
ARTICLE I, Assignment and Use Guidelines

[Adopted 9-11-1975 by Res. No. 806-75; amended 1-26-1978 by Res. No. 79-78]

§ 139-1. Establishment of policy.

The Board of Chosen Freeholders of the County of Union hereby reaffirms and adopts the contents of Resolution No. 806 dated September 11, 1975, as the policy of this Board with respect to vehicles owned by the County of Union, with the following amendments.

§ 139-2. Guidelines enumerated.

- A. All County cars assigned to those individuals who reside outside of Union County will be restricted to Union County.
- B. The following plan will be implemented by the Bureau of Motor Vehicles of the Division of Operations in accordance with the Administrative Code of the County of Union [Amended 9-14-2000 by Ord. No. 515; amended 6/20/02 by Ord. No. 553]:
 - (1) When an individual leaves the employment of Union County, the motor vehicle will not be automatically reissued to his/her replacement; at that particular time, the Bureau of Motor Vehicles will determine the merits of reassigning the vehicle.
 - (2) When an individual who is assigned a motor vehicle requests that his/her vehicle should be replaced, he/she must apply to the Bureau of Motor Vehicles for reconsideration of the assignment of the motor vehicle.
- C. All vehicles assigned to a department head, when not in use by the department head, must be made available to his/her staff during working hours.
- D. The entire motor pool management will be assigned to the Bureau of Motor Vehicles of the Division of Operations in accordance with the Administrative Code of the County of Union (i.e., insurance, license plates, maintenance, assignment of motor pool vehicles and replacement plan). [Amended 9-14-2000 by Ord. No. 515; amended 6/20/02 by Ord. No. 553]
- E. All presently issued and valid gasoline credit cards shall be immediately recalled by the Bureau of Motor Vehicles and, where approved, reissued with the specific license plate number embossed onto said gasoline credit card, for the purpose of permitting examinations of charges thereon by license number and driver assigned and to prevent any abuses thereof. [Amended 9-14-2000 by Ord. No. 515]
- F. Where determined by the Bureau of Motor Vehicles to be appropriate, economy cars will be utilized by the County of Union. [Amended 9-14-2000 by Ord. No. 515]

- G. This Board directs that, commencing on December 31, 1977, and continuing on a semiannual basis thereafter (June 30 and December 31 each year), the County Manager shall submit a written and detailed report concerning the motor vehicles owned by the County of Union. The County Manager may, in order to assist in preparing said report, request the Bureau of Motor Vehicles to provide an overall evaluation of the vehicle fleet, its usage and recommendations for improvements to the present system. [Amended 9-14-2000 by Ord. No. 515]
- H. It shall be the policy of the County of Union that the use of a County-assigned vehicle by an employee shall be limited to official County business, and said vehicle shall not be used for personal purposes with the exception of authorized commuting use to and from the employee's workstation. [Added 1-23-1986 by Res. No. 69-86]
- I. No more than 20% of the total motor vehicle pool, excluding law enforcement vehicles, shall be assigned for portal-to-portal use. [Added 9-14-2000 by Ord. No. 515]

ARTICLE V, Motor Vehicle Fleet

[Adopted 3-24-1988 as Res. No. 393-88]

§ 139-10. Policy adopted.

The Board of Chosen Freeholders of the County of Union does hereby adopt the following policy with respect to the Union County motor vehicle fleet, passenger cars.

- A. The passenger car motor vehicle fleet shall be limited to a maximum of 230 vehicles, which limit can only be increased by specific Freeholder resolution based upon adequate justification by the requesting entity.
- B. Upon assignment of a new motor vehicle to any person entitled thereto the older vehicle shall be turned in for disposition to the Fleet Manager.
- C. A Vehicle Distribution Committee shall be established which shall include the County Manager, Bureau Chief of Motor Vehicles and other appropriate individuals as determined by the County Manager and the Bureau Chief of Motor Vehicles. [Amended 9-14-2000 by Ord. No. 515]
- D. The County Manager shall implement this policy by revision and dissemination of new policies and procedures concerning motor vehicles within 60 days of the effective date of this article.

§ 139-11. (Reserved)

ARTICLE VI, Motor Pool and Nonmotor Pool Vehicles

[Adopted 9-24-1992 by Res. No. 749A-92]

§ 139-12. Assignment of nonmotor pool vehicles.

[Amended 9-14-2000 by Ord. No. 515; 6-20-02 by Ord. No. 553; 3-10-2005 by Ord. No. 611]

- A. Assignment shall be to the County Manager; Deputy County Manager; County Counsel; Directors of: Administrative Services; Economic Development; Finance; Human Services; Engineering and Public Works; Parks, Recreation, and Facilities; Runnells; Chief Probation Officer; Tax Administrator; Election Board Administrator; and County Clerk.
- B. Distribution within the law enforcement area shall be to:

(1) Sheriff: two.

- (2) Undersheriff: two.
- (3) Medical Examiner: two.
- (4) County Police: five.
- (5) Corrections: one.
- (6) Detention: one.

- C. Assignments may also be made by the County Manager based upon review and approval by the County Manager of a written statement of justification. Such statement shall set forth in detail the regular requirement of vehicle usage outside of normal working hours and on weekends.
- D. The assignments of such vehicles shall at all times be on the basis of the position and not individuals.

§ 139-13. Criteria for use of motor pool vehicles.

The criteria for use of motor pool vehicles by County employees for the conduct of County business shall be restricted to the following:

- A. Law enforcement purposes.
- B. Client transportation and visits.
- C. Construction site visits.
- E. Visits to areas with high rate of vehicle theft/break in.