



# **WEBER COUNTY ANIMAL SERVICES**

## **POLICY AND PROCEDURES**

### **VEHICLE MAINTANCE, SAFETY, ACCIDENTS**

EFFECTIVE DATE: 02/01/2011  
STANDARD NUMBER: N/A

REVIEW DATE: 03/10/2011  
APPROVED: Signature on file  
Sheriff Signature

#### **1. Purpose**

To ensure any vehicle used by animal services staff is safe and clean, therefore projecting a professional appearance to the public.

#### **2. Rationale**

A properly maintained and safely operated vehicle projects a professional appearance and helps instill trust from the public we serve.

#### **3. Policy**

##### **A. Appearance**

1. Any employee using an Animal Services Vehicle is expected to keep the interior and exterior of the vehicle clean and well stocked at all times. As circumstances warrant, animal services staff are expected to wash and clean the exterior of the vehicle. Also, it is their responsibility to maintain a clean environment in the caged areas to minimize the opportunity for disease to spread.

##### **B. Maintenance**

1. No employee will operate any vehicle that is operationally unsafe. Any mechanical defects should be reported immediately to the shelter director.
2. Oil should be changed every 5,000 miles.
3. The oil should be changed at the dealership at least annually to ensure that any factory recalls are detected and repairs completed.

##### **C. Safety**

1. Seat belts shall be worn at all times while the vehicle is in operation.

##### **D. Cell Phone and Radio Use**

1. Cell Phone use is restricted as outlined in the Weber County Animal Services Cell Phone policy which directs "At no time will Animal Services Staff use a cell phone for texting or conducting work related or

personal business while driving a county vehicle unless they are using a hands free device”.

2. Radio use is restricted to a responsible and safe manner. Whenever possible, the operator of the vehicle will move to the shoulder of the road to communicate.

E. Daily Vehicle Inspections

1. The operator has the responsibility to check all safety features of the vehicle before commencing operation. This check will include emergency lights, four way flashers, brakes, horn, fluid levels, tires, and steering apparatus.

F. Call Response and Unattended Vehicles

1. While response to an animal control situation must be governed by the nature or emergency of the circumstance, personnel will proceed in a timely and safe manner so as not to risk injury to the operator or to citizens.
2. Only in emergency situations or to protect animals in the vehicle on extremely hot or cold days is it acceptable to leave the vehicle unattended with its engine running. Employees are expected to park the vehicle in a safe location and to lock the vehicle.
3. An unattended vehicle must be locked at all times, including shelter premises.

G. Vehicle Accidents

1. Any traffic accident involving a county vehicle should be immediately reported to law enforcement and the employee's supervisor. The vehicle should not be moved until a law enforcement officer arrives on the scene of the accident. The operator of the vehicle will complete an accident report. This will necessitate that the driver of the vehicle have a supervisor drive or follow the operator to Work-Med or McKay Dee Hospital and have a drug/alcohol test administered.

H. Overhead Lights

1. Overhead lights are a safety tool for the animal control officer's use. The overhead lights should be used whenever the officer feels that they would enhance their safety. Not only are the overhead lights for the safety of the animal control officer but they are to be used to enhance the safety of the animals and citizens we serve.
2. The overhead lights shall not be used to affect a stop of a person or vehicle, seek the right of way, avoid compliance with traffic regulations, or for any purpose which is not related to officer safety.
3. Officers should exercise all reasonable safety precautions at all times even though the overhead flashing lights are activated.