

Commissioner Pospisil introduced the following resolution and moved for approval;  
Commissioner Goode seconded the motion.

**0905-04 A RESOLUTION AMENDING THE SUMNER COUNTY  
PERSONNEL POLICIES**

**BE IT RESOLVED**, by the Sumner County Board of County Commissioners meeting in regular session on this the 18<sup>th</sup> day of May 2009 that this body does adopt the following addition/amendment to the Sumner County Personnel Policies.

**USE OF COUNTY VEHICLE(S) – General Operation**

**Section 1 – General Obligations**

Sumner County Government is committed to promoting safe and responsible driving for all of its employees. To ensure that this commitment is followed through, all employees who operate County owned vehicles during the performance of their jobs, to do so in a lawful and safe manner. An employee who, at the County's request and through the County's authorization, is asked to operate a County vehicle or a rented vehicle will do so for County business use only and will not be considered available for personal use in any way. No unauthorized persons will be permitted to operate a County vehicle or ride as a passenger in said vehicle.

The County has the sole discretion in determining who may operate County or County-sponsored vehicles, therefore, the County has the right to review any appropriate documents including but not limited to driving records, proof of a valid license, and automobile insurance information and must be made aware of any driving violations or changes to driver information immediately.

Employees must be 18 years of age to operate a County vehicle.

Employees are expected to take all steps necessary to avoid endangering themselves and others while operating County or County-sponsored vehicles on County business. To ensure this, employees authorized to operate County/County-sponsored vehicles are expected to ensure that all occupants wear safety belts when the vehicle is in operation and that the vehicle to which the employee is assigned is maintained in a safe driving condition. Employees driving county owned or rented vehicles should comply with respective laws governing motor vehicle operations. Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the County up to and including termination.

**Section 2 – Vehicle Location**

All County vehicles shall be available for use in connection with County business. County vehicles not being used for County business (off-hours) shall be kept on County premises unless temporarily located elsewhere, for example, for maintenance.

**Section 3 – Accident Reporting**

Any employee involved in an accident while driving a County owned vehicle must immediately report it to the Risk Management Office. If the accident occurs while commuting or during non-work-related usage of the vehicle, the claim should also be filed with the employee's personal insurance carrier.

All accidents, regardless of damage, must be reported to the appropriate law enforcement agency, and the complaint number, along with a completed County Vehicle Accident Report Form must be forwarded to the Risk Management Office.

**Section 4 – Operation of Take-Home Vehicles**

In addition to the above stated policies, an employee driver ("ED") assigned a take-home vehicle due to work related calls or trips either before working hours or after ("Extra Duties") must adhere to the following rules and standards.

- A. ED must keep a daily log of trips ("Use Log") made in the county vehicle that would qualify as Extra Duties. **This log should also show the daily mileage commute of the vehicle operation.**
- B. In this Use Log, ED must justify why these trips were necessary as Extra Duties instead of being performed after coming to county premise to retrieve a county vehicle for use during the work day.
- C. On a monthly basis, ED must turn into his/her supervisor for review the Use log. Each quarter, the Use Log must be reviewed by the supervisor and based upon past usage determine if continued take home use is appropriate. **Monthly reports should be turned into Finance Department and Finance Director will make report when necessary to Financial Management Committee.**
- D. Employees and official of the County are prohibited from using County owned vehicles for personal use, except for commuting when authorized and in case of an emergency. Such authorization shall be granted for bona fide non-compensatory reasons promoting County business and for incidental personal use.
- E. All employees and County officials who are assigned vehicles with take-home privileges are required to do the following:
  - I. Complete a Vehicle Usage Report and submit it to Financial Management, who will forward it to Payroll for calculation of the Social Security tax on this fringe benefit (annual for the period of November 1 thru October 31 by November 15<sup>th</sup> IRS-Special Accounting Rule) **if any employee leaves employment this information must be turned in before final payroll can be processed.**
  - II. Acquire and maintain liability insurance on the vehicle assigned, to provide coverage for commuting and non-work related usage of the vehicle. Liability coverage can be obtained by adding an endorsement to the employee's personal auto insurance policy that extends to a non-owned vehicle. Minimum amounts of liability coverage shall be not less than three hundred fifty thousand dollars (\$350,000.00) for bodily injury or death of one person in any one accident, and to a limit of not less than one hundred thousand dollars (\$100,000.00) for damage or destruction of property of others in any one accident.
  - III. The endorsement showing proof of the amount of liability coverage is to be forwarded to Risk Management at the time take home privileges are granted. It is the employee's responsibility to ensure that their insurance agent provides an updated certificate of insurance to Risk Management.

**Section 5 – Exemptions**

Emergency personnel and emergency vehicles (defined to include but not be limited to the Office of the Sheriff, the Sumner County Ambulance Service and Sumner County Emergency Management), are exempt from this policy during their normal course of duty.

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Commissioner Vaughn moved, seconded by Commissioner Goode, to exempt from the Vehicle Use Policy the emergency vehicles. The concern was emergency agency directors not being able to carry passengers in their vehicles in the normal course of their duty.

The electronic vote was recorded in the following manner:

**Exempt Emergency Vehicles**

MINUTE BOOK SEVENTEEN  
MAY 18, 2009

Akins	Y	Fennell	Y	Cummings	Y
Utley	Y	Graves	Y	Satterfield	Y
F. Freels	Y	Matthews	Y	Boyd	Y
England	Y	Hendricks	Y	Vaughn	Y
LeMarbre	Y	Decker	Y	Hyde	Y
Hughes	Y	Kimbrough	Y	Goode	Y
Skidmore	Y	P. Freels	Y	Stone	Y
Hobbs	Y	Pospisil	Y		

0905-04 AMEND1      Yes: 23      No: 0      Abs: 0      07:53 PM

Chairman Hyde declared the amendment approved by the body

Commissioner Matthews moved, seconded by Commissioner Frank Freels, to clarify the resolution to state that four vehicles that were no longer being taken home in the Codes, Planning, Engineering and Health Risk Management Departments.

The electronic vote was recorded in the following manner:

**No take home vehicles**

Akins	Y	Fennell	N	Cummings	N
Utley	N	Graves	Y	Satterfield	N
F. Freels	Y	Matthews	Y	Boyd	A
England	N	Hendricks	N	Vaughn	N
LeMarbre	N	Decker	N	Hyde	Y
Hughes	N	Kimbrough	N	Goode	N
Skidmore	Y	P. Freels	Y	Stone	Y
Hobbs	N	Pospisil	N		

0905-04AMEND2      Yes: 8      No: 14      Abs: 1      07:59 PM

Chairman Hyde declared the amendment failed to be approved by the body.

The electronic vote was recorded in the following manner:

Akins	Y	Fennell	Y	Cummings	Y
Utley	Y	Graves	Y	Satterfield	Y
F. Freels	Y	Matthews	Y	Boyd	Y
England	Y	Hendricks	Y	Vaughn	Y
LeMarbre	Y	Decker	Y	Hyde	Y
Hughes	Y	Kimbrough	Y	Goode	Y
Skidmore	Y	P. Freels	Y	Stone	Y
Hobbs	Y	Pospisil	Y		

0905-04      Yes: 23      No: 0      Abs: 0      07:59 PM

Chairman Hyde declared the resolution approved by the body.

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Commissioner Pospisil introduced the following resolution and moved for approval; Commissioner LeMarbre seconded the motion.

**0905-05      A RESOLUTION ADOPTING UNIFORM POLICIES AND PROCEDURES FOR GRANT ADMINISTRATION**

**WHEREAS**, sound accounting internal controls and the procedures of the State of Tennessee, Division of County Audit require that all grants, endowments and other third party contributions of funding (hereinafter referred to as "Grant")