

Dodge County Vehicle Identification Policy

Adopted by Dodge County Executive Committee

March 6, 2017

The objective of this County Vehicle Policy is to establish administrative regulations which standardize the procedures utilized by employees in the use of County-owned vehicles or privately owned vehicles in the conduct of official County business. The basic guideline of this policy shall be that the use of a county vehicle by an employee will be only for official county business.

1. Authority: The Dodge County Board of Supervisors.
2. Application: The regulations and procedures outlined in this policy statement are to apply to all County-owned vehicles assigned to individual departments (except for the Dodge County Sheriff's Office)
3. Assignment of County-Owned Vehicles: The Department Supervisor or Department Head shall assign County-owned vehicles, which have been assigned to its department, to its employees, volunteers or agents according to its own policy, procedures and departmental operational requirements.
4. Employees who operate a County-owned vehicle shall comply with the Dodge County Driver Qualification Policy.
5. The following rules and regulations are established as a supplement to all rules and regulations contained in this and other administrative and personnel policies. The rules and regulations contained herein apply to all County employees who are authorized to use a County-owned vehicle or who are compensated for the use of their privately-owned vehicle in the conduct of County business. Any employee in violation of these rules may be disallowed from using any County owned vehicle or privately owned vehicle on County business and shall be disciplined appropriately, up to and including discharge.

Expense Reimbursement: Employees requesting reimbursement for use of their personal vehicle for conducting county business shall comply with the Dodge County Expense Reimbursement Policy #306. The policy requires monthly submittal of reimbursement requests. Employee reimbursements shall be reviewed by the Dodge County Audit Committee.

Personal Use of County Vehicles. County employees shall refrain from making any personal use of county issued vehicles, except as permitted by Dodge County Ordinance Number 570.

6. Identification of County Owned Vehicles: County owned vehicles except certain law enforcement vehicles are to display marking(s) clearly identifying the vehicle is Operated by Dodge County. The minimum criteria includes a State of Wisconsin Municipal License Plate and the standard Dodge County logo. The Dodge County logo shall be prominently displayed on each side of county vehicles. The County Administrator has the authority to approve individual written requests for exclusion from the identifying criteria. Exclusion requests shall be kept on file with the Dodge County Clerk's office.



7. Non-Employees Operating a County Vehicle. Employees are prohibited from allowing individuals who are not employees, volunteers or agents of Dodge County from operating any county-owned vehicle.