



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Policy*

**Title: VEHICLE AND EQUIPMENT POLICY**

**Number: LCC-2**

**Cancels: LCC-2 Approved 7/24/07  
LCC-2 Approved 3/17/92**

Policies and Practices  
Employee Manual,  
Section 32 – Use of  
County/Vehicles/Property  
Dated September 7, 1999

**Approved: 3/18/08**

**Originator: Office of Employee  
Services**

**Review: As Needed**

**I. OBJECTIVE**

To establish a policy of the Lake County Board of County Commissioners that provides for the well-managed, safe, environmentally responsible, and cost-effective fleet operation that is necessary for the efficient delivery of County services.

**II. DEFINITIONS AND REFERENCES**

- A. County-owned Vehicle/Equipment: A vehicle or piece of equipment that was purchased or leased with any type of County/State/Federal funding.
- B. Chapter 125.01, Florida Statutes

**III. APPLICABILITY**

This policy applies to all employees of the Lake County Board of County Commissioners.

**IV. DIRECTIVES**

- A. The Lake County Board of County Commissioners recognizes the importance of maintaining the safe operation of County vehicles to protect their employees and assets. County employees are responsible to ensure safety by conscientiously following approved procedures, regulations and instructions in abidance of local, state, and federal laws. Vehicle safety also requires that employees hold a current license for any and all County vehicles that they operate. County vehicles shall be

monitored, maintained, and operated with safety as a priority, and no vehicle shall be operated with a known safety defect.

- B. County operations shall be supported by a fleet of County vehicles with a managed, demonstrated emphasis on resourceful acquisition, assignment, utilization, maintenance, repair, replacement, disposal, and provision of fleet fuels.
- C. Vehicles shall be acquired, maintained, and utilized in ways that reflect a responsible approach to the environment.
- D. The responsibilities, requirements and processes for assignment of County vehicles by County personnel are instrumental to efficient fleet operation. The County Manager shall have responsibility for the overall administration of County vehicle procedures related to assignment and use of County vehicles with final approval/disapproval of assignments and use resting with the County Manager. Assignments shall be kept to a minimum, and meet such criteria that are established in approved procedures.
- E. County vehicles shall be utilized only when required to conduct County business.
- F. The County will provide appropriate property/liability insurance for employees driving County vehicles during the normal course and scope of their employment within their regularly scheduled work day. Coverage is not typically extended for commuting purpose.
- G. The County deems it a public purpose that appropriate property/liability insurance be provided County employees detailed in numbers 1 through 5 below when driving County vehicles outside the normal course and scope of their employment and/or outside their regularly scheduled work day:
  - 1. When required to respond during emergency incidences (e.g. large wildfire) or anticipated emergency event (e.g. forecasted hurricane) and when the required response must be timely or to areas of the County which because of terrain may be difficult to access and when it is necessary that a County designated or County equipped vehicle respond to the emergency. In such instances, County vehicles may be taken home to expedite the response;
  - 2. When periodically driving a County-owned vehicle to a meeting, conference, and/or seminar either in or out of the County, and when periodically driving a County-owned vehicle to and from home to accommodate the timing of a meeting, conference, and/or seminar;
  - 3. When periodically driving a County-owned vehicle to and from home as the result of an on-call or after-hours/weekend/holiday response rotation schedule for which on-call compensation is paid and the response requires a specially equipped vehicle;

4. When functioning in the designated job assignments of Public Safety Director/Fire Chief and Deputy Fire Chief;
  5. When functioning in the continuing capacity of "Safety Response Officer," responsible for minimizing risk and exposure of Fire Rescue personnel while on a fire/emergency scene.
- H. Accidents involving County vehicles shall be reported and handled in accordance with Workers' Compensation and Property & Liability procedures.
- I. Each County employee who is granted access to County vehicles is responsible for following approved procedures. Improper use and/or abuse may result in corrective action up to and including termination.
- J. The County Manager shall establish procedures to implement this policy.

**V. RESERVATION OF AUTHORITY**

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.

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Welton G. Cadwell  
Chairman, Board of County Commissioners  
Lake County