

DATED THIS 11th day of March 2026.

THE BOARD OF COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON



Paul Fournier, Chair



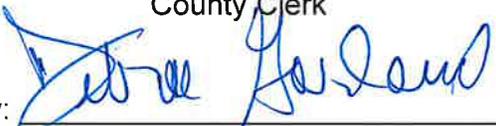
Mary Faith Bell, Vice-Chair



Erin D. Skaar, Commissioner

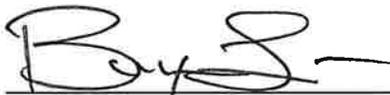
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ATTEST: Christy Nyseth,
County Clerk

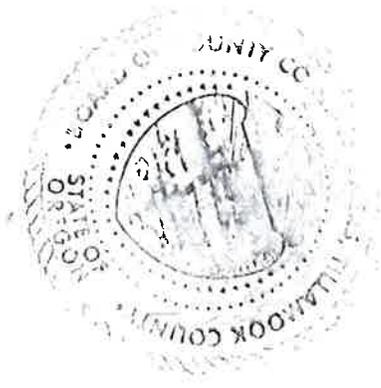
By: 

Special Deputy

APPROVED AS TO FORM:



Bryan Libel, County Counsel





ADMINISTRATIVE POLICY

SECTION: Human Resources		POLICY: HR-1	
TITLE: Driving and Vehicle Policy		ORDER #: 26-012	
DEPT: Human Resources			
ADOPTED: 3/11/2026	REVIEWED: N/A	REVISED: N/A	

1. PURPOSE/OBJECTIVE:

The purpose of this Policy is to provide for the maintenance and safe operation of vehicles owned by Tillamook County. Driving is among the most hazardous tasks performed by employees, elected officials, and volunteers of the County. Therefore, it is the policy of the County that County drivers will follow safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departure, refraining from operating equipment such as cell phones and radios while the vehicle is moving under non-emergency circumstances and not operating a vehicle when the driver's ability to react is impaired. Drivers are expected to follow defensive driving principles, Oregon laws and regulations to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions. It is the intent of this Policy that unsafe or improper behavior be identified and corrected. The purpose of this policy also is to emphasize use of County-owned vehicles while conducting County business to reduce travel expenses and liabilities from using personal vehicles.

2. APPLICABILITY:

This Policy applies to all employees, elected officials, and volunteers, hereinafter referred to as 'driver' or 'drivers'. Department directors and elected officials are responsible for enforcing this Policy and shall ensure all drivers who drive are provided with a copy of this Policy and are notified of all the potential consequences of policy violations.

3. AUTHORIZATION:

- A. The County reserves the right to withhold the use of County-owned vehicles from any person for reasons associated with safety of equipment or personnel.
- B. At the discretion of each supervisor, a requirement for maintaining a logbook may be imposed on drivers. Upon operation of any such vehicle, the driver shall enter the required information into the vehicle logbook.
- C. Some departments may be assigned permanent vehicles based on special needs. These vehicles will be available to the motorpool when not in use by the department. This does not include emergency or other specialized vehicles.

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- D. Authorized drivers whose work requires travel out of County may use their own personal vehicle, if approved by their supervisor. Such approval shall be subject to the County's policy for mileage reimbursement and shall depend upon County vehicle availability, the nature of the trip and the availability of travel funds within the department's budget.
- E. A copy of this Policy shall be kept in each County-owned vehicle.

4. PROCEDURES:

The County shall allow only drivers that meet the following eligibility criteria to drive on its behalf.

A. Job Applicants

- 1. When any position is being filled for which driving is an essential function, the driving record for the previous three (3) years shall be evaluated according to the following procedure:
 - 1.1 The Human Resources Department shall conduct a driving record check through the Oregon Department of Motor Vehicles (DMV) prior to finalizing an employment offer. Human Resources may also request that a three (3) year driving history be provided with the application or provided at the time of interview.
 - 1.2 If the applicant being considered for hire is from outside the State of Oregon, Human Resources will require a copy of the applicant's driving record to be provided to comply with the requirements of the position.
 - 1.3 Human Resources will complete the driving record check and will inform the supervisor with the results. If the driving record does not meet County standards, the recommendation not to hire the applicant will be made.
 - 1.4 If the supervisor requesting the hire wishes to contest this recommendation, an appeal may be made to the Chief Administrative Officer. If required by the position the driving record shall be considered in determining whether an applicant is acceptable (see Appendix A).

B. County Drivers

- 1. Any County driver must meet the following criteria in order to be allowed to drive on County business:
 - 1.1 Possess a valid Oregon Driver's License or provide an alternate means of transportation that is approved by their supervisor.

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- 1.2 Be at least eighteen (18) years old.
 - 1.3 Possess a valid Commercial Driver's License (CDL) if driving a vehicle requires such.
 - 1.4 If involved in an at-fault accident on County business, a driver is required to complete a defensive driving course within six (6) months of the accident.
 - 1.5 If in possession of a Washington (or other State) Driver's License, sign a release form allowing County access to their motor vehicle reports.
2. In addition to the above requirements, any County driver holding a position that requires driving as part of the job duties shall maintain an acceptable driving record, to be determined as follows:
- 2.1 Upon assigning driving privileges or responsibilities to a driver, the supervisor shall provide pertinent information in writing (e.g. name, date of birth, driver's license number) to Human Resources. If a driving violation occurs that falls into the category noted in Appendix A, the driver shall notify the supervisor and Human Resources. Violations falling into the categories noted in Appendix A, as well as a pattern of violations, along with other factors, if relevant, will be used to determine if the driver has an acceptable driving record.

C. Other Drivers

1. In addition to County drivers, the following individuals may be allowed to drive vehicles on County business:
 - 1.1 An officer or agent representing the County.
 - 1.2 Another person designated by a supervisor to act on behalf of the County.
2. These individuals must meet the following criteria in order to be allowed to drive on County business:
 - 2.1 Possess a Driver's License valid in the State of Oregon.
 - 2.2 Be at least eighteen (18) years old.
 - 2.3 Possess a CDL if driving a vehicle requires such.
 - 2.4 If driving their personally owned vehicle, provide proof of insurance to Human Resources evidencing liability limits no less than the State required minimum of Twenty-Five Thousand Dollars (\$25,000) single occurrence and Fifty Thousand Dollars (\$50,000) annual aggregate.

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- 2.5 Obtain permission from the supervisor within the area they are assigned.
- 2.6 Provide a detailed log of County business performed, time of day County related travel occurred, and miles driven.

D. Passengers

- 1. Only authorized passengers are allowed to ride in County vehicles and other vehicles while in use for County business. Authorized passengers are:
 - 1.1. County employees and volunteers conducting County business.
 - 1.2. Officer and agents representing the County.
 - 1.3. Volunteers acting on behalf of the County.
 - 1.4. Vendors and contractors working on behalf of the County.
 - 1.5. Participants in official County business, training, tours and programs.
 - 1.6. Representatives of other governmental agencies working with the County.
 - 1.7. Anyone with authorization by a department director, elected official, or Human Resources.

5. DRIVER RESPONSIBILITIES:

The following responsibilities apply to anyone who drives any vehicle on County business. It is recognized that some law enforcement situations may be excluded from these responsibilities.

- A. Drivers and passengers are required to wear seatbelts at all times when the vehicle is in motion.
- B. Drivers shall have the vehicle's lights on when driving.
- C. Drivers shall inspect vehicles at the beginning of each shift or prior to each trip to ensure that the vehicles are in safe operating condition prior to their use. Refer to Section 8.A. of this Policy.
- D. Drivers shall comply with all applicable State and local driving laws, parking regulations and all County and departmental safety policies and rules.
- E. Drivers will drive according to the road conditions during inclement weather. Drivers will know how to drive in such conditions and be prepared, in advance of,

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inclement and adverse weather and road conditions.

- F. Drivers shall be held personally responsible for any tickets received while driving a vehicle on County business. All tickets for moving violations and/or parking fines received while driving County vehicles shall be paid or otherwise resolved promptly by the driver. Drivers shall notify their supervisor within forty-eight (48) hours of receiving any citation while in a County vehicle.
- G. For photo radar or other citations issued against the vehicle's registration, the driver's department will complete the "Affidavit of Non-Liability" or similar document issued with the citation to identify the driver. The driver shall be personally responsible and liable for promptly paying the fine or otherwise resolving the citation.
- H. In the event of an accident on County business, drivers shall immediately contact their supervisor and, if driving a County vehicle, follow all County instructions and procedures for reporting accidents. (Refer to the Drug and Alcohol Policy in the Tillamook County Employee Policies and Procedures Manual.)
- I. A driver whose license has been suspended or revoked shall immediately notify their supervisor and Human Resources.
- J. For drivers who are required to drive or maintain a valid Driver's License as part of their official duties, driving record convictions may be considered as grounds for disciplinary action up to and including termination, if the offenses and infractions occurred during or outside work hours affect the driver's ability to perform their job. Collective bargaining agreement procedures would be followed where applicable. Volunteers with driving record convictions on or off the job may be subject to reassignment or removal from volunteer placement.
- K. Drivers shall ensure that any passengers who ride with them in a County vehicle or in any vehicle while on County business are authorized by their supervisor. Drivers shall not transport passengers unless the passengers are wearing safety belts or other restraint devices in accordance with Oregon Revised Statutes.
- L. In the event of a citizen emergency that requires the use of a County vehicle, supervisors can grant prior authorization under specific circumstances they establish. If a driver on County business encounters a stranded motorist, they should be aware of the following:
 - There is no obligation to stop and render assistance.
 - Consider all objective circumstances regarding own personal safety before choosing to stop.
 - The only authorized action is to help connect the motorist with the appropriate roadside assistance.

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- M. Drivers shall not drive County vehicles or private vehicles for County business when they are required to take medication that may impair their ability to safely operate a moving vehicle. If in doubt, the driver should first obtain approval from their physician that it is safe to drive while taking the medication. If the driver comes to work but due to the medication cannot drive, the driver shall immediately inform their supervisor and ask for an alternate work assignment. If there is no work available, the driver may be assigned to another department or sent home.
- N. Drivers are expected to use good judgment at all times while driving on behalf of the County. In circumstances where the driver is uncertain if they should be operating or continue to operate a vehicle (such as prescription or over-the-counter medication, extended or continuous shifts, end-of-day long distance travel, fatigue, poor weather or road conditions), the driver is expected to contact their supervisor to assist in making the safest determination of whether to continue to drive or not.
- O. When accessories, parts or tools are stolen from a County vehicle the loss should be reported immediately to the driver's supervisor.
- P. Smoking is prohibited in County vehicles.
- Q. Drivers will not pick up hitchhikers at any time when operating County vehicles.
- R. In accordance with the Tillamook County Policies and Procedures Manual, and excluding law enforcement, being in possession of guns, weapons, explosives, or any other object that could reasonably be perceived as a weapon is expressly prohibited without the County's written authorization.
- S. Animals are prohibited in County vehicles, except for: 1) an assistance animal, as defined in ORS 659A.143, that is contained at all times in a kennel provided by the owner; and 2) a law enforcement animal, as defined in ORS 167.310, in designated or specially-equipped law enforcement vehicles.

6. USING CELL PHONES WHILE DRIVING:

- A. The County supports the safe use of cellular telephones while on business for the County. However, when drivers operate a vehicle, driving is the first responsibility. Drivers who use cell phones while on County business should refrain from making or receiving calls while driving, unless they have a handsfree Bluetooth device. If a driver needs to make or receive a phone call while driving, and does not have a handsfree Bluetooth device, the driver should make sure the vehicle is stopped and that they are parked properly and off the roadway to make or receive the call.
- B. Concentration on driving should be the highest priority.

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- C. Drivers who are faced with an emergency, such as traffic accident or car trouble may find it necessary to make a phone call while driving by using a handsfree Bluetooth device or by pulling over.
- D. It is understood that law enforcement is often called upon to operate radios or talk on a cell phone while in-route to emergencies.

7. VEHICLE USE:

A. County-Owned and Provided Vehicles

- 1. The County provides vehicles for use by qualified drivers to conduct official County business in the course and scope of their job and/or to maintain the ability to respond to County business outside the driver's normal work hours when special equipment or tools are available in or on the vehicle. County vehicles shall not be used for personal business. Use of County vehicles to commute to and from work, except as stated above, is prohibited, unless approved in writing in advance by the supervisor. Commuting miles are taxable under IRS code and are not considered work time.

B. Privately Owned Motor Vehicles

- 1. The County allows use of privately owned vehicles to conduct official County business when a County-owned vehicle is not otherwise available. All drivers must complete Appendix D in the Travel Policy prior to the use of a privately owned vehicle. The vehicle equipment must conform to State of Oregon requirements. A motorpool vehicle shall be used when a personally owned vehicle does not meet these standards. Vehicle registration and insurance must be current.
- 2. Mileage reimbursement in accordance with the Travel Policy for the use of a privately owned motor vehicle is considered full payment (including deductibles, depreciation, insurance, maintenance, fuel and operating costs) for its use.

C. Insurance Requirements

- 1. The driver of a privately owned motor vehicle used to conduct official County business must be insured against liability (person and property).
- 2. If driving their personally owned vehicle for official County business, the County employee shall provide proof of insurance to Human Resources when driving responsibilities covered by this Policy first begin and at any time there is a change to this Policy, evidencing liability limits no less than the State

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required minimum of Twenty-Five Thousand Dollars (\$25,000) single occurrence and Fifty Thousand Dollars (\$50,000) annual aggregate.

D. Out-of-State Rental Vehicles

1. The County provides excess liability coverage to supplement the coverage automatically provided by rental car companies. However, the Oregon Tort Claims Act does not apply outside of Oregon. For that reason, drivers shall purchase the offered insurance through the rental company. Excess liability coverage, collision coverage deductibles and other charges not covered by the car rental company insurance will not be paid by the County if an accident occurs when the vehicle is used outside the scope of County business (e.g. on an out-of-State trip where a rental vehicle is used for a non-job-related side trip). Travelers are required to know the driving laws for any State they drive in, apply the criteria of common sense, propriety and consider the relationship to business purpose to the use of rental vehicles and transporting passengers while on County business.

E. Defensive Driving

1. All vehicles will be operated in strict compliance with traffic laws and road courtesy. Drivers must exercise principles of skillful and defensive driving.
2. Watch the overall picture. Keep a general watch over a wide deep traffic scene rather than focusing on any one detail. Keep your eyes moving. Make a habit of forcing your eyes to move about every two (2) seconds and more often in heavy traffic.
3. Aim high in steering. Looking over the entire lane is more beneficial than sighting along either edge of the lane or curb.
4. Leave yourself an "out". Get in the habit of placing your vehicle in a position to have an "out" should trouble develop. Don't box yourself in.

8. CARE AND MAINTENANCE OF COUNTY-OWNED VEHICLES:

A. Safety Checks

1. No drivers can be safer than the vehicle being driven. Proper care of vehicles is essential to job performance.
 - 1.1 All vehicles are required to have a spot check safety check prior to operation of the vehicles as follows:
 - 1.1.1 Check fuel level, tire inflation, lights and mirrors.

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- 1.1.2 Check for broken, cracked or dirty windows and lights.
- 1.1.3 Check that a fully stocked First Aid Kit is present.
- 1.2 Report any unusual problems with the vehicle.
- 1.3 Vehicles should be washed approximately every one (1) to two (2) months.

B. Routine Fuel and Emergency Purchase of Parts, Oil, and Gas

1. Routine Purchases

1.1 Fuel:

- 1.1.1 Fuel must be obtained from the centralized fueling area whenever possible. Plan ahead – be sure the vehicle has enough fuel to reach the destination and return.
- 1.1.2 A card lock system will be used, and the appropriate vehicle information must be entered into the system at the card lock vendor. Use only regular unleaded fuel unless the car manufacturer requires otherwise.
- 1.1.3 Plan before travel. If traveling to a destination that may require fueling before the return trip, locate an approved card lock station on the route. If no approved cardlock station is within a reasonable distance on the route, fill up at a regular fueling center.
- 1.1.4 For payment options see subsections 2.1 and 2.2 below.
- 1.1.5 For Additional information, see Tillamook County's Travel Policy and Accounts Payable Manual.

1.2 Parts & Fluids:

- 1.2.1 Parts may be needed due to routine wear, breakdown, or mechanical failure.
- 1.2.2 Only use an approved vendor for vehicle parts and fluids.
- 1.2.3 Fluids should be checked by the driver on a regular basis to avoid being stranded.
- 1.2.4 Use County-approved vendors with charge accounts

1.3 Preventative Maintenance & Repair Service:

- 1.3.1 All vehicles will be scheduled for service and maintenance by the driver when the vehicle has been driven more than three thousand (3,000) miles or six (6) months since the last service and maintenance.
- 1.3.2 Routine maintenance must be done by an approved vendor.
- 1.3.3 If any malfunction in vehicle operation should occur, it must be reported to the department director. The director will provide instructions on what to do within County policy.

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- 1.3.4 If possible, repairs should be completed only by approved vendors.
- 1.3.5 If a vendor not on the approved list must perform the repair, obtain a quote for repairs and request a Purchase Order from the Finance Department prior to authorizing any repairs.
- 1.3.6 Be sure to evaluate whether the cost of repairs does not exceed the value of the vehicle, prior to authorizing any work.

1.4 Towing:

- 1.4.1 If the vehicle is under warranty, call the factory roadside assistance number for the manufacturer for free roadside assistance for flat tires, fuel or towing.
- 1.4.2 If a non-warranty vehicle requires towing, the driver will contact the nearest approved towing company. The vehicle shall be towed to a County approved vendor for repairs if the vehicle is within seventy-five (75) miles. Beyond that distance, have the vehicle towed to the closest dealership or certified shop.

2. Emergency Purchases or Expenses Related to County-Owned Vehicles

2.1 Plan Ahead:

- 2.1.1 To ensure routine costs like fuel, do not become emergency costs, map cardlock stations on the route.
- 2.1.2 Check fluids, wiper blades, etc., before traveling.
- 2.1.3 Only make purchases from reputable vendors.

2.2 Payment:

- 2.2.1 If the driver has a County issued procurement card, it should be used for County vehicle related purchases in the event no approved vendor is nearby.
- 2.2.2 Only, if necessary, should a driver use personal funds to purchase materials or services for a County-owned vehicle.
- 2.2.3 Use of Loyalty Programs or credit/debit cards that earn points, is a violation or ORS.244.040 and reimbursements potentially become taxable income. Avoid using loyalty or point-earning cards to make County purchases.
- 2.2.4 Reimbursement for fuel, oil or parts must follow these guidelines or reimbursement will not be approved to individuals or to the department.
- 2.2.5 Vehicle license number must appear on the receipt.
- 2.2.6 Name and address of the vendor.
- 2.2.7 Description of purchase.
- 2.2.8 Date of purchase.
- 2.2.9 Signature of claimant.

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2.2.10 All receipts must be submitted in accordance with accounts payable processing procedures within ten (10) days.

2.2.11 For additional information, see the County's Travel Policy and Accounts Payable Manual.

9. ACCIDENTS AND ACCIDENT REPORTS:

A. If the driver has a collision with another vehicle or causes property damage while driving on County business:

1. Stop at once and as close as possible to the accident without blocking or endangering other traffic.
2. Call 911.
3. Provide driver's name, address and the license number of the vehicle to the other driver, passengers or any injured party.
4. Obtain names, addresses and the license number of all others involved in the accident.
5. Show Driver's License and provide Driver's License number, if asked.
6. At the driver's discretion, a driver may render reasonable aid to injured persons taking into account that injured persons should NEVER be moved.
7. Report the accident to the DMV if there is more than Two Thousand Five Hundred Dollars (\$2,500) damage to anyone's property or if any person is injured or killed.
 - 7.1 This report must be filed within seventy-two (72) hours.
 - 7.2 Accident Report forms are obtained at the Police Department, Sheriff's Office or local DMV office.
 - 7.3 Accidents on private property or when the car is legally parked need not be reported to the State.

B. Any accident must be reported to the driver's supervisor immediately.

C. The supervisor shall report any accidents to County Counsel and the County's insurance carrier, and Human Resources if the accident involves property damage or injury to any person.

D. A driver involved in an accident shall not discuss the conditions of the accident with the other involved party or party's representative.

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- E. In no case, upon the occurrence of an accident, shall a driver tell the other party that the County will initiate action towards making repairs to the vehicle or property of the other party.
- F. A driver shall not make a private settlement with the other party regardless of how minor the damages to the other party's car or property may appear to be.
- G. The driver may be asked to take a drug and alcohol screen test in accordance with the Drug and Alcohol Policy in the Tillamook County Employee Policies and Procedures Manual.

10. PARKING:

A. Parking Areas

Vehicles shall only be parked in designated parking spaces at and around the County facility. No County vehicle should be parked in designated employee parking spaces.

B. Parking Vehicles

When parking vehicles, check to make sure lights, fans, radios and other electrical functions on the vehicle are off. Lock the vehicle. Remove personal items, including business articles, phones, computers, books, etc. Items in assigned department vehicles are to be secured and locked if remaining in the vehicle. In all cases, do not leave lap top computers, GPS units or other valuable equipment in the vehicle.

11. VIOLATIONS:

- A. A driver who is found to have violated this Policy or where any indications of misconduct, misuse or abuse involving a vehicle are found, may be grounds for disciplinary action up to and including termination. Should disciplinary action become necessary, it shall follow the Tillamook County Policies and Procedures Manual and collective bargaining agreements, as applicable.

B. Misuse of County Vehicle

The following includes the misuse of a County vehicle:

1. Use of a County vehicle for anything other than official County business.
2. A County vehicle driven to or from a driver's home or vicinity thereof, after completion of a work day unless one of the following is approved by a supervisor:

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- 2.1 The driver's home is reasonably en-route to or from the work area where the work is to commence the next day.
- 2.2 The vehicle is to be used by the driver before usual working hours or unplanned overtime is incurred which would make it impossible to obtain transportation.
- 2.3 The driver is required to respond to urgent or emergency calls outside of their regular work hours, reasonably requiring the use of a County vehicle.
3. Carrying in a County vehicle any persons other than those directly involved with official County business unless the supervisor's approval is obtained prior to each trip.

C. Abuse of a County Vehicle

The following includes the abuse of a County vehicle:

1. Reckless or abusive driving or other practices that would contribute to immediate or long-term damage to a vehicle and create a hazard to others.
2. Except for the Public Works Department, Parks Department and Sheriff's Office emergency response vehicles, attempting to "jump-start" or tow another vehicle.
3. Not reporting damage of a vehicle to the supervisor.
4. Not keeping vehicle responsibly clean, inside and outside.

APPENDIX A

Requirements of an Acceptable Driving Record

1. No Class A infraction convictions during the past thirty-six (36) months and no more than one (1) Class A infraction conviction between the past thirty-six (36) and sixty (60) months.
2. No more than one (1) Class B infraction conviction during the past twelve (12) months and no more than two (2) Class B infraction convictions during the past thirty-six (36) months.
3. No more than two (2) Class C infraction convictions during the past twelve (12) months and no more than three (3) Class C infraction convictions during the past thirty-six (36) months.
4. Demonstrated ability to maintain a driver's license without suspensions for the past thirty-six (36) months.
5. No felony or misdemeanor driving convictions within the past thirty-six (36) months.

Examples of violations listed by Classification

Class A Infraction

1. Failure to obey a traffic flagger
2. Driving while suspended (infraction)
3. Careless driving (accident involved)
4. Speed racing
5. Speeding (30+ mph over posted limit)
6. Failure to stop for school bus

Class B Infraction

1. Passing in a no pass zone
2. Failure to drive on right side of the road
3. No operator's license
4. Careless driving (no accident involved)
5. Failure to obey a traffic control device
6. Driving uninsured

Class C Infraction

1. Failure to use traction devices
2. Defective headlights
3. Illegal U-turn
4. Failure to yield to pedestrian in crosswalk
5. Speeding (11 - 20 mph over posted limit)

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Class D Infraction

1. Impeding the flow of traffic
2. Failure to signal lane change
3. Failure to display license plates
4. Speeding (1 - 10 mph over posted limit)
5. Failure to use safety belts
6. Failure to change information on driver's license

Class A Misdemeanor

1. Driving Under the Influence of Intoxicants (DUII)
2. Reckless endangerment of a highway worker
3. Providing false information to a police officer
4. Hit and run (property damage)
5. Reckless driving
6. Driving while suspended

Class B Misdemeanor

1. Providing false information regarding liability insurance
2. Providing false information on an accident report

Class C Misdemeanor

1. Failure to display a driver's license
2. Failure to return suspended license

Class C Felony

1. Hit and run (injury)
2. Attempting to elude a peace officer
3. Driving while suspended/revoked