

ADMINISTRATIVE ORDER  
OF THE  
JEFFERSON COUNTY COMMISSION

09-1

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish the policy and procedure governing the use of certain County motor vehicles.

I. POLICY

As used herein "motor vehicles" shall mean County owned or controlled passenger vehicles of every type including automobiles, trucks, vans, buses, but excluding heavy equipment primarily intended for the off road use.

It shall be the policy of the Jefferson County Commission that all motor vehicles owned or controlled by the County, shall remain in or be returned to the authorized location on County owned or controlled property at the conclusion of the operator's work day. Provided certain individuals who have a motor vehicle assigned to them by proper authority for their use on official County business shall be authorized to take assigned vehicle for overnight use in accordance with the following procedure.

II. PROCEDURE

The following individuals shall be authorized to have County owned or controlled motor vehicle assigned to them and with overnight use:

- (a) Jefferson County Commissioners
- (b) Jefferson County Corner's Office
- (c) Sheriff's Department

III. COUNTY FLEET COMMITTEE

There is hereby established the County Fleet Committee which shall consist of the following individuals:

- (a) The Director of Roads and Transportation Chairman\*
- (b) The Director of Environmental Services
- (c) The Director of General Services

- (d) One appointee by the Sheriff
- (e) One Administrative Assistant of Each Commissioner\*
- (f) County Attorney

\*The assigned individuals may name a representative to attend the meeting on his/her behalf.

The Director of Roads and Transportation shall serve as chairperson. The Committee shall be established procedures for its efficient operation to carry out the policy.

Subject to the approval of the County Commission the County Fleet Committee shall have the responsibility to implement this Administrative Order which shall include the following duties:

1. Establish an inventory and assignment register of all motor vehicles.
2. Establish procedures to fix the authorized location of motor vehicles when not in actual use.
3. Make assignments of motor vehicles to the individuals with temporary authority for the overnight use.
4. Establish a motor pool and make assignments of motor vehicles to the motor pool.
5. Establish procedures for the location and the use of the motor pool vehicles.
6. Establish guidelines for the use of motor vehicles for authorized extensions of County business
7. Establish procedures to continuously verify driver's licenses and the commercial driver's license status of all operators of motor vehicles.
8. Establish procedures to continuously monitor the driving records of all operators of motor vehicles and to suspend or revoke operator status.
9. Establish procedures for the determination of temporary overnight to include the application forms, supporting documentation, hearing procedures and periodic reevaluation of temporary overnight status.
10. Continuously review the fleet operations and make recommendations to the County Commission to improve this administrative order and the efficiency and economics of fleet operations.

#### IV. APPLICABLE LAW

All use of County Vehicles must comply with all laws, rules, regulations and the administrative orders. All use of County vehicles must be for the official County Business or an

authorized. NO COUNTY VEHICLE SHALL BE OPERATED OUTSIDE OF THE GEOGRAPHIC BOUNDARY OF JEFFERSON COUNTY, ALABAMA, WITHOUT PRIOR APPROVAL OF THE JEFFERSON COUNTY FLEET COMMITTEE, AND/OR THE JEFFERSON COUNTY COMMISSION. Violations of this administrative order may result in disciplinary action including termination of employment.

V. CONFLICT

Administrative Orders AO 89-1 (as amended) and AO 91-8 shall remain in full force and effect. All other Administrative Orders, Resolutions and procedures in conflict with the provisions of this Administrative Order are hereby rescinded to the extent of such conflict.

Ordered at the Jefferson County Courthouse this 14<sup>th</sup> day of July, 2009

BETTYE FINE COLLINS, President  
Jefferson County Commission

APPROVED BY THE  
JEFFERSON COUNTY COMMISSION  
DATE: 7/14/09  
MINUTE BOOK: 158  
PAGE(S): 278 - 279