	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1009 Subject: Use of Clerk of Court Vehicles Page: 1 of 4	Effective Date: 8/16/13 Revision Level: B Last Revised Date: 9/10/15

PURPOSE:

The purpose of this policy is to ensure the safety of Clerk's Office employees through the safe operation of vehicles.


POLICY:

Employees who drive a Clerk's Office vehicle are responsible for the vehicle while in their possession and expected to follow the provisions outlined in this policy and Maricopa County Policy A2310 – Use of County and Private Vehicles and Equipment.

PROCEDURES:

Requirements for Use:

- Clerk of Court vehicles are to be used only for official Clerk's Office business.
- Employees must maintain a valid driver's license at all times and keep the license with them when driving a Clerk's Office vehicle.
- Employees must immediately inform their supervisor of any change in the status of their Driver's License including, but not limited to: cancellation, expiration, refusal, revocation or suspension.
- Employees who drive a Clerk's Office vehicle must maintain a Maricopa County Vehicle Use Permit (VUP) per the Vehicle Use Permit Procedure.
- Employees are responsible for renewing their VUP every 24 months.
- Employees are required to attend Defensive Driving courses a minimum of every two years or as assigned by their supervisor. It is the employee's responsibility to ensure this requirement has been met.
- Employees are responsible for the safe, efficient operation of their assigned vehicle.
- Driver safety checklists will be performed on the employee's assigned vehicle and documented on the first business day of each month and submitted to the supervisor or designee. (See Attachment A)
- Employees are responsible for monitoring mileage and notifying their supervisor when the vehicle comes within 500 miles of any preventive maintenance that is due as indicated by Equipment Services. Regular maintenance ensures maximum vehicle performance for safety, operating efficiency, and extended life of the vehicle.
- Employees are responsible for monitoring fuel levels to ensure there is sufficient fuel to complete the assigned route.


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- Employees are expected to keep their assigned vehicle in a clean, well-maintained condition. Employees must clean their assigned vehicle a minimum of one time per month and may utilize the county car wash and supplies at 401 W. Jefferson Street. Cleaning of the vehicle includes but is not limited to:
 - Exterior wash
 - Removal of all trash and debris
 - Wiping down interior surfaces
 - Vacuuming carpets and seats
 - Cleaning interior glass

Conduct And Safety While Operating Vehicles

It is imperative that employees who drive a Clerk’s Office vehicle maintain an appropriate safety record. Reckless, careless or negligent driving will not be tolerated and may result in disciplinary action.

- Employees are expected to obey all traffic laws and regulations and make proper allowance for adverse weather and traffic conditions.
- Employees must wear seatbelts at all times while operating a Clerk’s Office vehicle.
- Use of a cell phone or other mobile electronic device(s) for any purpose, while driving a Clerk’s Office vehicle, is strictly prohibited
- Smoking is prohibited in all Clerk’s Office vehicles.
- As representatives of the Office, employees must be courteous at all times, respecting the rights of other drivers and pedestrians.
- Employees involved in an accident must follow accident reporting procedures outlined in Maricopa County Policy A2310 – Use of County and Private Vehicles and Equipment, Section F. A valid insurance card, vehicle registration, and accident reporting instructions must remain in the glove compartment of the vehicle at all times.
- Employees are to notify their supervisor or designee immediately of any damage to their assigned vehicle or if they receive a citation. Failure to do so may result in disciplinary action.
- Employees are solely responsible for any citation and/or conviction for illegally operating or parking a vehicle while conducting Clerk’s Office business. Any expense, cost, penalty, fine or other consequence from such citation or conviction shall be the sole obligation of the employee.

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APPLICABILITY:

Applicable to all Clerk of Court staff that drive a Clerk of Court vehicle.

DEFINITIONS:

Assigned Vehicle -The Clerk's Office vehicle that is assigned to the employee. Assignments may vary based on the needs of the business.


Preventative Maintenance – Any maintenance that is performed on a regular basis as defined by Equipment Services.

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	8/16/13
A	Lois Rees	N/A	4/06/15
B	Christine Kelly	Updated to Controlled Document Index	9/10/15

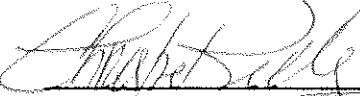
AUTHORIZED SIGNATURES:

Reviewed by:



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 Administrator

Issuing Authority:



 Christine Kelly
 Chief Deputy

Approving Authority:



 Michael K. Jeanes
 Clerk of the Superior Court

Date Signed: 9/22/15



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ATTACHMENT A

Driver Safety Checklist

Vehicle Number: _____

Employee Name: (Please print) _____

The items checked below have been inspected and are in working order unless indicated otherwise:

- Headlights
- Taillights
- Brake lights
- Turn Signals
- License Plate lights
- Inspect tire tread for proper depth
- Tire Pressure – check ____ LF ____ LR ____ RF ____ RR (indicate tire PSI measurement)
- Windshield Wipers
- Windshield Wiper fluid
- Horn Operation
- Physical Damage (e.g., windshield, body of vehicle, etc.)

The following items require repair or placement:

Employee Signature

Date