

Warren County Board of Supervisors

RESOLUTION No. 70 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS WILD, DRISCOLL, ETU, MADAY, BEAN, PATCHETT AND MERLINO

ADOPTING THE WARREN COUNTY MOTOR VEHICLE USE PROGRAM POLICY

WHEREAS, the County Attorney requested, and the Personnel, Administration & Higher Education Committee approved, a Warren County Motor Vehicle Use Program Policy, and recommended that the same be advanced to the Board of Supervisors for consideration and approval, now, therefore, be it

RESOLVED, that the Warren County Motor Vehicle Use Program Policy, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Warren County Motor Vehicle Use Program Policies, Resolutions or parts thereof inconsistent with the annexed Warren County Motor Vehicle Use Program Policy are hereby repealed effective February 21, 2025.

SCHEDULE “A”

Warren County Motor Vehicle Use Program Policy

I. General Policy

The County maintains a fleet of “motor vehicles” (defined for this program as being any motorized vehicle requiring registration with the State of New York), for the express use of official County business. This Vehicle Use Program provides policy and protocol governing the use of County motor vehicles.

II. Definitions

At-Fault Accident: Motor vehicle accidents are defined as any occurrence involving the operation of a County-owned or leased motor vehicle, being operated by a County employee while engaged in the performance of his or her duties that results in death, physical injury or property damage that is deemed to be chargeable per the NYS Vehicle and Traffic Laws.

County Vehicle: A vehicle owned, rented or leased by the County of Warren for official county business.

Commercial Vehicle: For purposes of this policy, “Commercial Motor Vehicle” means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) including a towed unit with a gross vehicle weight of more than 4,536 kilograms (10,000 pounds); or has a gross vehicle weight rate of 11,794 or more kilograms (26,001) or more pounds); or is designed to transport 16 or more passengers, including the driver; or is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

Conditional License: Defined in section 1196-(7) of the NYS Vehicle and Traffic Law as a license to be used by the holder thereof only: en route to and from the holder’s place of employment; if the holder’s employment requires the operation of a motor vehicle as permitted; en route to and from a class or an activity which is an authorized part of the alcohol and drug rehabilitation program and at which attendance is required; en route to and from a class or course at an accredited school, college, or university or to a state approved institution of vocational or technical training; to ro from court ordered probation activities; to and from a motor vehicle office for the transaction of business relating to such license or program; for a three (3) hour consecutive daytime period, chosen by administrators of the program, on a day during which the participant is not engaged in usual employment or vocation; en route to and from a medical examination or treatment as pat of a necessary medical treatment for such participant or member of the participant’s household, as evidenced by a written statement to that effect from a licensed practitioner; and en route to and from a place, including a school, at which a child or children of the holder are cared for on a regular basis and which is necessary for the holder to maintain such holder’s employment or enrollment at an accredited school, college or university or at a state approved institution of vocational or technical training.

Department Head: Each elected and appointed County officer responsible for the administration of their respective departments, agencies and offices which collectively constitute the structure of the County’s governmental operations.

EAP: Employee Assistance Program.

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FMCSA: Federal Motor Carrier Safety Administration.

FMCSA Clearinghouse: A secure online database that gives employers, the FMCSA, State Licensing Agencies (SDLAs) and State law enforcement personnel real-time information about the holders of commercial driver's licenses (CDLs) and commercial learning permits (CLPs) drug and alcohol program violations. The Clearinghouse contains records of violations of drug and alcohol prohibitions in 49 CFR Part 382, Subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return-to-duty (RTD) process and follow up testing plan, this information is also recorded in the Clearinghouse.

Ignition Interlocking Device: Defined in 9 NYCRR §358.3 as any blood alcohol concentration equivalence measuring device which connects to a motor vehicle ignition system and prevents a motor vehicle from being started without first determining through a deep lung breath sample that the operator's equivalent blood alcohol level does not exceed the calibrated setting on the device as required by standards of the NYS Department of Health in 10 NYCRR §59.10.

NYS CDL: A NYS Commercial Driver's License allowing individuals to operate a commercial vehicle.

NYS DMV: New York State Department of Motor Vehicles.

LENS Program: The New York State Department of Motor Vehicles License Event Notification Service (LENS). The County subscribes to the LENS Program by entering the employee driver information of all authorized drivers of County vehicles per the terms and conditions of this program and receives daily information from NYS Department of Motor Vehicles regarding the driving records for County employees authorized to operate a County vehicle as part of their official County employment duties.

Over-the-Road (OTR) CDL: A commercial driver's license (CDL) that allows a driver to operate a vehicle across state lines and drive long-haul routes.

Police Vehicle: Any vehicle owned by the County that is owned, operated and maintained by a law enforcement agency for law enforcement purposes.

Private Passenger Vehicle: A vehicle that is owned with four wheels that requires insurance in order to be used on a roadway that weighs less than six thousand five hundred (6,500) pounds and is not an ambulance, fire vehicle, motorcycle, livery vehicle, police vehicle, taxicab or farm vehicle.

Restricted Use License: Defined in section 530 of the NYS Vehicle and Traffic Law as a license issued to a person whose driving has been heretofore suspended or revoked pursuant to the provisions of section 510 for whom the holding of a valid license is necessary to:

- his or her employment, business, trade, occupation or profession; or
- his or her travel to and from a class or course at an accredited school, college or university or a state approved institution of vocational or technical training; or
- attend a medical examination or treatment as part of a necessary medical treatment for such participant or a member of their household.

Safety Sensitive as defined by FMCSA: Safety sensitive functions including driving; waiting to be dispatched; inspecting, servicing or conditioning any commercial motor vehicle; at the controls of a commercial motor vehicle; on or in a commercial motor vehicle; loading or unloading a commercial motor vehicle (including assisting, attending, giving and getting receipts); performing driver requirements

associated with an accident; or when the vehicle is disabled - repairing, getting help or staying with the vehicle.

Take Home Vehicle: A County-owned, leased and maintained vehicle specifically assigned to a County employee for that employee's convenience to be used for their official County duties.

Testing: Drug and alcohol testing required per county collective bargaining and/or FMCSA and undertaken as part of this program for all those County authorized drivers.

Valid License: A driver's license issued by a State Authorized Department of Motor Vehicles that is not expired, restricted, suspended or revoked.

Weapon: All those items mentioned and defined in section 265.00 of the NYS Penal Law.

Work Site: A location of work assigned to an employee of the County of Warren.

III. Non-CDL Licensed Operation of a County Vehicle

A. Eligibility Standards for Non-CDL Licensed Drivers:

1. County employees are approved to operate a County owned or leased vehicle if they are:
 - a. are at least eighteen (18) years old; and
 - b. possess a valid NYS Driver's License that is not conditional, restricted, expired or revoked; and
 - c. provide proof of having attended a driver training and/or improvement program within the last three (3) years; and
 - d. have had their motor vehicle record reviewed for those requirements by the Department of Human Resources, per the terms and conditions of this program; and
 - e. agree to enroll in the LENS Program, thereby allowing the County to receive notification from LENS regarding the employee's driving record; and
 - f. are a person who is not subject to the installation of an ignition interlock device on any motor vehicle they drive arising from a conviction under the NYS Vehicle and Traffic Law or Penal Law; and
 - g. have no restrictions that would prevent the employee from legally or safely operating a County vehicle assigned to them for work assignments; and
 - h. are authorized to operate a County vehicle by the employee's Department Head.
2. Newly hired employees whose job description requires them to operate a County vehicle in the course of their employment must meet the requirements of II.A.1 as a condition of employment.
3. Volunteers and interns are eligible to drive a County vehicle when authorized to perform official County business by a Department Head. Individuals given permission to drive a County vehicle must agree to participate in the County's LENS Program, and possess a valid NYS Driver's License with no restrictions and agree to abide by the terms and conditions of this County Vehicle Use Policy.

4. Authorized drivers of County-owned and operated vehicles shall be given a copy of this policy program and be required to provide a copy of their valid NYS Driver's license, agree to participate in the County LENS Program and execute their acknowledgment of the terms and conditions of this policy program.
5. Member of employees' families **shall not** have permission to operate a County vehicle.

B. Ineligibility to Operate a County Vehicle for Non-CDL Licensed Drivers:

A County officer, employee or volunteer shall not be eligible to drive a County vehicle as part of their employment and/or service if they:

1. No longer possess a valid license issued by NYS DMV; or
2. Refuse to enroll or continue enrollment in the LENS Program; or
3. Are a person who is subject to the installation of an ignition interlock device on any motor vehicle they drive arising from a conviction under the NYS Vehicle and Traffic Law, Penal Law, or similar statutes from another jurisdiction in the United States of America; or
4. Have any restrictions that would prevent the employee from legally or safely operating a motor vehicle assigned to them for work assignments; or
5. Have three (3) at-fault accidents in a County vehicle within the prior thirty-six (36) months of County employment; or
6. Have been arrested for and/or convicted of violating any provision of the NYS Vehicle and Traffic Law sections 1192 and 1192-a or any similar alcohol or drug related driving offense in another state.

C. Reinstatement of Driving Privileges for Non-CDL Licensed Drivers:

1. In the event that an employee loses their privilege to drive a County vehicle pursuant to Section III(B)(5) above, said privilege shall be reinstated if the employee successfully completes an approved Driver Safety Course recognized by the NYS Department of Motor Vehicles and proof of completion is provided to the employee's Department Head, the Director of Human Resources and the County Attorney's Office.
2. In the event an employee loses their eligibility to drive a County vehicle pursuant to Section III(B)(6) above, said eligibility shall be reinstated if the employee is determined by a court of competent jurisdiction not to have violated any subsection of the NYS Vehicle and Traffic Law Section 1192, or if determined by a court of competent jurisdiction to have violated any subsection of the NYS Vehicle and Traffic Law Section 1192 the employee regains possession of a valid license that is not a conditional license or restricted use license.
3. In the event an employee's eligibility loses his or her eligibility to drive a County vehicle pursuant to Section III(B), the employee's eligibility shall be reinstated after the employee is referred to and successfully completes the terms and conditions of the Employee Assistance Program (EAP) in a manner acceptable to the County's Director of Human Resources. The reinstatement of the employee's driving privileges shall be provided to the County Attorney's Office.
4. The Department of Human Resources shall inform the Department Head, County Attorney's Office and the Self-Insurance Office of an employee's completion of the required EAP completion and driving privileges.

D. Repeat Offenses for Non-CDL Licensed Drivers:

In the event an employee becomes ineligible to drive a County vehicle twice during any three (3) year period, the employee shall be ineligible to drive a County vehicle for a minimum period of two (2) years from the date of the second event making them ineligible. The employee's eligibility to drive a County vehicle may be reinstated after the two (2) year period only upon approval of the Department Head, Director of Human Resources and the County Attorney's Office.

IV. CDL Licensed Operation of a County Vehicle

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Regulations (49 CFR Part 40 and 382), County employees who meet the requirements of the FMCSA are subject to drug and alcohol testing. Every County employee who is required to hold a Commercial Driver's License (CDL) and who operates a motor vehicle designed to transport sixteen (16) or more passengers (including the driver); or with a weight of twenty six thousand (26,000) or more pounds; or is used to transport hazardous materials which require the motor vehicle to be placarded; is required by the FMCSA to submit to the following drug and alcohol test: Random drug and alcohol testing per collective bargaining agreement parameters; Post-accident testing per FMCSA regulations; reasonable suspicion testing; return to duty testing; and/or follow-up testing.

A. Eligibility Standards for CDL Licensed Drivers:

County employees are approved to operate a County owned or leased commercially rated vehicle as part of their employment if they:

1. Are at least eighteen (18) years old; and
2. Possess a valid NYS CDL Driver's License that is not conditional, restricted, expired or revoked; and
3. provide proof of having attended a driver training and/or improvement program within the last three (3) years; and
4. Have had their motor vehicle record reviewed for these requirements by the Department of Human Resources per the terms and conditions of this program prior to being hired; and
5. Agree to enroll in the LENS Program, thereby allowing the County to receive notification from LENS regarding the employee's driving record; and
6. Are a person who is not subject to the installation of an ignition interlock device on any motor vehicle they drive arising from a conviction under the NYS Vehicle and Traffic Law or Penal Law; and
7. Have no restrictions that would prevent the employee from legally or safely operating a County vehicle assigned to them for work assignments; and
8. Are authorized to operate a County vehicle by the employee's Department Head; and
9. Have successfully passed a FMCSA CDL physical exam and provided a current medical examination certificate to the County; (The medical certification exam will be at the expense of the County for the purpose of CDL physical examinations. Conflicts of medical opinion will be resolved based upon 49 CFR §391.47); and
10. Agree to abide by the FMCSA CDL requirements for drug and alcohol testing and the ***Warren County Alcohol and Drug Testing Policy: Commercial Driver License (CDL)***.

Newly hired employees whose job description requires them to operate a commercially rated County vehicle in the course of their employment must meet the requirements of III.A as a condition of employment.

B. Ineligibility to Operate a Commercially Rated County Vehicle for CDL Licensed Drivers

A County officer, employee or volunteer shall not be eligible to operate a commercially rated County vehicle as part of their employment and/or service if they:

1. No longer possess a valid license issued by NYS DMV; or
2. Refuse to enroll or continue enrollment in the LENS Program; or
3. Are a person who is subject to the installation of an ignition interlock device on any motor vehicle they drive arising from a conviction under the NYS Vehicle and Traffic Law, Penal Law, or similar statutes from another jurisdiction in the United States of America; or
4. Have any restrictions that would prevent the employee from legally or safely operating a motor vehicle assigned to them for work assignments; or
5. Have three (3) at-fault accidents in a County vehicle within the prior thirty-six (36) months of County employment; or
6. Have been arrested for and/or convicted of violating any provision of the NYS Vehicle and Traffic Law sections 1192 and 1192-a or any similar alcohol or drug related driving offense in another state; or
7. Fail a drug and/or alcohol test administered by the County; or are identified as under the influence per the County's reasonable suspicion protocols; or are deemed to have failed a drug and/or alcohol test by refusing to take the test as directed by their supervising authority per the terms and conditions of the employees collective bargaining agreement, the *Warren County Substance Abuse Policy for Employees*, and the *Warren County Alcohol and Drug Testing Policy: Commercial Driver License (CDL)*.

C. Reinstatement of Driving Privileges for CDL Licensed Drivers

In the event an employee loses their eligibility to drive a commercially rated County vehicle pursuant to this policy, the employee's driving privileges shall be instated in accordance with the conditions set forth in the *Warren County Alcohol and Drug Testing Policy: Commercial Driver License (CDL)* and the terms and conditions established by the FMCSA.

V. Vehicle Usage

County vehicles shall not be used for private or personal use whatsoever. All County owned, leased and maintained vehicles shall be properly marked with the County's approved insignia as practicable. All drivers of County vehicles must observe New York State Vehicle and Traffic Laws and County's Vehicle Use Program including, but not limited to:

1. Using a county assigned vehicle specifically for official County business and/or a County agency sponsored or operated program;
2. Wearing seat belts and ensuring all passengers being transported within a County vehicle wear seat belts per New York State Vehicle and Traffic Laws, as practicable;
3. Understanding that drivers shall be responsible for any traffic violations including, but not limited to speeding tickets, parking tickets, moving violations that may be issued as a result of their operation of a County vehicle;
4. Observing the *County's Smoking and Tobacco Use Policy - Resolution No. 523 of 2016* prohibiting any smoking when inside a County vehicle;
5. Refraining from using a handheld mobile telephone or portable electronic device or electronic while operating a County vehicle;

6. Refraining from consumption of alcoholic beverages or use of drugs while at work and/or operating County vehicles, equipment or equipment per the *Warren County Substance Abuse Policy for Employees - Resolution No. 138 of 2019*;
7. Observing the regulations concerning controlled substances and alcohol testing for NYS Commercial Driver's Licenses as governed by the FMCSA, the *Warren County Alcohol and Drug Testing Policy: Commercial Driver License (CDL)* and the *Warren County Substance Abuse Policy for Employees*;
8. Allowing only County employees as passengers with the exception of the transport of individuals in the furtherance of County business.

At not time, **EXCEPT** for law enforcement personnel in the performance of their official duties, shall any authorized driver, as defined by this policy, have any weapon, within his or her personal vehicle and/or a County motor vehicle while on County owned, leased or maintained property or in the course of their employment. **An employee who is identified as having a weapon in violation of this policy shall be immediately reported to the Department Head.**

VI. County Authorized Take Home Vehicles

1. Department Heads must obtain approval to take a County vehicle to their place of residence overnight from the County Administrator prior to a vehicle being taken home.
2. An employee may be granted authorization from their Department Head to take home a County vehicle due to the nature of their employment responsibilities.
3. Department Heads who have employees who have permission to take home a County vehicle shall be required to maintain a detailed log or record setting forth the date(s) vehicles were authorized to be taken home under this subsection, the name of the employee, the vehicle year, make, model, the reason or purpose for a take home vehicle, the employee's position, title and vehicle number. County assigned take home vehicles shall be driven only to and from the place of residence to the work site. No personal errands shall be allowed. Authorized County employees assigned a take home vehicle, shall submit a detailed quarterly usage report stating the use of the County vehicle assigned to them, their employee number, and the days the vehicle was taken home when used for official County business. This employee specific quarterly usage report shall be filed with the Warren County Treasurer and a copy shall be submitted to the County Fleet Manager no later than the last day of each fiscal quarter. The use of a County vehicle is considered a fringe benefit and is taxable per IRS regulation.
4. An employee taking home a County vehicle on a regular recurring basis must provide their name; vehicle year, make, model and license plate number; and address to the County property and casualty insurance program for a covered garage location.

VII. Borrowing a Vehicle from the County's Pool of Unassigned Vehicles

1. Authorization to use a County vehicle for travel in accordance with the **Meeting, Conference and Job Training Policy** from the County Fleet Pool requires approval under the policy parameters.
2. Authorized travel requests for the use of a County Fleet Pool vehicle shall be requested through the "Car Reservations Program" in the Vinyl online programming in "My Warren," and shall include dates of the travel, destination, purpose and the employee(s) who will be responsible for driving the vehicle.
3. A County employee, intern, official or volunteer shall produce their valid State Authorized Driver's License in accordance with the provisions of this policy prior to any use of the County vehicle.

4. County Fleet Pool Vehicles will be assigned on a first come, first serve basis.

VIII. Maintenance and Safety

All drivers shall be required to adhere to their departmental vehicle maintenance and safety inspection guidelines. The County's mechanics or designated repair shops shall be responsible for the performance of routine maintenance (other than warranty items) and repair of all County motor vehicles and equipment. In addition, the following procedures shall be followed:

1. Supervisors shall be responsible for enforcing the County's vehicle safety standards for the employees assigned to their Department work group.
2. Employees are required to conduct a vehicle maintenance and safety inspection for their assigned vehicle prior to and at the end of their use of the County vehicle and immediately report any known or suspected mechanical and physical defects to their supervisor.
3. Employees shall be responsible for:
 - a. checking that the vehicle is clean - no trash, good overall appearance before and after each use and report any deficiencies to their supervisor;
 - b. checking that any tools, equipment or other items do not interfere with the driver's ability to operate the vehicle or pose threats in situations where the driver suddenly stops or swerves the vehicle or otherwise cause items in the vehicle to move around;
 - c. ensuring that a current copy of the vehicle registration and the insurance card are in the vehicle and all required inspection stickers are up to date;
 - d. checking that both license plates are properly attached and visible at all times; and
 - e. conducting a daily visual inspection for obvious problems (flat tire, damage, dents, leaks) before the start of the workday and during the workday when approaching the vehicle. An unsafe vehicle should not be operated until repairs are made.

IX. Accident Reporting

In the event a County employee is involved in a motor vehicle accident, such employee shall comply with the following when driving a County vehicle involved in an accident per Resolution No. 318 of 2024;

1. Any accident involving a County motor vehicle must be **IMMEDIATELY** reported to the law enforcement agency having jurisdiction in which the accident has occurred.
2. Accidents are to be reported as soon as practical to the employee's supervisor. The employee's supervisor shall notify the respective Department Head and the Property and Casualty Risk Manager as soon as practical after the accident not later than the close of the following business day.
3. The employee involved in the accident, and the employee's supervisor shall complete the County's Employee Incident Report. The employee's supervisor shall transmit the Employee Incident Report to the Property and Casualty Risk Manager as soon as practical, but not later than the close of the following business day.

When a motor vehicle incident or collision occurs, authorized County drivers using County vehicles **MUST** take the following steps:

1. Turn on the vehicle's 4-way flashing hazard lights, if operable;
2. Notify the police (call 911) and their immediate Supervisor;

3. Supply their name and driver's license to law enforcement authorities;
4. Make arrangements to have the vehicle towed as needed; and
5. Comply with the drug-alcohol testing requirements of the *Warren County Alcohol and Drug Testing Policy: Commercial Driver License (CDL)*, the *Warren County Substance Abuse Policy for Employees*, and FMCSA as required by the employee's collective bargaining unit.

If a vehicle becomes disabled outside of the Warren County jurisdiction, the County employee shall coordinate a tow of the vehicle per the instructions of their Department Head.

X. Department Head Responsibilities

County Department Heads shall review this policy with all employees authorized to drive a County vehicle prior to using a vehicle for official County business and at any time when this policy is changed. Department Heads shall obtain a signed acknowledgment form from each County employee authorized to operate a vehicle for County business PRIOR to the employee's use of the County vehicle. The Department Head shall communicate with the Department of Human Resources to determine each employee's eligibility under this policy as an authorized driver PRIOR to vehicle use.

County Department Heads and/or their designee shall notify the Self-Insurance Department upon hire or termination of employees authorized to drive County vehicles or other vehicles for County business using the attached Schedule "D" LENS Add/Remove Driver form within forty-eight (48) hours of the employment status change. The Self-Insurance Department will maintain the NYS DMV LENS database accordingly in partnership with the Department of Human Resources and the County Attorney's Office.

XI. Insurance Recoveries Involving County Vehicles

Accidents involving a vehicle owned, rented or leased by the County shall be governed by the County Policy for Reporting Accidents, Incidents, Claims and Litigation.

1. County employees and representatives shall utilize the **County Incident Report** when reporting automobile incidents involving County vehicles. This Incident Report supplements and does not replace any mandatory calls required to report an incident to the County Sheriff's Office or other local law enforcement in the jurisdiction where the incident occurred.
2. All property and casualty incidents that result in damage to County vehicles shall be reported upon the **County Incident Report** to the Property and Casualty Risk Manager for investigation, as needed.
3. The Property and Casualty Risk Manager shall report incidents identified as a risk to the County to the County's insurance company for a coverage determination per the terms and conditions of the County's insurance program, unless the identified risk is believed to be within the deductible of the County's property and casualty insurance program.
4. The Property and Casualty Risk Manager shall work with Department Heads to obtain an estimate of the damage to the vehicle and its contents to determine if the vehicle is repairable and reportable to the County's insurance carrier or another party's insurance carrier as applicable.
5. Insurance recoveries for vehicle property damage shall be credited to departmental budgets which shall be amended by the County Treasurer to reflect the income received.
6. If a vehicle is totaled by the County's insurance carrier, the Department Head who has

responsibility for the vehicle shall transfer it to the County Fleet Manager for disposal.

XII. Criteria for Vehicle Replacement

The current County Fleet is evaluated based on the age of its vehicles. Any vehicle ten (10) years or older will be evaluated by the Fleet Manager to determine if the vehicle should be retained in the fleet, used as a trade-in or sold at auction. Each year the County Administrator and Fleet Manager shall conduct an analysis of the County's fleet usage to determine vehicle need. If the analysis shows that a department frequently borrows fleet vehicles that are not assigned to their department, the County will consider adding a vehicle to that department's inventory. *The Sheriff's Office and Department of Public Works shall be exempt from the provisions of this criteria for any vehicle utilized on 365 days a year/24 hour/7 days a week basis for the provision of County services.*

XIII. Expenditures for Green Vehicle Purchases

The County shall consider the purchase of fuel efficient, electric, hybrid-electric and/or other sustainable vehicles defined as "green" vehicles for its vehicle fleet whenever practicable if the purchase provides a cost effective, fuel and energy efficient use for County operational vehicle use per Resolution No. 305 of 2019.

County vehicles are purchased based upon vehicle safety ratings, intended use, weight, classification, miles per gallon, annual miles driven and functionality.

XIV. Funding for Vehicle Purchases

1. The County Administrator shall have responsibility for submitting a resolution request to the Finance & Budget Committee to transfer funds from the Vehicle Reserve Fund to the department budgets to allow the department to replace or purchase a vehicle.
2. In the instance where a department can receive reimbursement for the purchase of a vehicle, the County Administrator will submit a resolution request to the Finance & Budget Committee to amend the appropriate departmental budget to recognize the expense and associated revenue.
3. Once the resolution is approved by the Board of Supervisors and funds are posted to the appropriate department budget, the department can proceed with completing a Purchase Order and shall work with the County Purchasing Agent and Fleet Manager to proceed with the vehicle purchase, registration, delivery and insurance.

XV. County Protocols for the Receipt of Purchased Vehicle

1. All vehicles purchased by the County shall be delivered to the County Fleet Manager at 1340 State Route 9, Lake George, NY 12845. The Fleet Manager shall have the responsibility of inspecting the vehicle to ensure that it is the correct vehicle and it meets all of the specifications outlined in the bid.
2. The Fleet Manager will request the Vendor provide the vehicle's Certificate of Origin and Bill of Sale; complete and submit the County **Add/Delete/Transfer Auto Form** found on the Self-Insurance website: <http://warrencountyny.gov/insurance/pc.php> in order to obtain insurance for the vehicle.
3. The Fleet Manager will obtain appropriate registration and license documents, sign and complete required paperwork for the vehicle and forward to the respective Department for payment.
4. Once the vehicle is insured, registered and plated, the Fleet Manager will deliver the vehicle to the County Department of Public Works for decal placement.

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5. The County Department of Public Works will contact the Fleet Manager when the vehicle is ready for delivery to the Department. The Fleet Manager will then contact the Department Head or their designee to arrange for delivery of the vehicle and provide its paperwork within one (1) week of its delivery from the dealer.
6. All vehicles will be delivered with two (2) sets of keys, unless the Department requires and requests additional sets of keys. Vehicle keys shall be kept in a secure place within the Department offices. A third set will be made and will remain with the Fleet Manager.
7. The Department of Public Works and Sheriff's Office shall be exceptions to this policy section.

XVI. County Protocols for the Disposal of Vehicles

1. Surrendered vehicles shall be transferred to the County Fleet by surrendering the vehicle license plate and registration to the Department of Motor Vehicles and completing and forwarding copies of them to the County Fleet Manager and to the appropriate departments indicated on the forms:
 - a. Property Transfer Form which can be found on the Department Head SharePoint site.
 - b. Add/Delete/Transfer Auto Form which can be found on the Vinyl website:
<http://warrencountyny.gov/insurance/pc.php>
2. The Fleet Manager will assess the useful life of the vehicle and make a final determination of the vehicle's contained value to the County or disposal.
3. If the Fleet Manager determines that the vehicle is at the end of its useful life, the Fleet manager will surrender the registration and license plate to the Department of Motor Vehicles and complete the appropriate forms above to remove the insurance.
4. If the Fleet Manager determines that the vehicle has value, they will have the authority to transfer it to another department based upon need. The Fleet Manager shall have the responsibility or processing the appropriate forms needed for licensing and insuring the vehicle under the new department.
5. If a vehicle is sold and belonged to a department that received reimbursements from state, federal or other agency funds, the department must follow the agency's regulations for disposing of assets.
6. If a vehicle is sold for any other department, all funds are to be deposited in the General Fund and the County Treasurer is directed to deposit these funds into the Vehicle Reserve Fund.

ADOPTED BY A UNANIMOUS VOTE OF THOSE PRESENT