District Heads shall also have the right to appeal a determination made on an employee of their organization.

- 1) A certified letter will be sent to each employee who has been involved in a preventable vehicle accident, informing him or her of the determination made by the County Safety Committee/Vehicle Accident Review Board (VARB), and his or her right to appeal.
- 2) Refresher training shall be required for all County employees who have been involved in preventable vehicle accidents.
  - A. If an appeal is made and the accident is still determined to be preventable or if not appeal is requested within the allotted 10 working days, a letter will be sent to the Human Resources Commuter Services Division stating the final determination as Preventable and that the individual

- must attend the County's Driver Training Awareness course within two (2) months.
- B. If the individual fails to attend within the two (2) month period, a follow-up letter will be sent to The Human Resources Commuter Services Division, and the individual's driving privilege may be revoked.

\*Source: County of Riverside Standard Safety Operations Manual Document 4001



**ACKNOWLEDGEMENT OF RECEIPT OF COUNTY VEHICLE (CV) PARTICIPANT POLICY – 2025**

*I am in receipt and understand the **COUNTY VEHICLE (CV) PROGRAM PARTICIPANT POLICY**. My signature below states that I have read and understand the **COUNTY VEHICLE (CV) PROGRAM PARTICIPANT 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 and/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 PARTICIPANT POLICY** in our issued County Vehicle (CV) for immediate reference.*

Please submit the complete 2025 County Vehicle (CV) registration packet by email ([icommute@rivco.org](mailto:icommute@rivco.org)).

**COUNTY VEHICLE (CVXXX) \_\_\_\_\_**