40/01 Care and Operation of Vehicles

Prior to leaving the parking lot, the employee shall inspect his/her assigned vehicle for body damage, mechanical conditions, tire wear and cleanliness. Personnel shall immediately report any needed service or new damage sustained to a vehicle.

Accidents - All traffic accidents and incidents resulting in damage to County vehicles shall be reported to a supervisor **immediately** after the collision and appropriate written reports submitted. Under no circumstances will the failure to report vehicle damage be tolerated.

End of Tour of Duty - Employees shall be responsible for necessary servicing of vehicles. Vehicles returning from a tour of duty shall be filled with gas and the oil checked. **Trash shall be cleaned out and the interior left in a clean condition.**

The practice of depositing lunch debris, liquids and other material in the rear seating area is not acceptable. You will find ample trash containers within the unit facility grounds for deposit of these materials.

The Warehouse Manager shall make frequent inspections and require compliance with this order.