



UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

ORDINANCE NUMBER: 731-2012
DATE OF INTRODUCTION: 3/22/2012
DATE OF ADOPTION: 4/19/2012

3/22/2012

AN ORDINANCE TO AMEND THE LAWS OF UNION COUNTY: ADMINISTRATIVE CODE AND POLICIES AND GENERAL LEGISLATION: BY AMENDING CHAPTER 139-VEHICLES, COUNTY OWNED, ARTICLE I-ASSIGNMENTS AND GUIDELINES; ARTICLE V-MOTOR VEHICLES FLEET; AND ARTICLE VI-MOTOR POOL AND NONMOTOR POOL VEHICLES

BE IT ORDAINED by the Board of Chosen Freeholders of the County of Union that the "Laws of Union County" are hereby amended as specified below

Chapter 139, VEHICLES, COUNTY-OWNED

[HISTORY Adopted by the Board of Chosen Freeholders of the County of Union as indicated in article histories Amendments noted where applicable]

ARTICLE I, Assignment and Use Guidelines

[Adopted 9-11-1975 by Res No 806-75, amended 1-26-1978 by Res No 79-78]

§ 139-1. Establishment of policy.

The Board of Chosen Freeholders of the County of Union hereby reaffirms and adopts the contents of Resolution No 806 dated September 11, 1975, as the policy of this Board with respect to vehicles owned by the County of Union, with the following amendments

NO SUFFICIENCY OF FUNDS REQUIRED Continued...

Table with columns for INTRODUCTION and RECORD OF VOTE (3-21-12) FINAL ADOPTION. Rows list freeholders: ESTRADA, HUDAK, JALLOH, KOWALSKI, SCANLON, SULLIVAN, WRIGHT, CARTER VICE CHAIRMAN, MIRABELLA CHAIRMAN. Columns include Aye, Nay, Abs, Pass, Ord, Sec, NP.

APPROVED AS TO FORM
COUNTY ATTORNEY

I hereby certify the above is an original ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date
CLERK

I hereby certify this is a true copy of a ordinance adopted by the Board of Chosen Freeholders of the County of Union on the aforementioned date
CLERK

**§ 139-2. Guidelines enumerated.**

- A. The following plan will be implemented by the Division of Motor Vehicles of the Department of Administrative Services in accordance with the Administrative Code of the County of Union [Amended 9-14-2000 by Ord. No. 515; amended 6/20/02 by Ord. No. 553; amended 3/27/08 by Ord. No. 667]:
- (1) When an individual leaves the employment of Union County, the motor vehicle will not be automatically reissued to his/her replacement; at that particular time, the Division of Motor Vehicles will determine the merits of reassigning the vehicle.
  - (2) When an individual who is assigned a motor vehicle requests that his/her vehicle should be replaced, he/she must apply to the Division of Motor Vehicles for reconsideration of the assignment of the motor vehicle.
- B. The entire motor pool management will be assigned to the Division of Motor Vehicles of the Department of Administrative Services in accordance with the Administrative Code of the County of Union (i.e., insurance, license plates, maintenance, assignment of motor pool vehicles and replacement plan). [Amended 9-14-2000 by Ord. No. 515; amended 6/20/02 by Ord. No. 553; amended 3/27/08 by Ord. No. 667]
- C. All presently issued and valid gasoline credit cards shall be immediately recalled by the Division of Motor Vehicles and, where approved, reissued with the specific license plate number embossed onto said gasoline credit card, for the purpose of permitting examinations of charges thereon by license number and driver assigned and to prevent any abuses thereof. [Amended 9-14-2000 by Ord. No. 515; amended 3/27/08 by Ord. No. 667]
- D. Where determined by the Division of Motor Vehicles to be appropriate, economy cars will be utilized by the County of Union. [Amended 9-14-2000 by Ord. No. 515; amended 3/27/08 by Ord. No. 667]
- E. It shall be the policy of the County of Union that, excluding assignments set forth in §139-12, the use of a County-assigned vehicle by an employee shall be limited to official County business, and said vehicle shall not be used for personal purposes with the exception of authorized commuting use to and from the employee's workstation. [Added 1-23-1986 by Res. No. 69-86]
- F. No more than 20% of the total motor vehicle pool, excluding law enforcement vehicles, shall be assigned for portal-to-portal use. [Added 9-14-2000 by Ord. No. 515]

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**ARTICLE V, Motor Vehicle Fleet**

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[Adopted 3-24-1988 as Res. No. 393-88]

**§ 139-10. Policy adopted.**

The Board of Chosen Freeholders of the County of Union does hereby adopt the following policy with respect to the Union County motor vehicle fleet, passenger cars.

- A. The passenger car motor vehicle fleet shall be limited to a maximum of 230 vehicles, which limit can only be increased by specific Freeholder resolution based upon adequate justification by the requesting entity.
- B. Upon assignment of a new motor vehicle to any person entitled thereto the older vehicle shall be turned in for disposition to the Fleet Manager.
- C. A Vehicle Distribution Committee shall be established which shall include the County Manager, Bureau Chief of Motor Vehicles and other appropriate individuals as determined by the County Manager and the Bureau Chief of Motor Vehicles. [Amended 9-14-2000 by Ord. No. 515]
- D. The County Manager shall implement this policy by revision and dissemination of new policies and procedures, including rules and regulations, concerning motor vehicles within 60 days of the effective date of this article.

**§ 139-11. (Reserved)**

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**ARTICLE VI, Motor Pool and Nonmotor Pool Vehicles**

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[Adopted 9-24-1992 by Res. No. 749A-92]

**§ 139-12. Assignment of nonmotor pool vehicles.**

[Amended 9-14-2000 by Ord. No. 515; 6-20-02 by Ord. No. 553; 3-10-2005 by Ord. No. 611]

- A. Assignment shall be to the County Manager; Deputy County Manager; County Counsel; Department Directors; Constitutional Officers; First Assistant Prosecutor; Undersheriffs; County Police Chief; OEM Coordinator; Superintendent Juvenile Detention Center and Medical Examiners
- B. Assignments may also be made by the County Manager based upon review and approval by the County Manager of a written statement of justification. Such statement shall set forth in detail the regular requirement of vehicle usage outside of normal working hours and on weekends.
- C. The assignments of such vehicles shall at all times be on the basis of the position and not individuals.

**§ 139-13. Criteria for use of motor pool vehicles.**

The criteria for use of motor pool vehicles by County employees for the conduct of County business shall be restricted to the following:

- A. Law enforcement purposes.
- B. Client transportation and visits.
- C. Construction site visits.
- D. All duly authorized County business.
- E. Visits to areas with high rate of vehicle theft/break in.