

**San Mateo County**



**Driving Policy  
&  
Safe Driver Program**

# Table of Contents

- I. Introduction.....6**
  - A. Driving Policy Statement .....6
  - B. Program Purpose .....6
  - C. Background .....6
  - D. Acknowledgements .....7
  - E. References and Authorities .....7
- II. Driving Privileges.....10**
  - A. County Driving Privileges.....10
  - B. CMO Memo on County Driving Privileges .....10
  - C. County Driver Expectations .....10
- III. Responsibilities .....12**
  - A. County Employees .....12
  - B. Managers and Supervisors.....12
  - C. Departments and Agencies.....13
  - D. Human Resources Department.....13
  - E. County Safety Committee .....13
  - F. Department Safety Committees.....13
- IV. Authorization to Drive for County Business.....16**
  - A. Definition of a Professional Driver .....16
  - B. Definition of a Frequent Driver.....16
  - C. Definition of a Casual Driver .....16
  - D. Volunteer and Intern Employees .....16
  - E. Out of State Drivers.....16
  - F. Application for Authorization to Drive for County Business.....17
  - G. Overview of Driver License Classes .....17
    - 1. Basic Class C .....17
    - 2. Motorcycle M/M1.....18
    - 3. Motorcycle M2 .....18
    - 4. Commercial Class C .....18
    - 5. Commercial Class B .....18
    - 6. Commercial Class A .....19
  - H. Medical Examination Requirement.....19
  - I. Department of Motor Vehicles’ Employer Pull Notice Program .....19
    - 1. The EPN and Driver Records .....20
    - 2. Enrollment of Non-Mandated Employees .....20
- V. Motor Vehicle Use.....23**
  - A. Use of County Vehicles.....23
  - B. Fleet Management .....23
  - C. Motor Vehicle Maintenance.....23
  - D. Check Out of County Vehicles.....23
  - E. Motor Pool Locations and Services.....23
    - 1. BELMONT MOTOR POOL .....23
    - 2. REDWOOD CITY MOTOR POOL.....24
    - 3. GRANT CORPORATION YARD .....24
    - 4. Tow Services .....25
  - F. Use of County Vehicles.....25
    - 1. Department Responsibilities .....25
    - 2. Employee Responsibilities.....25
  - G. Use of Cars for County Business.....26

- 1. Use of County Cars.....26
- 2. Seat Belts .....26
- 3. Use of Private Vehicles.....26
- 4. Overnight Assignment of County Vehicles .....26
- 5. Guaranteed Ride Home.....27
- H. Use of Personal Vehicles to Conduct Approved County Business.....27
- I. Use of Rental Vehicles .....27
- J. Commute Alternatives Program .....27
- VI. Motor Vehicle Operations .....30**
  - A. Driver Safety Awareness.....30
    - 1. Distracted Driving .....30
    - 2. Fatigue .....30
    - 3. Defensive Driving.....31
    - 4. Avoid Aggressive Driving .....32
    - 5. Weather.....32
    - 6. Driving at Night.....33
    - 7. Impaired Driving .....33
    - 8. Parking Lots.....34
    - 9. Redwood City Government Center Parking Garage.....34
    - 10. Gates and Overpasses .....34
    - 11. Rural Roads .....35
    - 12. Roadway Work Zones .....35
    - 13. Passenger Vans .....36
  - B. Cell Phone Use Policy.....36
  - C. Child Seat Policy .....36
    - 1. Child Passenger Restraint System Standards.....36
    - 2. 4 Steps for Kids .....37
    - 3. Child Car Seat Inspections.....38
  - D. Use of Public Parking Spaces Policy.....39
  - E. Bridge Toll Policy .....39
  - F. Disabled Parking and Red Zones .....39
  - G. Mileage Reimbursement Policy .....39
  - H. Fuel Conservation .....40
- VII. County Motor Vehicle Self-Insurance Program.....43**
  - A. County Vehicle Insurance Coverage .....43
  - B. Personal Vehicle Coverage .....43
- VIII. Motor Vehicle Accidents and Reporting .....45**
  - A. When to Report a Vehicle Accident.....45
    - 1. Accident in a County-Owned Vehicle .....45
    - 2. Accident in a Personal-Owned Vehicle .....46
  - B. Accident Reporting Kit .....46
  - C. Procedure In Case of Breakdown of County Vehicles .....47
  - D. What To Do Immediately Following a Vehicle Accident .....47
  - E. When to Involve Law Enforcement .....49
  - F. Commercial Drivers Involved in a Vehicle Accident.....49
  - G. Self-Insurance Requirements .....49
- IX. Violations and Employee Discipline.....51**
  - A. Policy for Investigating Violations and Complaints.....51
  - B. Public Complaints .....51
  - C. Employees Who Receive a Ticket or Toll Violation While Driving a County Vehicle .....51
  - D. Processing Vehicle Violations.....52

**X. Driver Training .....54**  
A. Driver Education .....54  
B. Defensive Vehicle Driving Course.....54  
C. 1:1 Defensive Vehicle Driving Training .....54

**XI. Appendices .....57**  
Appendix A – County Driving Privileges.....57  
Appendix B – Smoking Control Policy for County-Owned Vehicles .....58  
Appendix C – Application for Authorization to Drive for County Business .....59  
Appendix D – DMV Authorization for Release of Driver Record Information .....60  
Appendix E – Pre-Use Vehicle Inspection Checklist .....61  
Appendix F – Use of Cars for County Business –Page 1 .....62  
Appendix F – Use of Cars for County Business –Page 2 .....63  
Appendix G – Safety-Parking Garage .....64  
Appendix H – Policy for Acquisition and Use of Cellular Telephones- PAGE 1 .....65  
Appendix H – Policy for Acquisition and Use of Cellular Telephones- PAGE 2 .....66  
Appendix I – Child Passenger Safety .....67  
Appendix J – Use of Public Parking Spaces .....68  
Appendix K – Motor Vehicle Accident Report – PAGE 1 .....69  
Appendix K – Motor Vehicle Accident Report – PAGE 2 .....70  
Appendix L – Driving Policy for Investigation of Violations and Complaints- PAGE 1 .....71  
Appendix L – Driving Policy for Investigation of Violations and Complaints- PAGE 2 .....72  
Appendix L – Driving Policy for Investigation of Violations and Complaints- PAGE 3 .....73  
Appendix L – Driving Policy for Investigation of Violations and Complaints- PAGE 4 .....74  
Appendix M – Processing Vehicle Violations – PAGE 1 .....75  
Appendix M – Processing Vehicle Violations – PAGE 2 .....76

# **I. Introduction**

## **I. Introduction**

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### **A. Driving Policy Statement**

It is the policy of San Mateo County to promote the safety of our drivers and to protect employees and the public from vehicular harm or incident. To help achieve this, the County has a Safe Driver Program that outlines measures to authorize, educate, and monitor our County drivers. Such measures include:

- Periodic and Random Driver Record Checks
- Enrollment in the Department of Motor Vehicles' Employer Pull Notice Program
- Safe Driver Program Training
- Defensive Driver Training
- County Drug and Alcohol Policy and Program for Commercial Drivers
- A Driving Policy document for all employees to read and acknowledge

### **B. Program Purpose**

The purpose of the Safe Driver Program is to unite various County driving policies and procedures into one comprehensive program document. Driving for the County is a privilege and with that comes the expectation that our drivers operate vehicles in a safe and responsible manner. The Safe Driver Program serves to promote these responsibilities and to identify procedures to ensure accountability and compliance with applicable policies and legal requirements.

### **C. Background**

In 2007, the County Manager requested information from the Human Resources Department about how the County tracks vehicle accidents that occur on County time, if the County tracks citations that occur on County time, and if the County has programs or practices in place that are designed to prevent future accidents.

Through the process of researching the answers to these questions, it became clear that County driving information was referenced in various policy documents, procedures have been established but are not effectively communicated throughout the departments, and that a single source was needed to help pull all of the County driving information into a comprehensive written document for easy reference.

In October of 2007, a Safe Driving Steering Committee was formed of department representatives to review the County's current driving policy and procedures with the goal of developing an enhanced County Driving Program designed to educate drivers about safe vehicle operations, accident procedures and disciplinary action, and the responsibilities that comes with County driving privileges.

***D. Acknowledgements***

The Safe Driving Steering Committee members were instrumental in the evaluation and development of this Driving Policy – Safe Driver Program. A special thank you to the following departments for their contributions:

- County Manager’s Office
- San Mateo County Superior Court
- Health Department, Administration
- Health Department, Public Health
- Health Department, Injury Prevention Program
- Human Services Agency
- Human Resources, Employee and Labor Relations
- Human Resources, Risk Management
- Sheriff’s Office
- Deputy Sheriff’s Association
- Parks
- San Mateo Medical Center
- Public Works, Safety and Training
- Public Works, Vehicles and Equipment Services
- Public Works, Drafting Division
- South San Francisco Fire Department

***E. References and Authorities***

- County Administrative Memorandums:
  - B-7 Use of Public Parking Spaces
  - B-19 Acquisition and Use of Cellular Telephones
  - B-24 Smoking Control Policy for County-Owned Vehicles

- D-5 Use of Cars for County Business
  - County Employee Relations Handbook
  - California Vehicle Code (CVC)
  - California Insurance Code
  - California Department of Motor Vehicles (DMV)
  - California Driver Handbook
  - California Commercial Driver Handbook
  - California Highway Patrol (CHP)
  - US Department of Transportation (DOT)
  - Federal Motor Carrier Safety Administration (FMCSA)
  - National Highway Traffic Safety Administration (NHTSA)
  - National Safety Council (NSC)
  - OSHA
  - Cal/OSHA
  - National Institute for Occupational Safety and Health (NIOSH)
  - Liebert Cassidy Whitmore
    - Employees and Driving, 2007
  - Bill Davis, S.A.F.E. Driver Training Consultant, 1987

## **II. Driving Privileges**

## **II. Driving Privileges**

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### **A. County Driving Privileges**

Driving for the County is a privilege and requires that County drivers be familiar with and adhere to the policies and expectations that are outlined within the County's Safe Driver Program.

### **B. CMO Memo on County Driving Privileges**

The County Manager distributed a memo, dated April 18, 2006, to all County employees regarding County Driving Privileges ([see Appendix A](#)). In this memo, the County Manager explained that several complaints had been received regarding County employees violating the Vehicle Code.

The memo stresses the points that County employees are expected to always drive County vehicles and their own vehicles while conducting County business in compliance with speed limits, to drive defensively, and to exhibit courtesy and consideration towards pedestrians and other drivers.

### **C. County Driver Expectations**

Employees who drive for County business are expected to represent the County in a professional, courteous and law-abiding manner. The following points represent key expectations:

- Maintain CA drivers license in valid and good standing
- Maintain adequate collision, personal injury and property damage automobile insurance coverage, as required by the State
- Adherence to California Vehicle Code
- Awareness of high public visibility when driving County vehicles
- Prompt reporting of accidents, violations, and tickets issued while conducting County business
- Be familiar with and follow Department specific policies and procedures related to driving

## **III. Responsibilities**

### **III. Responsibilities**

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#### **A. County Employees**

All County employees (including managers and supervisors) have the responsibility to:

- Be knowledgeable of the County's Safe Driver Program.
- Possess a current and valid California Driver License of the proper class for the vehicle(s) being operated. If your license is restricted, suspended or revoked, it must be reported to your supervisor within 24 hours.
- Wear seat belts while operating or riding in County owned and/or private vehicles used for County business. Employees who transport infants and toddlers as part of their work duties shall restrain them in approved child restraint seats.
- Conduct a safety check of County-owned vehicles before operation. Any defects are to be immediately reported to the Motor Pool.
- Have adequate collision, personal injury, and property damage insurance coverage, as required by the State of California Vehicle Code, when driving a private vehicle.
- Make all appearances and pay any fines if you receive a citation.
- Wear an approved helmet as required when operating two, three and four wheeled vehicles (including motorcycles, all terrain vehicles, and bicycles) for County business, whether County-owned or private.
- Abide by the Smoking Control Policy for County-Owned Vehicles by not smoking while conducting approved County business in County-owned ([see Appendix B](#)).
- Not smoke while conducting approved County business in private-owned vehicles.
- Not use cellular telephones without a hands-free device while driving County-owned or private-owned vehicles to conduct County business.

#### **B. Managers and Supervisors**

All Managers and Supervisors have additional responsibility to:

- Train employees on the Safe Driver Program and department-specific procedures.
- Set a positive example and promote driver safety.
- Conduct complete and thorough investigations of reports from employees of traffic violations, vehicle damage, near-miss incidents and vehicular accidents.

- Keep consistent documentation on all employee drivers.
- Take corrective action whenever an investigation results in a finding that a provision of this program is not in compliance.
- Consult with the Human Resources Department's Employee Relations or Risk Management Divisions when questions or concerns are presented.

### ***C. Departments and Agencies***

All Departments and Agencies have additional responsibility to:

- Administer the provisions of the County's Safe Driver Program.
- Develop department and agency specific safe driver procedures.
- Conduct driver record checks for prospective and new hires of professional and frequent driver classifications and/or positions.
- Monitor employees who drive for County business to ensure their adherence to the provisions of the Safe Driving Program and department specific procedures.
- Respond to public complaints by conducting investigations and subsequent employee discipline, as appropriate.
- Report any additions or changes of driving duties to the Human Resources Department when employee classifications may require updating.

### ***D. Human Resources Department***

The Human Resources Department – Risk Management Division is responsible for:

- Updating the Driving Policy and Program, oversight of County Driving Privileges, EPN Program Management, DOT Drug and Alcohol Program Management, Provision of Auto Liability Insurance, data collection and reporting to the County Safety Committee and Department Safety Committees or authorized representatives, as requested.

### ***E. County Safety Committee***

The County Safety Committee is responsible for:

- Review of auto liability and auto collision claims for trends, corrective action and training needs.

### ***F. Department Safety Committees***

Department Safety Committees are responsible for:

- Review of department auto liability and auto collision claims for trends, corrective action and training needs.

**IV. Authorization to Drive  
for County Business**

## **IV. Authorization to Drive for County Business**

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The main objective of the County's Authorization to Drive process is to prevent motor vehicle accidents and reduce injuries and economic loss by assuring those who drive for the County are qualified and responsible drivers.

All employees who drive for County business must have a valid and current CA issued driver license.

For Professional and Frequent County Drivers, authorization from Risk Management to drive for County Business is required. For Casual Drivers, Risk Management's authorization is not required but is recommended. All drivers are expected to have a current photocopy of their CA issued driver license available in their Civil Service File.

For authorization from Risk Management to drive, please complete the [Application for Authorization to Drive for County Business](#) request form ([see Appendix C](#)).

### **A. Definition of a Professional Driver**

A Professional Driver is any employee that has a Class A, B, or C Commercial driver license and is required to perform safety-sensitive driving functions as their primary work assignment. Professional County Drivers are required to participate in the County's Drug and Alcohol Program and are subject to random drug and alcohol testing as mandated by the Federal Department of Transportation.

### **B. Definition of a Frequent Driver**

A Frequent Driver is any employee with a Class C Non-Commercial driver license and is required or expected to drive in the course of their duties. Should their driver license be restricted, suspended or revoked at any time, this action would negatively impact their ability to perform the essential functions of their job assignments.

### **C. Definition of a Casual Driver**

A Casual Driver is any employee with a Class C Non-Commercial driver license who is not required or expected to drive in the course of their duties. Should their driver license be restricted, suspended or revoked at any time, this action would not have a direct impact on their ability to perform the essential functions of their job assignments.

### **D. Volunteer and Intern Employees**

All volunteer and intern employees who are required or expected to drive must have authorization from Risk Management to drive for County Business.

### **E. Out of State Drivers**

For drivers who possess out of state driver licenses, the State of California requires that a CA driver license be acquired within 10 days of employment. The County requires all drivers to possess a valid and current CA issued driver license.

## **F. Application for Authorization to Drive for County Business**

Control of motor vehicle accidents begins with the selection of those individuals who will be authorized to drive. Since the operation of motor vehicles for County business is a requirement of many positions, failure of an individual to qualify for authorization may negatively impact his or her employment status with the County.

The information needed to complete the [Application for Authorization to Drive for County Business](#) form is as follows:

- Driver Name (Last, First, Middle)
- Social Security Number
- Date of Birth
- CA Driver License Number
- Department and Division
- Job Title
- Employment Status (Permanent, Extra Help, Volunteer, Intern, or Other)
- Supervisor's Signature
- Date

This information will be compared with the information in the State's DMV system to confirm that the driver information is accurate and that the driver license status is valid and current with no known restrictions (other than for corrective lenses).

## **G. Overview of Driver License Classes**

### **1. Basic Class C**

Any driver who operates a motor vehicle in the State of California must, at minimum, possess a valid Basic Class C license.

- A Class C license allows the driver to operate:
  - Any 2-axle vehicle with a Gross Vehicle Weight Rating (GVWR) of 26,000 lbs. or less.
  - Any 3-axle vehicle weighing 6,000 lbs. or less gross.
  - Any house car, 40' or less.

- A vanpool vehicle designed to carry more than 10 but no more than 15 persons including the driver. The driver must have a valid medical certification on file with the DMV and carry a valid medical card. The driver must also have a signed certification stating he/she has not been convicted of reckless driving, drunk driving, or hit-and-run in the last 5 years. [VC Section 12804.9(i)]

A Class C license allows the driver to tow:

- A single vehicle with a GVWR of 10,000 lbs. or less including a tow dolly, if used.
- With a vehicle weighing at least 4,000 lbs. you may tow:
- A trailer coach or 5<sup>th</sup> wheel travel trailer under 10,000 lbs. GVWR when towing is not for compensation.
- A 5<sup>th</sup> wheel travel trailer exceeding 10,000 lbs. but under 15,000 GVWR when towing is not for compensation and with endorsement.

NOTE:

- Class C licenses may not tow more than one vehicle
- No passenger vehicle, regardless of weight, may tow more than one vehicle.
- No motor vehicle under 4,000 lbs. unladen weight may tow any vehicle weighing 6,000 lbs. or more gross (VC Section 21715)

## **2. Motorcycle M/M1**

Two-wheel motorcycle

## **3. Motorcycle M2**

Two-wheel motorcycle less than 150 CC

## **4. Commercial Class C**

A Commercial Class C license allows the driver to operate or tow any of the vehicles listed under the Basic Class C that is carrying hazardous materials or waste that requires placards with a hazardous materials endorsement.

## **5. Commercial Class B**

A Commercial Class B license allows the driver to operate any of the following, including those vehicles listed under a Basic and Commercial Class C license:

- Any single vehicle of more than 26,000 lbs. GVWR.
- A three-axle vehicle weighing over 6,000 lbs.

- \*Any bus (except a trailer bus) with an endorsement for that particular bus (i.e. school bus, etc.)
- Any farm labor vehicle with endorsement.

#### *\*Passenger Transport Endorsement*

Any employee operating a transit bus, which is any bus owned or operated by a publicly owned or operated transit system or under contract with a public owned or operated transit system and used to provide regularly scheduled transportation with the general public, must have a Class A or Class B license with the passenger transport endorsement.

The Commercial Class B license also allows the driver to tow a single vehicle that is 10,000 GVWR or less.

### **6. Commercial Class A**

A Commercial Class A license allows the driver to operate any legal combination of the vehicles listed under any of the Class C licenses or any of the Class B licenses (with endorsements where needed). In addition, the Commercial Class A licensed driver may tow any of the following:

- Any single vehicle with GVWR of more than 10,000 lbs.
- Any trailer bus with endorsement.
- More than one vehicle, with endorsement.

### ***H. Medical Examination Requirement***

Any person applying for a commercial driver license with the State of California will be required to submit a Medical Examination Report, known as the DL-51. The driver must give a medical report to the DMV every two years thereafter. In addition, whenever a person drives a Class A or B or Commercial Class C vehicle, they must carry their valid medical certificate dated within two years.

For County employees who have a commercial license and perform safety-sensitive functions, the medical examination is provided by the County's designated occupational health clinic. Once the exam is completed, employees are to take the DL-51 to the DMV for driver record updating.

### ***I. Department of Motor Vehicles' Employer Pull Notice Program***

The State's Employer Pull Notice (EPN) Program (CVC 1808.1) was originally established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records.

The State requires that employers enroll any driver employed for the operation of any vehicle, if the driver is required to have any of the following:

- Class A license
- Class B license
- Class C license with Hazardous Materials Endorsement
- Class C with Special Certificates, issued pursuant to CVC Section 12512, 12517, 12519, 12520, or 12523.5
- Any driver of a passenger vehicle having a seating capacity of not more than 10 persons, including the driver, operated for compensation by a charter-party carrier of passengers.

Any County employee who is required to have a commercial driver license (CDL) and performs safety-sensitive duties is required by the State to be enrolled in the EPN program. For more information about employees who have commercial licenses, please refer to the County's DOT Drug and Alcohol Program.

### **1. The EPN and Driver Records**

The EPN program allows our organization to monitor driver records of employees that drive on the County's behalf. This monitoring accomplishes the following:

- Improves public safety.
- Determines if each driver has a valid driver license.
- Reveals driving behavior.
- Helps to minimize liability.

The County has been issued a requestor code by the DMV, which is added to an EPN enrolled employee's driver license (DL) record. When an employee's DL is updated to record an action or activity, the DMV electronically checks to determine if a pull notice is on file. If the action/activity is one that is specified to be reported under the EPN program, a driver record is generated and mailed to that employer. If no action/activity is reported, the County will receive one driver record copy annually.

### **2. Enrollment of Non-Mandated Employees**

In the interest of public safety, the DMV allows the enrollment of non-mandated drivers in the EPN program when all of the following conditions have been met:

- Must be an employer/employee relationship.
- Employee must drive frequently during the course of employment.
- Employer must have employee sign a waiver (DMV form INF 1101 or internal document if similar language) that must be maintained at the employee's worksite.

- [See Appendix D](http://www.dmv.ca.gov/forms/epn/inf1101.pdf). This form is available online at:  
<http://www.dmv.ca.gov/forms/epn/inf1101.pdf>
- Information received by the employer shall be for the business use of the employer and shall not be passed or shared with any third party.
- Upon termination of employment, employer must remove employee from EPN program immediately.

In the shared interest of promoting public safety, the County does include non-mandated employees in the EPN program. Departments with classifications and positions that meet the criteria of a frequent driver and/or transport clients may include these employees in the EPN. Some examples on non-mandated employees enrolled in the EPN are: Sheriff's Deputies, Probation Officers, Park Rangers, Social Workers, and Administrative/Executive Management positions. Departments interested in enrolling new employees into this program are to contact Risk Management (363-4613) for more information.

## **V. Motor Vehicle Use**

## **V. Motor Vehicle Use**

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### **A. Use of County Vehicles**

The County has a fleet of over 1,000 vehicles, including heavy equipment such as industrial trucks and commercial class vehicles. Employees must have a current and valid CA driver's license of the appropriate class, Department approval, and Risk Management authorization (if required) to operate a County vehicle.

### **B. Fleet Management**

The Department of Public Works' (DPW) Vehicle and Equipment Services unit of the Roads Services Division manages and maintains the fleet of County-owned vehicles. Many departments have assigned vehicles for department-specific use. Vehicles may also be checked-out from one of the DPW Motor Pool locations.

If a department chooses to purchase a vehicle separate from the County managed fleet, all maintenance requirements still apply. DPW's Vehicle and Equipment Services can provide specific maintenance requirement information upon request.

### **C. Motor Vehicle Maintenance**

All County vehicles have an assigned maintenance schedule. A maintenance schedule provides for the proper service of County vehicles and helps ensure that they are able to operate in a safe and street legal condition.

The maintenance schedule service reminder is placed on a sticker inside the driver side door of all County vehicles. When a vehicle is due for maintenance, the assigned driver is required to make an appointment with either the Belmont or Redwood City Motor Pool. It is advisable to schedule the maintenance appointment 2 weeks in advance of the designated due date.

Continued use of a vehicle beyond its service date may result in damage to the vehicle. Such usage may be considered abuse of County property and the cost of repairs may be charged to the responsible department or person.

### **D. Check Out of County Vehicles**

Employees are required to complete a DPW Vehicle Dispatch Ticket when checking out a County vehicle for approved County business. The information included will be the driver's name, department name, telephone number and work authorization number. Employees are also required to show their County ID and driver's license to demonstrate that they are valid and current.

### **E. Motor Pool Locations and Services**

- 1. BELMONT MOTOR POOL**  
29 Tower Road

San Mateo, 94402

(650) 312-5304

Hours: Monday through Friday 7:30 AM – 5:00 PM

- Auto maintenance and repairs
- Hourly and long term check out of vehicles
- 4 fuel pumps (unleaded and diesel)
- Water and air

**2. REDWOOD CITY MOTOR POOL**

501 Winslow Avenue

Redwood City, 94063

(650) 363-4037

Hours: Monday through Friday 8:00 AM – 4:30 PM

- Auto Maintenance and Repairs
- Hourly and long term check out of vehicles
- 2 fuel pumps (unleaded)
- 24 hour fuel access with County issued fuel card
- Full-service car wash
- Water and air

**3. GRANT CORPORATION YARD**

752 Chestnut Street

Redwood City, 94063

Phone 363-4103

Hours: Monday through Friday 6:00 AM – 4:30 PM

Gate access from the Chestnut Street entrance

- 8 fuel pumps (unleaded and diesel)

- Full and Self-service car wash

#### **4. Tow Services**

Business Hours – Call the Redwood City Motor Pool at 363-4037 or the Belmont Motor Pool at 312-5304/5581.

After Hours – Call Action Towing at 593-5555

Alternate – Call the County Operator at 573-2222 or 363-4000

### **F. Use of County Vehicles**

#### **1. Department Responsibilities**

Departments are responsible for the management of their vehicle fleet. Management responsibilities include:

- Maintain a fleet log of all department vehicles. A fleet log will enable departments to monitor frequency of vehicle use, identify vehicles and/or drivers who may be involved in vehicle incidents, and determine fleet management needs.
- Maintain individual vehicle use logs for each department vehicle. The purpose of a vehicle use log is to identify the authorized driver or drivers, date and time checked out and returned, calculated mileage and purpose of vehicle use.
- Report each vehicle's mileage to Public Works as required for monthly service charges.
- Ensure that department vehicles are returned to a DPW Motor Pool for scheduled and unscheduled maintenance. When vehicles are being serviced, DPW may be able to provide a loaner vehicle.
- Report all vehicle accidents and visible damage to the Motor Pool.

#### **2. Employee Responsibilities**

Employees are responsible for oversight of the County vehicle they are assigned or have checked out. Employee responsibilities include:

- Follow department procedures for checking out and completing vehicle use logs.
- Conduct Pre-Use Inspections of a County vehicle before use. This will prevent the vehicle from being driven if there is a serious maintenance need, such as a flat tire, and will also ensure that any visible damage is appropriately reported. Refer to [Appendix E](#) for a Pre-Use Inspection Checklist.
- Promptly report any vehicle damage, operation concerns, and vehicle accidents to your Supervisor or Manager for immediate attention.

- Not conducting personal business when driving a County vehicle.

## **G. Use of Cars for County Business**

(See [Appendix F](#))

### **1. Use of County Cars**

County cars may not be used to conduct personal business.

### **2. Seat Belts**

When on County business, whether in County-owned or privately-owned automobiles, drivers and passengers must use seat belts.

If seat belts in County vehicles are in any way defective, the vehicle may not be used and the Motor Pool is to be notified immediately.

All privately-owned vehicles used for County business must have working seat belts.

### **3. Use of Private Vehicles**

Department heads who receive a monthly transportation allowance may not use County cars. Most other County employees have the option of using either a private vehicle or a County vehicle in conducting County business. Department heads can require that certain employees use official County service vehicles. Employees using private vehicles for County business will be reimbursed for their mileage at a rate adopted by the Board of Supervisors.

### **4. Overnight Assignment of County Vehicles**

The following criteria must be used in the overnight assignment of County-owned vehicles:

#### **(1) *Continuous On-Call Status***

A number of County employees are regularly on-call during other than normal working hours. These employees, primarily in law enforcements, must be able to respond to emergency calls at any time and therefore may be assigned a County vehicle overnight.

#### **(2) *Special Equipment***

Vehicles with special job-related equipment, such as test equipment or police radios, may be assigned to specific individuals.

#### **(3) *Work Location***

A vehicle assignment may be made if an employee requires use of a County vehicles to perform his or her job, and if it is in the best interest of the County for that employee to report directly from home to his or her work location.

#### **(4) *Vehicle Use Required During Other Than Working Hours***

Employees not officially on-call but who must attend frequent night meetings, or who frequently conduct business requiring regular use of a vehicle other than during normal hours, may be assigned a County vehicle overnight.

#### **5. Guaranteed Ride Home**

If County vehicles are available, management will authorize the usage to a Rideshare employee on an emergency basis, where applicable.

The County Manager must approve, in advance, overnight vehicle assignments. Department heads must submit written justifications for all County vehicles assigned overnight by February 15 of each year so that the County Manager can determine if overnight assignments should continue. The department head's justification will indicate how one or more of the criteria are met and will include the following information:

- Description of usage;
- Number of trips past year, by month;
- Number of miles driven past year, by month; and
- Property number of each vehicle.

#### ***H. Use of Personal Vehicles to Conduct Approved County Business***

For employees who use their personal vehicles to conduct approved County business, their vehicles must be regularly serviced and maintained and in good operating condition.

Personal auto liability insurance and vehicle registration are required by the State and, thus, are required for any County employee who drives a personal vehicle to conduct County business.

If an employee is involved in a motor vehicle accident while operating a personal vehicle to conduct approved County business, their personal auto liability insurance is primary. However, employees may file a claim with Risk Management and upon completion of an investigation, if the claim is approved, the employee's deductible may be reimbursed.

#### ***I. Use of Rental Vehicles***

If an employee is authorized to acquire a rental vehicle to conduct approved County business, the County's auto insurance will be primary and it is not necessary to purchase additional coverage from a Rental Car Agency.

#### ***J. Commute Alternatives Program***

The County's Commute Alternatives Program offers solutions for employees who are interested in options other than driving personal vehicles to and from their workplace. Such options include monetary incentives for vanpooling, carpooling, walking, bicycling, and using public transportation. For more information about the Commute Alternatives Program, visit their

website at [www.smccap.org](http://www.smccap.org) or email questions to [commute@co.sanmateo.ca.us](mailto:commute@co.sanmateo.ca.us). You can also call (650) 599-7355 to speak with a program representative.

## **VI. Motor Vehicle Operations**

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## **VI. Motor Vehicle Operations**

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### **A. Driver Safety Awareness**

Safe driving is the responsibility of the driver. There are safety considerations a driver must be aware of to enhance their personal safety and the safety of others.

#### **1. Distracted Driving**

- Nearly 80% of crashes involve some form of driver inattention.
- Avoid distractions such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Cell phone use is the most common distraction for drivers. Talking, listening and dialing are equally dangerous. Hands-free cell phone conversations are as distracting as those on a hand-held device.
- If you are concerned about distractions from passengers and clients, ask that they refrain from their actions until you have reached your destination.

Examples of Distracted Driving include:

- Talking to passengers
- Adjusting vehicle climate/radio controls
- Eating a meal/snack
- Using a cell phone and/or texting
- Tending to children
- Reading a map/publication
- Grooming
- Preparing for work

#### **2. Fatigue**

Just like drugs or alcohol, fatigue slows reaction time, decreases awareness and impairs judgment. The drivers at the highest risk are people that drive a substantial number of miles each day, those with unrecognized sleep disorders, and those prescribed medication with sedatives.

Recognize the symptoms of fatigue:

- Eyes closing or going out of focus
- Persistent yawning
- Irritability, restlessness, and impatience
- Wandering or disconnected thoughts
- Inability to remember driving the last few miles
- Drifting between lanes or onto the shoulder
- Abnormal speed, tailgating, or failure to obey traffic signs
- Back tension, burning eyes, shallow breathing or inattentiveness

Safety tips for fatigue:

- Maintain a regular sleep schedule that allows adequate rest.
- Avoid driving if fatigued. Inform your Supervisor so that driving responsibilities can be rescheduled or reassigned.

### **3. Defensive Driving**

Driving defensively means not only taking responsibility for yourself and your actions but also keeping an eye on other drivers around you.

- Make sure that all passengers are secured by a seat belt before starting a vehicle.
- Driving too fast or too slow can increase the risk of collisions.
- Be alert and look for signs of impaired drivers around you. Notice if they are straddling the center line, weaving, making wide turns, stopping abruptly or responding slowly to traffic signals.
- Avoid impaired drivers by turning right at the nearest corner or exiting and the nearest exit. Call 9-1-1 immediately after seeing a motorist who is driving suspiciously or impaired.
- Follow the rules of the road. Do not hinder the “right of way” or try to race another car during a merge. Be respectful of other motorists and pedestrians.
- Do not follow too closely or tail gate other vehicles. Always use the “three-second” following distance as a minimum rule.

#### **4. Avoid Aggressive Driving**

- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time, allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

Examples of Aggressive Driving include:

- Tailgating
- Making rude gestures
- Passing on the shoulder
- Pulling into a parking space someone else is waiting for
- Failing to yield to merging traffic
- Flashing high beam headlights at the car in front of you
- Waiting until the last second to merge with traffic on the highway
- Changing lanes without signaling
- Driving through a yellow light that is turning red
- Honking the horn
- Double parking
- Driving 10 mph or more under the speed limit

#### **5. Weather**

##### **a) Driving in the Rain**

Losing control of a vehicle on wet pavement is a frightening experience. To prevent skids and hydroplaning, drive slowly and carefully. When you need to stop, do not brake hard or lock the wheels. If the conditions are too dangerous, pull over in a safe place until conditions improve.

##### **b) Driving in the Fog**

Visibility may be greatly reduced depending on the thickness of fog. Drive slowly and be aware of vehicles around you. Hazard lights can help enhance your visibility

to other drivers. If the conditions are too dangerous, pull over in a safe place until conditions improve.

### **c) Headlight Requirement**

State law requires that headlights are to be turned on if snow, rain, fog, or low-visibility (1,000 feet or less) requires the use of windshield wipers.

## **6. Driving at Night**

Driving at night is more of a challenge than many people think. 90% of a driver's reaction depends on vision and vision is greatly limited at night. Depth perception, color recognition, and peripheral vision are compromised after sundown.

The National Safety Council recommends the following:

- Prepare your car for night driving. Clean headlights, taillights, signal lights and windows (inside and out) once a week.
- Have your headlights properly aimed. Misaimed headlights blind other drivers and reduce your ability to see the road.
- Don't drink and drive. Not only does alcohol severely impair your driving ability, it also acts as a depressant. Just one drink can induce fatigue.
- Reduce your speed and increase your following distances.
- Observe night driving safety as soon as the sun goes down. Twilight is one of the most difficult times to drive because your eyes are constantly changing to adapt to the growing darkness.
- State law requires that headlights are to be turned on 30 minutes after sunset and that they are left on until 30 minutes before sunrise.

## **7. Impaired Driving**

It is important for drivers to have a clear head and a sharp focus. Alcohol and drug use interferes with our ability to make sound judgments and quick decisions. It is critical that drivers make the decision to drive alert before getting behind the wheel. Not only will you be a safer driver for not driving under the influence, you will also be in a much better position to defend yourself from the driver who doesn't make that choice. Drive focused. Stay safe.

### **a) San Mateo County Drug Free Workplace Policy**

(Excerpt) It is the policy of the County to maintain a drug free workplace. The illegal manufacture, distribution, possession, or use of drugs, or acting under the influence of drugs, in this workplace is strictly prohibited. Penalties may be imposed upon employees for drug violations, up to and including termination of employment.

## **8. Parking Lots**

Parking lots harbor many hazards, including low visibility of pedestrians, stationary objects (such as poles), and moving vehicles. Take extra caution when entering into and backing out or parking stalls or lanes to prevent a collision.

## **9. Redwood City Government Center Parking Garage**

([See Appendix G](#))

### ***(1) Speed Limit***

The speed limit while driving inside the parking structure should never exceed 13 miles per hour. Always reduce speed and be extra cautious when turning corners. Racing to beat vehicles to the next level is extremely dangerous.

### ***(2) Spaces Identified as “Compact” at the Corners***

Large vehicles are not allowed to park in the spaces immediately adjacent to all turns. These spaces are clearly marked. This is essential to visibility around the corners.

### ***(3) Pulling Forward into Parking Spaces***

Please drive forward into your parking stall. Do not back into the stall. Backing your vehicle out of the parking space is slower and allows greater visibility. We also have sustained damage to the parking structure because the rear overhand of many vehicles is much longer than the front overhand and vehicles hit the structure.

### ***(4) Headlights***

Headlights must be turned on at all times while your vehicle’s engine is running in the parking garage. Headlights are essential for you to see others as well as helping others see you.

### ***(5) Pedestrian Traffic***

Drivers need to be especially aware of pedestrian traffic, including children, in the garage and must proceed cautiously at all times.

### ***(6) Stop at Stop Signs***

Please obey all stop signs in entering and exiting the garage and surrounding premises.

## **10. Gates and Overpasses**

Gates and overpasses are size restrictive so it is important that you are aware of the dimensions of the vehicle you are driving. If you are unsure that your vehicle will clear a gate or overpass, find an alternate route or request assistance in guiding you through safely.

## 11. Rural Roads

The County has remote facilities that may have rural access roads. Rural roads tend to have minimal lighting and may be narrow and winding. Take extra caution when driving on these roads, especially if you are unfamiliar with the particular route. Be aware that when two vehicles meet on a steep road where neither can pass, the vehicle facing downhill must yield the right-of-way until the vehicle going uphill can pass. The vehicle facing downhill has the greater amount of control when backing.

## 12. Roadway Work Zones

Most drivers will encounter active roadway work at some time while driving. Tips from the National Safety Council for driving safely in roadway work zones include:

- **Expect the unexpected.** Normal speed limits may be reduced, traffic lanes may be changed, and people may be working on or near the road.
- **Slow down.** Speeding is one of the major causes of work zone crashes.
- **Do not tailgate.** Keep a safe distance between you and the car ahead of you. The most common crash in a highway work zone is the rear end collision.
- **Keep your distance.** Keep a safe distance between your vehicle and the construction workers and their equipment.
- **Pay attention to the signs.** The warning signs are there to help you and other drivers move safely through the work zone. Observe the posted signs until you see the one that says you have left the work zone.
- **Obey road crew flaggers.** The flagger knows what is best for moving traffic safely in the work zone. A flagger has the same authority as a regulatory sign, so you can be cited for disobeying his or her directions.
- **Stay alert and minimize distractions.** Dedicate your full attention to the roadway and avoid changing radio stations or using cell phones while driving.
- **Keep up with the traffic flow.** Motorists can help maintain traffic flow and posted speeds by merging as soon as possible. Do not drive right up to the lane closure and then try to barge in.
- **Expect delays.** Schedule enough time to drive safely and check radio, telephone, television and web sites for traffic information.
- **Be patient and stay calm.** The work zone crewmembers are working to improve the road and make your future drive better.

### **13. Passenger Vans**

- When not full, have passengers sit in front of the rear axle
- Do not allow passengers over the maximum seating capacity or more than the available seatbelts.

### **B. Cell Phone Use Policy**

The use of County issued hands free devices is required when talking on cell phones while an employee is driving their own car or a County car for County business purposes. In addition, it is recommended that all County employees pull off the roadway before initiating a call or answering a call ([see Appendix H](#)).

For employees who use personal cell phones to conduct County approved business, a hands-free device is required when talking while driving a private-owned or County-owned vehicle.

### **C. Child Seat Policy**

Any child who is transported by County employees is to be properly restrained.

- Per State law, children who are under 6 years of age or weigh less than 60 pounds are to be properly restrained in a child passenger restraint system in the rear seat of a vehicle.
- The National Highway Traffic Safety Administration (NHTSA) and the American Academy of Pediatrics recommend that children remain in booster seats until they are 8 years of age or 4 feet 9 inches tall.
- Car manufacturers and the NHTSA recommend that all children 12 years and younger should ride in the rear seat. Rear seat occupants of all ages are 40% less likely to die in a crash than front seat occupants.

#### **1. Child Passenger Restraint System Standards**

Child Passenger Restraint Systems must meet federal and state motor vehicle safety standards and are to be in good condition.

- Car seats over 6 years of age are not recommended for use, even though they may appear to be in good condition.
- Vehicle owner manuals and car seat instruction manuals should both be used to install every child restraint system.
- Child Passenger Restraint Systems are to fit properly into the vehicle for which they are being used.
- A child may not ride in the front seat with an active passenger bag if:
  - Under one year of age

- Weighs less than 20 pounds
- Riding in a rear facing Child Passenger Restraint System

## 2. 4 Steps for Kids (See [Appendix I](#))

### (1) *Step 1: Rear Facing Seats*

- Newborns and infants up to 20-35 pounds.
- Babies must ride rear-facing until one year of age AND at least 20 pounds. However, it is recommended that infants remain rear facing until they reach the height and weight limitations of the car seat.
- Infants typically transition from an infant carrier seat to a rear-facing convertible seat at about 22 pounds or 29 inches (see infant seat instruction manual), THEN ride-rear facing through about 30-35 pounds (see convertible seat instruction manual).
- Infant carrier seats can never be used forward facing.

### (2) *Step 2: Forward Facing Seats*

- A minimum of one year of age AND at least 20 pounds. However, the best practice is to have the child face forward only after they exceed this minimum and the rear facing height or weight limit of their convertible car seat.
- Select convertible or forward facing seats that restrain children above 40 pounds if possible. Better seats harness a child through 50-80 pounds, depending on individual seat instructions.
- Some forward facing seats can be converted to a belt-positioning booster after child reaches 40 pounds. See manufacturer's instructions.

### (3) *Step 3: Booster Seats*

- For children over the weight or height limit of available harness seats, ideally for children over 40 pounds.
- Must be used with a lap and shoulder belt.
- Lap belt fits low and across hips.
- Shoulder belt must cross the collarbone and center of chest.

### (4) *Step 4: Seat Belt*

- Children do not typically outgrow their booster seats until they are 8 years of age or 4 feet 9 inches tall.
- May use seat belts if:
  - Lap belt lies across the upper thighs
  - Shoulder belt lies across the chest
  - Can bend legs easily over the edge of the seat with rear end firmly against the seat back
  - Can comfortably maintain safe seatbelt positioning for the entire drive
- Must be in the back seat unless exempt.
- NHTSA recommends all children 12 and under should be in back seat.

### **3. Child Car Seat Inspections**

The San Mateo County Sheriff's Office is committed to child safety. Free child car seat inspections are performed:

**(1) *Tuesdays at the North Fair Oaks Substation***

9:00 AM to Noon

3121 Middlefield Road, Redwood City

To schedule an appointment, please call **School Resource Unit** at 650-363-4531

**(2) *Mondays at the North Coast Substation***

9:00 AM to Noon

500 California Avenue, Moss Beach

To schedule an appointment, please call **North Coast Substation** at 650-573-2801

*Appointments are 1 hour per seat. If there are more than 2 seats, please make two appointments, back-to-back hours.*

For more information on Child Passenger Restraint Systems, you can contact the San Mateo County Childhood Injury Prevention Program at 650-573-3728 or check the Health Department's website: <http://www.smhealth.org/>

### **D. Use of Public Parking Spaces Policy**

Metered and non-metered curbside parking spaces near county buildings are not intended for all-day employee parking. They are for transient public parking and for residents who live in the area.

County employees should park their vehicles in the county parking lots or in designated public all-day metered spaces. Employees taking time out from their work day during the day to “feed the meter” or to move their cars from restricted parking zones misuse county time as well as the residential space and transient parking space designed for use by the public we serve. Department heads who are aware of employees parking in public spaces, or to whom such parking is reported, should take steps to assure it is discontinued ([see Appendix J](#)).

### **E. Bridge Toll Policy**

County vehicles are not exempt from bridge tolls. Employees who drive over bay area bridges to conduct approved County business must pay the current toll fee. Drivers should ask the toll agent for a receipt to include with a mileage reimbursement form.

### **F. Disabled Parking and Red Zones**

County vehicles are not to park in designated disabled parking stalls or red zones without appropriate authorization, such as a disabled parking placard or when in an authorized emergency vehicle.

### **G. Mileage Reimbursement Policy**

Except where indicated below, the County does not reimburse employees for home to work and work to home travel. Any disputes concerning the interpretation or application of the mileage reimbursement policy shall be referred to the Human Resources Director whose decision shall be final. After notification is received from the IRS indicating a change in its allowable mileage rate, the County will change its rate to coincide with the rate set by the IRS, as soon as possible.

Definition of Regular Work Location: The County facility(ies) or designated area(s) within the County where an employee reports when commencing his/her regularly assigned functions.

Any County facility(ies) or designated area(s) to which an employee is assigned for a period in excess of 20 consecutive work days shall ordinarily be considered a regular work location and, as such, not subject to employee mileage reimbursement. Temporary assignments that extend beyond 20 days may be considered for a mileage reimbursement eligibility extension not to exceed a total of twenty (20) additional workdays. All approval authority for extensions rests with the Human Resources Director whose decision shall be final.

An employee is entitled to mileage reimbursement under the following conditions:

1. Once an employee arrives at his/her regular work location, any subsequent work related travels in the employee’s own vehicle shall be eligible for mileage reimbursement.

2. a) If an employee uses his/her own vehicle for travel to and from any required training program or conference, the employee shall be entitled to mileage reimbursement for all miles traveled unless the employee is leaving directly from his/her residence, in which case the total shall be less the normal mileage to or from the employee's regular work location.
- b) If an employee uses his/her own vehicle for travel to and from any optional work related training program or conference the employee may, with department head approval, be eligible for mileage reimbursement up to the limits specified in paragraph "a" above.
3. An employee who is required to travel from his/her residence to a location other than his/her regular work location shall be entitled to mileage reimbursement for all miles traveled less the normal mileage to or from his/her regular work location.
4. An employee who is required to engage in any work related travel at the conclusion of which the employee's work day will be completed shall be entitled to mileage reimbursement for all miles traveled less the normal mileage from the regular work location to his/her residence.

Exceptions to the above policy may be considered on a case-by-case basis by the Human Resources Director, whose decision shall be final. ([See MOU on Employee Relations web site](#))

### **H. Fuel Conservation**

With the high cost of gasoline and limited funding resources, County drivers are encouraged to take these following measures to help conserve fuel:

- **Limit idle time.** Avoid excessive sitting and idling. Shut off the engine while waiting or working in the field. If possible, plan your route to be the shortest distance possible. Also, modern vehicles are designed to warm up much quicker and in a matter of seconds. Pressing on the accelerator is not necessary when starting a vehicle that has a fuel injection system. By law, diesel trucks are required to shut down after 5 minutes of idle time.
- **Maintain recommended tire pressure.** Tires account for 4% - 7% of a vehicle's fuel consumption. If tires are not properly inflated, they contribute to a higher percentage of fuel consumption. The recommended tire pressure is available in the vehicle manual. Do not check tire pressure when the tires are warm from driving. If you are concerned about the tire pressure on a County vehicle, take it to a Motor Pool for a mechanic to check.
- **Remove excess cargo.** Remove excess cargo to lighten the weight of a vehicle.
- **Drive gently.** Avoid sudden acceleration and jerky stop-and-go driving. Anticipate the traffic patterns ahead and adjust speed gradually. Also, monitor speed levels at all times to ensure that the posted speed limit is adhered to.

- **Engine performance.** A well-maintained engine operates more efficiently and will get better fuel mileage. Do not procrastinate in turning in County vehicles for routine preventative maintenance.
- **Check out a hybrid vehicle.** Request to reserve or check out a hybrid vehicle from one of the County Motor Pool locations. (Hybrid vehicles are only available on a first come-first serve basis.)

**VII. Motor Vehicle Liability  
Self-Insurance Program**

## **VII. County Motor Vehicle Self-Insurance Program**

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### **A. County Vehicle Insurance Coverage**

The County is self-insured under guidelines of the State of California for all County-owned motor vehicles and heavy equipment.

Vehicle accidents resulting in bodily harm or property damage of \$750 or more will be reported to the Department of Motor Vehicles.

### **B. Personal Vehicle Coverage**

For employees who drive personal vehicles to conduct approved County business, your personal insurance is primary at all times. Adequate collision, personal injury, and property damage insurance coverage is required by the State. However, if employees are engaged in a motor vehicle accident, employees may file a claim with Risk Management and upon completion of an investigation, if the claim is approved, the employee's deductible may be reimbursed.

If you have questions pertaining to your personal insurance coverage, please contact your appropriate insurance company representative. For County employees who are interested in filing a vehicle accident reimbursement claim with the County, please contact the Risk Management Liability Coordinator at 650-363-4611.

## **VIII. Motor Vehicle Accidents and Reporting**

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## VIII. Motor Vehicle Accidents and Reporting

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Motor Vehicle Accidents are consistently the leading cause of workplace injury, disability, and death in the United States. Of approximately 5,700 fatalities annually reported by the Bureau of Labor Statistics, 35% are associated with motor vehicles.

Between 2002-2007, on average:

- 1,371 workers died each year from crashes on public highways.
- 330 workers died each year in crashes that occurred off the highway or on industrial premises.
- 363 pedestrian workers died each year as a result of being struck by a motor vehicle.

The most common causes of accidents are:

- Unsafe speed
- Driving on the wrong side of the road
- Improper turns
- Violating the right-of-way rules
- Violating stop signals and signs
- Driver distractions

The County of San Mateo has over 5,000 employees, all of whom represent the most valued asset the County has. While vehicle accidents are unintended events, there are safety measures drivers can take to reduce the risk of being involved in a motor vehicle accident that may result in damage, injury, or death.

When a vehicle accident does occur, there are procedures in place to immediately protect the driver from harm, address medical needs, investigate the accident to identify cause, and to make the necessary vehicle repairs.

### **A. When to Report a Vehicle Accident**

#### **1. Accident in a County-Owned Vehicle**

Employees must immediately notify their supervisor or manager of any accident involving a County vehicle or personal vehicle while conducting approved County business. For County-owned vehicles, the employee is to complete a San Mateo County Vehicle Accident Report (see Accident Reporting Kit section) to document the details of the accident.

Vehicle accidents may involve the following contributing factors:

- Vandalism
- Deer
- Acts of nature (wind, falling objects)
- Road debris (rocks, objects)
- Backing into objects or parked cars
- Rear ending another vehicle
- Striking a pedestrian
- Traffic collision
- Weather-related loss of vehicle control

## **2. Accident in a Personal-Owned Vehicle**

If an employee is driving a personal vehicle while conducting County approved business and is involved in an accident, the accident is to be reported to their Automobile Insurance Provider. An incident report is to be completed by the department.

If the accident involves damage to another vehicle or property, the accident must also be reported to Risk Management. The employee is to contact the County's Liability Coordinator within **24 hours** at 650-363-4611.

### ***B. Accident Reporting Kit***

Each County vehicle has an Accident Reporting Kit located in the glove box. Within the kit is a **County of San Mateo Motor Vehicle Accident Report** ([see Appendix K](#)). This report is to be completed by the County driver involved in the accident, which is to be reviewed and signed by their supervisor or manager.

This report is to be completed and returned to Risk Management within **5 days** of a vehicle accident. However, Risk Management must be notified within **24 hours** if an employee is injured, a public citizen is involved or public property has been damaged. Additionally, a separate Workers' Compensation report is required for employees that may be injured in a vehicle accident.

For questions about the Motor Vehicle Accident Report, contact the County's Liability Coordinator at 650-363-4611. Reports can be faxed to 650-363-4864 or sent by PONY to HRD 163, attention Risk Management.

### **C. Procedure In Case of Breakdown of County Vehicles**

This procedure applies to vehicles of the County-Owned Motor Fleet. (Sheriff's Patrol vehicles will call for all service as needed.)

1. Telephone Motor Pool during regular business hours:
  - a. Redwood City Motor Pool 650-363-4037
  - b. Belmont Motor Pool 650-312-5304
2. Identify the County vehicle by property number and make or model
3. Describe the reason of breakdown (for example: dead battery, flat tire, stopped running, overheated, funny noise, broken belt or hose, etc.)
4. Provide exact location of the vehicle and phone number calling from

If unable to contact either Motor Pool, the driver is authorized to do either:

1. Arrange for towing the vehicle to the closest Motor Pool by calling the following:
  - a. Call Action Towing at 593-5555
  - b. Call the County Operator at 573-2222 or 363-4000
2. Have minor emergency repairs made at the closet repair location
  - a. The limit of the repair costs are to be:
    - i. \$60.00 in San Mateo County
    - ii. \$100.00 in adjacent Counties
    - iii. \$150.00 in further away Counties
3. In all cases of minor or emergency repairs, the County vehicle, along with all bills or credit card receipts must be returned to the Motor Pool.

### **D. What To Do Immediately Following a Vehicle Accident**

- Stop your vehicle. Move the vehicle out of the road if safe to do so.
- Call 9-1-1 to request law enforcement assistance or emergency medical services. Assist others who may be injured.
- Mark the accident scene with flares or reflective triangles.

- Gather the names of other drivers involved and any witnesses.
- Make a quick diagram of where the vehicle occupants were seated and indicate the vehicles' direction of travel and lane. Also, note the date, time and weather conditions.
- Exchange drivers' license, registration and proof of insurance information. Write down the license and policy numbers. *(For County-owned vehicles, registration is not necessary to present and the evidence of financial responsibility is located on a yellow card within the glove box.)*
- Do not discuss "fault" or make statements about the accident to anyone but the police.
- Get the name/badge # of the primary police officer and a copy of the police report number.
- If you hit a parked vehicle or other property, leave a note with your name and address in the car or securely attached. Report the accident to the city police or, in unincorporated areas, to the CHP.
- If your parked vehicle rolls away and hits another vehicle, find the owner and report to the authorities as mentioned above.
- If you have a tire blowout:
  - Grip the steering wheel firmly and work your vehicle to an exit or off the side of the road
  - Let off the gas to slow the vehicle. Do not slam on the brakes.
  - It is safer to roll your car off the roadway than to stop in traffic and risk being rear-ended.
  - Once off the road, put the emergency lights.
- Call the Motor Pool and your Supervisor to report the accident.
- While waiting for assistance, do not stand behind or next to your vehicle. If possible, stand away at a safe distance or stay inside the vehicle if possible.
- If you injure or kill an animal, call the nearest humane society or call the police or CHP. Do not try to move an injured animal or leave an injured animal to die.
- You (or your insurance agent, broker, or legal representative) must make a written report to the DMV within 10 days when more than \$750 in damage was done to the property or any person or if anyone was injured or killed.) *Your driving privilege will be suspended by the DMV if you do not make this report.*

***E. When to Involve Law Enforcement***

The local law enforcement or CHP is to be contacted whenever a County employee (driving a County-owned or personal-owned vehicle while conducting County business) is in an accident that involves another vehicle or damage to property.

If law enforcement is not immediately called or dispatched to the accident scene, the employee must make a report to the local law enforcement office.

A copy of the police report, along with the County's Motor Vehicle Accident Report, is to be submitted to Risk Management via fax to 650-363-4864.

***F. Commercial Drivers Involved in a Vehicle Accident***

The Department of Transportation and the Federal Motor Carrier Safety Administration require that post-accident drug and alcohol testing be conducted after an accident where there has been a fatality or when a commercial driver receives a citation in one of the following situations:

- There has been disabling damage to a vehicle and it requires a tow-away.
- Bodily injury that requires immediate treatment away from the accident scene.

***G. Self-Insurance Requirements***

Because the County is self-insured for automobile liability, Risk Management must report any accident that results in bodily injury or property damage over \$750 to the Department of Motor Vehicles.

## **IX. Violations and Employee Discipline**

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## **IX. Violations and Employee Discipline**

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### **A. Policy for Investigating Violations and Complaints**

The County has an established Driving Policy for Investigating Violations and Complaints in December of 1993 ([see Attachment L](#)). This Policy is applicable to any employee who drives on County business, either in their own car or a County car. The Policy was developed to protect the County and to advise employees of their rights and responsibilities when driving on County business.

The Policy established a process for investigating violations and complaints, as well as providing early notification to employees of problems concerning driving records. It also includes notification to supervisors if problems continue, and in some cases, may warrant appropriate corrective/disciplinary action depending on the specific circumstances.

As with any employee relations matter, each is investigated and action taken on a case-by-case basis. The general criteria for reviewing violations and investigating complaints is as follows:

- Liability exposure
- Seriousness of the offense
- Number of offenses
- Frequency of offenses

It is essential that County employees observe and comply with the State Vehicle Code while driving County vehicles and while driving their own vehicles on County business. County employees are expected to always drive in compliance with speed limits, to drive defensively, and to exhibit courtesy and consideration towards pedestrians and other drivers.

### **B. Public Complaints**

County vehicles are clearly marked to identify them as official government property and are to be used for approved County business only. Public citizens are vigilant in observing the driving behavior of employees while driving in County vehicles. If the County receives a public complaint concerning a County driver, the complaint details will be investigated as per the Policy for Investigating Violations and Complaints.

### **C. Employees Who Receive a Ticket or Toll Violation While Driving a County Vehicle**

Any employee who receives a ticket or toll violation while driving a County vehicle for approved County business is responsible to pay any and all related penalty fines and to make any and all Court appearances. Employees are to immediately report any tickets received to their supervisor or manager.

County employees are not exempt from receiving tickets for violations while driving County vehicles, such as:

- Moving violations (speeding, street lights, stop signs, cell phone use, etc.)
- Parking and Street Cleaning
- Bridge Toll
- Diamond/Carpool Lane
- Disabled Parking
- No Parking Zone

#### ***D. Processing Vehicle Violations***

For processing vehicle violations that are sent directly to the County, Public Works and Risk Management have implemented a process to forward the violations to the appropriate departments and drivers ([see Attachment M](#)). It is the responsibility of the department to identify the appropriate driver and it is the responsibility of the driver to pay any and all penalty fees.

Processing Vehicle Violations is initiated with the Vehicle and Equipment Services unit of Public Works. They will receive a vehicle violation notice, typically for one of the following:

- Traffic/Moving Violation Notice
- Toll Evasion Notice
- Parking Violation Notice

Vehicle and Equipment Services will then:

1. Send the violation notice and attached bill with a cover letter, including identifying notations, to the involved department.
2. Send a copy of the bill and cover letter to Risk Management
3. Keeps a copy of the bill and cover letter

Employee Relations may become involved when a 2<sup>nd</sup> notice is received indicating that the initial vehicle violation notice has not been resolved.

## **X. Driver Training**

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## **X. Driver Training**

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### **A. Driver Education**

Departments have the responsibility to train employees on the Safe Driver Program and department-specific procedures. To enhance the education and skill development of employees, the County offers Defensive Vehicle Driving through the Sheriff's Office.

### **B. Defensive Vehicle Driving Course**

The San Mateo County Sheriff's Office offers a Defensive Vehicle Driving Course for County employees. The Defensive Vehicle Driving course is a 1-day (8 hour) session that includes the following:

- Lecture presentation of vehicle dynamics and defensive driving
- Skill development exercises:
  - Accident avoidance
  - Slalom
  - Entry/Exit
- Defensive driving exercises with commentary driving
- Written test and evaluation
- Certificate of completion

The Defensive Vehicle Driving course is held at the Half Moon Bay Airport and offers space for 12 total students. Departments can schedule a course for 12 employees or can split a course with another department to fulfill the requisite 12 slots. Also, the Sheriff's Office may periodically schedule dates and will advertise them in the County's Learning Management System at <https://sanmateocounty.cyberu.com/>. Scheduled dates are open to individual enrollment versus department enrollment.

Employees who are enrolled are encouraged to drive their assigned vehicles in the course. If an assigned vehicle is unavailable, the Sheriff's Office may be able to provide a loaner vehicle.

Departments who are interested in scheduling this course can contact Lieutenant Murray "Randy" Randleman at 363-4324 or [MRandleman@co.sanmateo.ca.us](mailto:MRandleman@co.sanmateo.ca.us) for more information.

### **C. 1:1 Defensive Vehicle Driving Training**

The San Mateo County Sheriff's Office offers 1:1 (One-On-One) Defensive Vehicle Driving training for departments who may have employees that require additional skill development or assessment. This training is especially helpful for employees who may have special needs that

are best suited in a private training environment. Prerequisite: employee has attended Defensive Vehicle Driving Course for County employees.

Departments who are interested in enrolling employees in this course can contact Lieutenant Murray “Randy” Randleman at 363-4324 or [MRandleman@co.sanmateo.ca.us](mailto:MRandleman@co.sanmateo.ca.us) for more information.

# **XI. Appendices**

## XI. Appendices

### Appendix A – County Driving Privileges



**SAN MATEO COUNTY  
COUNTY MANAGER'S OFFICE**

Date: April 18, 2006

**To:** All County Employees  
**From:** John L. Maltbie, County Manager  
**Subject:** County Driving Privileges

We have recently received several complaints about County employees violating the Vehicle Code. The complaints have included County employees who were observed speeding, weaving in and out of traffic and driving in other unsafe ways in County vehicles. In at least one case, the County employee was transporting a child while speeding. Such actions place the driver and any passengers in the County vehicle and other drivers and pedestrians at risk of injury or death.

It is essential that County employees observe and comply with the Vehicle Code while driving County vehicles and while driving their own vehicles on County business. County employees are expected to always drive in compliance with speed limits, to drive defensively, and to exhibit courtesy and consideration toward pedestrians and other drivers.

All reported complaints of failure to adhere to the Vehicle Code and failure to treat pedestrians and other drivers courteously while driving County vehicles or while driving your own vehicle on County business will be investigated and are cause for disciplinary action up to, and including, dismissal from County employment.

Driving a marked County vehicle immediately identifies the driver as a County employee and as such we are all very visible representatives of County government in the eyes of everyone who observes how the vehicle is being driven. Please remember poor driving not only endangers you and others but reflects badly on the entire County government as well. Thanks for your cooperation.

L:\cno\John L. Maltbie\memos-letters\2006\Driving Privileges.doc

**Appendix B – Smoking Control Policy for County-Owned Vehicles**



**ADMINISTRATIVE MEMORANDUM  
COUNTY OF SAN MATEO**

**NUMBER: B-24  
DATE: November 14, 2001**

**SUBJECT:** Smoking Control Policy for County-Owned Vehicles

**RESPONSIBLE DEPARTMENT:** County Manager's Office

**APPROVED:** John L. Maltbie  
John L. Maltbie, County Manager

Purpose/Intent

To protect County employee's health and welfare by establishing a Countywide prohibition on smoking in County-owned vehicles, which is construed as a place of employment.

Background

On July 17, 1990, the Board of Supervisors enacted the Smoking Pollution Control Ordinance No. 03239. The Ordinance prohibits smoking in all County owned buildings and County-leased portions of buildings effective August 16, 1990. Due to this ordinance, smoking is prohibited in all County facilities at all times.

Policy

There will be no smoking in any County-owned vehicle or equipment, by any County employee or member of the public at any time, while riding in a County-owned vehicle.

M:\Administrative Memoranda\B-24.doc

### Appendix C – Application for Authorization to Drive for County Business



County of San Mateo  
Human Resources Department

### APPLICATION FOR AUTHORIZATION TO DRIVE FOR COUNTY BUSINESS

This information will be used in evaluating your driving record on a continuing basis to permit ongoing risk management. Safe driving practices contribute toward a positive accident-free citation record. Knowledge of defensive driving techniques, rules and regulations plus their continued use are very important to your continued authorization.

Driver Name: \_\_\_\_\_  
Last First Middle

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CA Driver License Number: \_\_\_\_\_

Department / Division: \_\_\_\_\_

Job Title: \_\_\_\_\_

- Permanent  Extra Help  Other
- Volunteer  Intern  \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print and Signature)

Forward Completed Form to Risk Management: PONY to HRD 163 or FAX to 363-4864

<b>Risk Management to Complete and Return to Department for Employee's Personnel File</b>	
<input type="checkbox"/> Approved	Date: _____ Signature: _____
<input type="checkbox"/> Not Approved	Reason: _____

# Appendix D – DMV Authorization for Release of Driver Record Information



## EMPLOYER PULL NOTICE PROGRAM AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, \_\_\_\_\_  
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE OF EMPLOYEE  
**X**

I, \_\_\_\_\_, AUTHORIZED REPRESENTATIVE, of \_\_\_\_\_, COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE  
**X**

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at [www.dmv.ca.gov/otherservices](http://www.dmv.ca.gov/otherservices), or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV.**

INF 1101 ENGLISH (REV. 02004) WWW

## Appendix E – Pre-Use Vehicle Inspection Checklist



County of San Mateo  
Human Resources Department

### PRE-USE VEHICLE INSPECTION CHECKLIST

Prior to each daily use of a County-owned or personal vehicle used to conduct approved County business, the driver shall check the following items to make sure that all equipment is working and in good, safe operating condition.

1. License Plate (valid and secured)
2. Tires (properly inflated, no excessive wear)
3. Spare Tire (available and inflated)
4. Windows (intact and clean)
5. Mirrors (intact, clean and adjustable)
6. Window Wipers (no excessive wear, available wiper fluid)
7. Windshield (intact, free from cracks and clean)
8. Brake Lights
9. Tail Lights
10. Head Lights
11. Signal Lights
12. Emergency Lights
13. Horn
14. Brakes
15. Safety Belts
16. Child Restraint Seat
17. Fuel Gauge
18. Window controls
19. Steering Control
20. Accident Reporting Kit
21. First-Aid Kit
22. Fire Extinguisher (light trucks, vans and optional for cars that transport children)

If any deficiencies are identified, remove the vehicle from service and immediately contact the Motor Pool to schedule an appointment. The Motor Pool may have the vehicle towed as a safety precaution.

**Appendix F – Use of Cars for County Business –Page 1**



**ADMINISTRATIVE MEMORANDUM  
COUNTY OF SAN MATEO**

NUMBER: D-5

SUBJECT: Use of Cars for County Business

RESPONSIBLE DEPARTMENT: General Services

APPROVED: John L. Maltbie, County Manager

DATE: August 2, 1993

Use of County Cars

County cars may not be used to conduct personal business.

Seat Belts

When on County business, whether in County-owned or privately-owned automobiles, drivers and passengers must use seat belts.

If seat belts in County vehicles are in any way defective, the vehicle may not be used and the motor pool notified immediately.

All privately owned vehicles used for County business must have working seat belts.

Accident Reporting

Instructions for accidents and emergencies may be found in the glove compartment of each car.

Use of Private Vehicles

Department heads who receive a monthly transportation allowance may not use County cars. Most other County employees have the option of using either a private vehicle or a County vehicle in conducting County business. Department heads can require that certain employees use official County service vehicles. Employees using private vehicles for County business will be reimbursed for their mileage at a rate adopted by the Board of Supervisors.

## Appendix F – Use of Cars for County Business –Page 2

Administrative Memorandum Number: D-5

PAGE: 2

### Overnight Assignment of County Vehicles

The following criteria must be used in the overnight assignment of County-owned vehicles:

1. Continuous On-Call Status

A number of County employees are regularly on-call during other than normal working hours. These employees, primarily in law enforcement, must be able to respond to emergency calls at any time and therefore may be assigned a County vehicle overnight.

2. Special Equipment

Vehicles with special job-related equipment, such as test equipment or police radios, may be assigned to specific individuals.

3. Work Location

A vehicle assignment may be made if an employee requires use of a County vehicle to perform his or her job, and if it is in the best interest of the County for that employee to report directly from home to his or her work location.

4. Vehicle Use Required During Other Than Working Hours

Employees not officially on-call but who must attend frequent night meetings, or who frequently conduct business requiring regular use of a vehicle other than during normal working hours, may be assigned a County vehicle overnight.

5. Guaranteed Ride Home

If County vehicles are available, management will authorize the usage to a Rideshare employee on an EMERGENCY basis, where applicable.

The County Manager must approve, in advance, overnight vehicle assignments. Department heads must submit written justifications for all County vehicles assigned overnight by February 15 of each year so that the County Manager can determine if overnight assignments should continue. The department head's justification will indicate how one or more of the criteria are met and will include the following information:

- description of usage;
- number of trips past year, by month;
- number of miles driven past year, by month; and
- property number of each vehicle.

## Appendix G – Safety-Parking Garage

SAN MATEO COUNTY  
COUNTY MANAGER'S OFFICE  
Inter-Departmental Memorandum

February 28, 2005

**To:** All Employees of Redwood City Campus  
**From:** John L. Maltbie, County Manager  
**Subject:** Safety -- Parking Garage

Due to several accidents and near accidents in our Redwood City employee parking garage, I wanted to reinforce my concern about driver safety in this structure, and remind you of the following:

Speed Limit

The speed limit while driving inside the parking structure should never exceed the posted 13 miles per hour. Always reduce speed and be extra cautious when turning corners. Racing to beat vehicles to the next level is extremely dangerous.

Spaces Identified as "Compact" at the Corners

Large vehicles are not allowed to park in the spaces immediately adjacent to all turns. These spaces are clearly marked. This is essential to visibility around the corners.

Pulling Forward into Parking Spaces

Please drive forward into your parking stall. Do not back into the stall. Backing your vehicle out of the parking space is slower and allows greater visibility. We also have sustained damage to the parking structure because the rear overhang of many vehicles is much longer than the front overhang and vehicles hit the structure.

Headlights

Headlights must be turned on at all times while your vehicle's engine is running in the parking garage. Headlights are essential for you to see others as well as helping others see you.

Pedestrian Traffic

Drivers need to be especially aware of pedestrian traffic, including children, in the garage, and must proceed cautiously at all times.

Stop at Stop Signs

Please obey all stop signs in entering and exiting the garage and surrounding premises.

Enforcement efforts will increase. Employees are encouraged to call the SAFE Hotline (599-7233) and report any incident in which they observe someone not practicing safe driving in the garage.

Thank you.

C:\DOCUME~1\cecharte\LOCALS~1\Temp\safety.garage driving memo.doc

**Appendix H – Policy for Acquisition and Use of Cellular Telephones-  
PAGE 1**



**ADMINISTRATIVE MEMORANDUM  
COUNTY OF SAN MATEO**

**NUMBER: B-19**

**SUBJECT:** Policy for Acquisition and Use of Cellular Telephones and Personal Digital Assistants (PDAs)

**RESPONSIBLE DEPARTMENT:** County Manager's Office

**APPROVED:** *(signature on file in the County Manager's Office)* **DATE:** October 22, 2007  
John L. Maltbie, County Manager

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This memorandum replaces an earlier version Memorandum B-19 dated December 16, 2004 revising the policy for use of cellular telephones and PDAs. It shall be San Mateo County's policy that these devices be used in a manner that is cost effective, appropriate and beneficial to the citizens of the County.

**Guidelines for Compliance with County Policy**

1. Cellular telephones and PDAs are appropriate when they:
  - (a) enhance the safety of the user;
  - (b) significantly improve the productivity of the user resulting in measurable savings to the County;
  - (c) significantly improve responsiveness to a call for emergency or crisis situation;
  - (d) safeguard communications that are vital to the protection of life and property in situations where use of other forms of communication is not safe, practical or available; or
  - (e) create accessibility where necessary for receiving and/or providing instructions in matters where delays could result in a loss to the County or where the effective and efficient functioning of the County is at stake.
2. Departments shall be responsible for limiting cellular phones, PDAs, and services to the minimum level necessary to conduct business, including:
  - (a) pooling of cellular phones wherever possible, rather than assigning personal cellular phones to individual employees;
  - (b) selecting plans that maximize needs and minimize cost, such as pooling of minutes within a group or Division; and
  - (c) limiting services and plan options to the minimum necessary to conduct County business.

## Appendix H – Policy for Acquisition and Use of Cellular Telephones- PAGE 2

3. The phone numbers of all county-issued cell phones and PDAs must be on the national "do not call" list.
4. When countywide contracts are available, Departments are strongly encouraged to acquire its devices and service through these agreements, but may acquire the same by other means if the price is lower or necessary services are not provided by a Countywide contract.
5. All departments are responsible for ensuring that the County does not pay for personal cell phone and PDA use. Departments shall monitor personal use and where applicable shall require employees to reimburse the County for any cost for such use. Inappropriate use of a cell phone or PDA to conduct personal business may result in the revocation of the phone and disciplinary action up to and including dismissal.
6. No employee shall seek reimbursement for the use of his or her own personal cell phone or PDA, unless prior approval of such use had been granted by the Department Director based on a significant and justifiable business purpose or need as defined in No. 1 above. Any exception to prior approval (such as in the case of an emergency) should be reflected in the Department's internal policy. Reimbursement shall be consistent with the County's most current contract(s) for cell phones and PDAs.
7. Department management shall periodically review cellular telephone and PDA usage for compliance with these guidelines. Departments may implement additional internal guidelines in furtherance of compliance with these guidelines.
8. The County will only provide support for Blackberry and Treo PDA's. Support will include County email forwarding, calendaring support and field erase processes if a PDA is lost.
9. All departments are responsible for sending disconnected, replaced or non-functioning cellular phones and PDAs to County Surplus. Prior to sending the phone to County Surplus, each department is responsible for ensuring all information is cleared from the phone and the SIM card is removed and destroyed. If assistance is needed with clearing the phones or removing the SIM, the ISD Service Desk can be contacted on extension 4108.
10. The use of County issued hands free devices is required when talking on a cell phone while an employee is driving their own car or a County car for County business purposes. In addition, it is recommended that County employees pull off the roadway before initiating a call or answering a call.

## Appendix I – Child Passenger Safety

# Child Passenger Safety

## A PARENT'S PRIMER

When you're an expectant mother, it's important to always wear your seat belt to protect you and your unborn child. Wear the lap belt across your hips and below your belly with the shoulder belt across your chest (between your breasts). Once your baby is born, follow these important safety steps.

### GROWING UP SAFE: It's a four-step process.

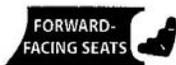
As children grow, how they sit in your car, truck or SUV should change.

Save your child from injury or death by observing all four steps:



REAR-FACING SEATS

For the best possible protection keep infants in the back seat, in rear-facing child safety seats, as long as possible up to the height or weight limit of the particular seat. At a minimum, keep infants rear-facing until a minimum of age 1 and at least 20 pounds.



FORWARD-FACING SEATS

When children outgrow their rear-facing seats (at a minimum age 1 and at least 20 pounds) they should ride in forward-facing child safety seats, in the back seat, until they reach the upper weight or height limit of the particular seat (usually around age 4 and 40 pounds).



BOOSTER SEATS

Once children outgrow their forward-facing seats (usually around age 4 and 40 pounds), they should ride in booster seats, in the back seat, until the vehicle seat belts fit properly. Seat belts fit properly when the lap belt lays across the upper thighs and the shoulder belt fits across the chest (usually at age 8 or when they are 4'9" tall).



SEAT BELTS

When children outgrow their booster seats, (usually at age 8 or when they are 4'9" tall) they can use the adult seat belt in the back seat, if it fits properly (lap belt lays across the upper thighs and the shoulder belt fits across the chest).

## Get Help!

### ON THE WEB

Go to [www.nhtsa.gov](http://www.nhtsa.gov) and choose Child Safety Seat Information from the menu or click on the child passenger safety icon. The site includes child safety seat installation tips, product ratings, recalls, and other useful information.

### BY PHONE

For more information about child safety seats, booster seats, inspection/fitting stations in your area, seat belts, air bags, and

other highway safety issues, call the DOT Vehicle Safety Hotline at: 1-888-327-4236.

### NEAR YOU

A certified child passenger safety technician can check your installation and answer questions. To find a technician or an inspection station near you, go to [www.nhtsa.gov](http://www.nhtsa.gov), click on the child passenger safety icon, and then click on the Fitting/Inspection Station link or go to [www.seatcheck.org](http://www.seatcheck.org).

**REMEMBER: All children under 13 should ride in the back seat.**

Always read the child restraint instructions and the vehicle owner's manual.



**Appendix J – Use of Public Parking Spaces**



**ADMINISTRATIVE MEMORANDUM**

**COUNTY OF SAN MATEO**

**NUMBER: B-7**

**SUBJECT:** Use of Public Parking Spaces

**RESPONSIBLE DEPARTMENT:** County Manager

**APPROVED:** *[Signature]*  
County Manager

**DATE:** August 28, 1998

Metered and non-metered curbside parking spaces near county buildings are not intended for all-day employee parking. They are for transient public parking and for residents who live in the area.

County employees should park their vehicles in the county parking lots or in designated public all-day metered spaces. Employees taking time out from their work during the day to "feed the meter" or to move their cars from restricted parking zones, misuse county time as well as the residential space and transient parking space designed for use by the public we serve. Department heads who are aware of employees parking in public spaces, or to whom such parking is reported, should take steps to assure it is discontinued.

**Appendix K – Motor Vehicle Accident Report – PAGE 1**

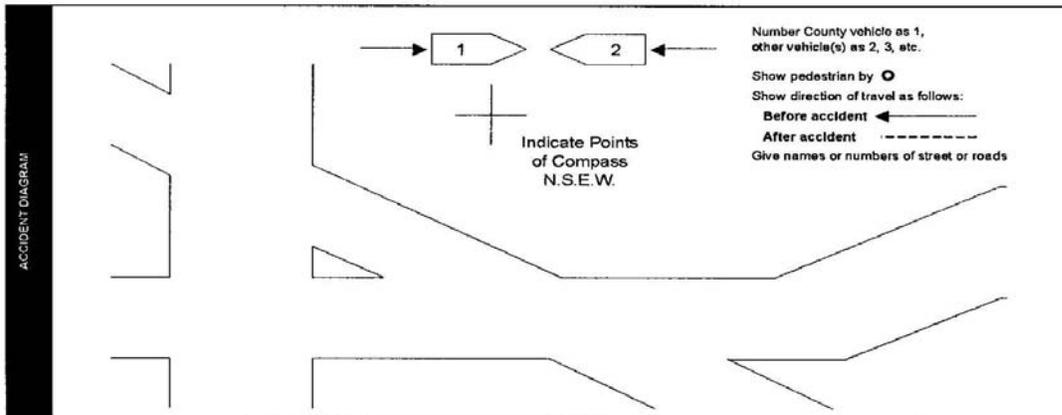
COUNTY OF SAN MATEO MOTOR VEHICLE ACCIDENT REPORT						
FAX TO RISK MANAGEMENT 650-363-4864 AND SUBMIT ORIGINAL TO PONY HRD163 or 455 COUNTY CENTER – REDWOOD CITY – 94063						
COUNTY DRIVER	NAME (LAST, FIRST INITIAL)		AGE	DEPARTMENT / AGENCY	DIVISION	ORG NO.
	DRIVER LICENSE NO.	ACCIDENT DATE	TIME	OFFICE ADDRESS		BUSINESS PHONE
	WHAT PURPOSE WAS VEHICLE BEING USED FOR?			JOB TITLE	CLASSIFICATION	ALTERNATE PHONE
COUNTY VEHICLE	VEHICLE LICENSE NO.	VEHICLE YEAR, MAKE, MODEL		VEHICLE PROPERTY NO.	CAR NO.	UNIT ASSIGNED TO
	DESCRIBE DAMAGES TO COUNTY VEHICLE		ESTIMATED REPAIR COST	VEHICLE MANAGEMENT		
				<input type="checkbox"/> DEPARTMENT ASSIGNED <input type="checkbox"/> MOTOR POOL <input type="checkbox"/> OTHER <input type="checkbox"/> DEPARTMENT OWNED <input type="checkbox"/> RENTAL IF DEPARTMENT OWNED OR RENTAL, ENTER OWNER'S NAME		
ACCIDENT DETAILS	ACCIDENT LOCATION (ADDRESS / AREA)			ROAD CONDITIONS		
				WEATHER CONDITIONS		
	(CITY / COUNTY / STATE)			TRAFFIC CONDITIONS		
	POLICE REPORT (REQUIRED WHEN ANOTHER VEHICLE IS INVOLVED OR PROPERTY DAMAGE HAS OCCURRED)			POLICE AGENCY	POLICE OFFICER AND BADGE NO.	POLICE REPORT NO.
	<input type="checkbox"/> YES <input type="checkbox"/> NO    IF NO, EXPLAIN DIAL 9-1-1 TO CONTACT POLICE AND EMERGENCY MEDICAL SERVICES			FOR TOW-AWAY SERVICE		
ALTERNATE – CONTACT THE COUNTY OPERATOR AT 650-363-4000 / 573-2222 TO REQUEST POLICE DISPATCH (NON-MEDICAL EMERGENCIES ONLY)			BUSINESS HOURS AFTER HOURS ALTERNATE	REDWOOD CITY MOTOR POOL ACTION TOWING COUNTY OPERATOR	650-363-4037 650-593-5555 650-363-4000 OR 573-2222	
OTHER VEHICLE OR PROPERTY	DRIVER'S / OWNER'S NAME		AGE / DOB	VEHICLE LICENSE NO.	VEHICLE YEAR, MAKE, MODEL	NO. OF PASSENGERS
	DRIVER LICENSE NO.	TELEPHONE	ALTERNATE	REGISTERED OWNER		
	DRIVER'S / OWNER'S ADDRESS (STREET, CITY, STATE, ZIP)			OWNER'S ADDRESS		HOME TELEPHONE
						WORK TELEPHONE
DESCRIBE DAMAGES TO OTHER VEHICLE OR PROPERTY			NAME AND ADDRESS OF OTHER PARTY'S INSURANCE			
VEHICLE PASSENGERS	IF A COUNTY EMPLOYEE IS INJURED, A SEPARATE WORKERS' COMPENSATION REPORT IS REQUIRED.			PASSENGER IN (CHECK ONE)		
	NAME (LAST, FIRST INITIAL)	TELEPHONE	ADDRESS	County Car	Other Car	Pedestrian
						EXTENT OF INJURIES
WITNESSES	NAME (LAST, FIRST INITIAL)		TELEPHONE	ADDRESS		

(CONTINUE ON REVERSE)

CLAIM NUMBER
--------------

**Appendix K – Motor Vehicle Accident Report – PAGE 2**

COUNTY OF SAN MATEO MOTOR VEHICLE ACCIDENT REPORT	
FAX TO RISK MANAGEMENT 650-363-4864 AND SUBMIT ORIGINAL TO PONY HRD163 or 455 COUNTY CENTER – REDWOOD CITY – 94063	
ACCIDENT DETAILS - DESCRIPTION	FULLY STATE HOW ACCIDENT OCCURRED (Give details, attach additional sheets if necessary)



ADDITIONAL PASSENGERS	IF A COUNTY EMPLOYEE IS INJURED, A SEPARATE WORKERS' COMPENSATION REPORT IS REQUIRED			PASSENGER IN (CHECK ONE)			EXTENT OF INJURIES
	NAME (LAST, FIRST INITIAL)	TELEPHONE	ADDRESS	County Car	Other Car	Pedestrian	

SUPERVISOR REVIEW	The information in this report contains a true and full account of the accident and the vehicle was being operated on official County business at the time of the accident. (The reviewing supervisor or manager is to explain any exception.) Attach extra pages as necessary.		Telephone No. Of Reviewing Supervisor
	Employee Signature and Date	Reviewing Supervisor Signature and Date	Print Name and Title of Reviewing Supervisor

## Appendix L – Driving Policy for Investigation of Violations and Complaints- PAGE 1

### COUNTY OF SAN MATEO DRIVING POLICY FOR INVESTIGATION OF VIOLATIONS AND COMPLAINTS

- I. Policy applies to any County employee who drives on County business, either in their own car or a County car.
- II. Criteria for reviewing violations and investigating complaints:
  - A. Liability exposure
  - B. Seriousness of the offense
  - C. Number of offenses
  - D. Frequency of offenses

The review or investigation may be done by Risk Management, the Department or both and will include an interview with the employee to permit his/her opportunity to provide information.

- III. After the review or investigation, Risk Management may:
  - A. Send a **Notice Of Concern** letter to those employees reaching threshold of concern.
  - B. Send a **Letter Of Warning** to those who may jeopardize their employment with the next violation.
  - C. Send the employee to a **driving school** (at the employee's expense)
  - D. **Revoke or suspend County driving privileges.**

The above actions could result in disciplinary action up to and including dismissal. Any disciplinary action is the decision of the appointing department in consultation with Employee Relations.

- IV. Appeal Process For Revocation or Suspension of County Driving Privileges

The Appeals Review Board will consist of three members:

- A representative from the Employee Relations Division
- The Motor Fleet Manager
- One union representative from either the Central Safety Committee or a Departmental Safety Committee

This board will meet at the request of the employee.

**Appendix L – Driving Policy for Investigation of Violations and Complaints- PAGE 2**

**\*\*\*\*\*NOTICE OF CONCERN**

**COUNTY OF SAN MATEO  
Employee and Public Services Department  
Risk Management Division**

**Date:**

**To:**

**From:** County Safety Officer

**Subject:** Your County Driving Privileges

I have recently been advised by the Department of Motor Vehicles that you were cited for  
\_\_\_\_\_.

Risk Management is concerned that all employees who have County Driving Privileges operate vehicles in a safe and responsible manner. It is also our concern that with the addition of more violations, you may have your California Drivers License or your County Privilege To Drive suspended or revoked and that any revocation of either may effect your ability to do your job.

If you have any questions, or feel that the information we have is incorrect, please call us so that we may assist you in clearing these matters up.

**Appendix L – Driving Policy for Investigation of Violations and Complaints- PAGE 3**

**\*\*\*\*\*LETTER OF WARNING**

**SAN MATEO COUNTY  
EMPLOYEE AND PUBLIC SERVICES DEPARTMENT  
Inter-Departmental Correspondence**

**DATE:**

**TO:** Name of Employee  
Position Title, Department

**FROM:** County Safety Officer

**SUBJECT:** Letter of Warning - County Driving Privileges

I have recently been advised by the Department of Motor Vehicles that you were cited for (violation) on (date). This is your (number) violation in the past (number) months.

[or]

I have recently received (number) complaints from (source) about your driving. The complaints alleged (nature of complaint).

The County is concerned that all employees who have County Driving Privileges operate vehicles in a safe and responsible manner. Please be advised that any further infractions may result in suspension or revocation of your County driving privileges. Since your position as a (title) requires that you drive, revocation or suspension of your County driving privileges may result in disciplinary action up to, and including, dismissal from County employment.

A copy of this letter is being placed in your personnel file and you may respond in writing to this letter. Should you choose to do so, that response will be made a part of the personnel file. Should you have no further driving incidents over the next six months, you may request that this letter be removed from your Civil Service Personnel file by contacting me.

If you have any questions, or feel that the information we have is incorrect, please call us so that we may assist you in clearing these matters up.

cc: Civil Service Personnel File  
Employee and Public Services Director  
Employee Relations Manager  
Department Director  
Department Manager

**Appendix L – Driving Policy for Investigation of Violations and Complaints- PAGE 4**

**\*\*\*Revocation/Suspension Letter**

**COUNTY OF SAN MATEO  
Employee and Public Services Department  
Risk Management Division**

**Date:**

**To:**

**From:** County Safety Officer

**Subject:**

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I have recently been advised by the Department of Motor Vehicles that you were cited for (violation) on (date). This is your (number) violation in the past (number) months.

(or)

I have recently received (number) complaints from (source) about your driving.

You were sent a letter of warning on (date) advising you that if you received another violation/complaint within (number) months that your privilege to drive could be suspended or revoked.

I have completed an investigation and have determined that you may no longer drive on County business. Specifically, what this means is that you are not to drive your own vehicle, a carpool vehicle or any other vehicle during your working day.

Further actions, if any, resulting from this revocation/suspension of your driving privileges will be decided upon by your Department Director in consultation with Employee Relations.

Should you wish to discuss this matter further or appeal this decision, please contact me at 363-4613.

cc: Civil Service Personnel File  
Employee and Public Services Director  
Employee Relations Manager  
Department Director  
Department Manager

## **Appendix M – Processing Vehicle Violations – PAGE 1**

Department of Public Works  
Road Services Division  
Vehicle and Equipment Services

### Processing Vehicle Violations

I. Vehicle and Equipment Services receives one of the following for a County-owned vehicle:

- a. Traffic (Moving) Violation Notice
- b. Toll Evasion Notice
- c. Parking Violation Notice

II. Vehicle and Equipment Services:

- a. Sends the bill with a cover letter (Attachment 1) with identifying notations to the involved Department
- b. Sends a copy of the bill and cover letter to Risk Management at HRD163
- c. Keeps a copy of the bill and cover letter in a “Vehicle Violations” file

**Appendix M – Processing Vehicle Violations – PAGE 2**

Department of Public Works  
Road Services Division  
Vehicle and Equipment Services

**Notice of Vehicle Violation**

Records indicate vehicle/property # \_\_\_\_\_ is assigned to the  
\_\_\_\_\_ Department, Org # \_\_\_\_\_ and  
Employee/Assigned Unit \_\_\_\_\_.

Attached is a:

- Notice of Toll Evasion
- Traffic (Moving) Violation Notice
- Parking Violation Notice
- Other

that has been received in regards to the above vehicle. Please do the following:

1. Interview the employee identified as the driver of this vehicle at the time of the violation, and contact Employee & Labor Relations at 363-4339 for guidance regarding disposition.
2. Ensure the employee pays the ticket in a timely manner. If no employee is identified, it is the department's responsibility to pay the ticket in a timely manner.

cc: Risk Management