



## RIO ARRIBA COUNTY VEHICLE USE AND TELEMATICS POLICY

### I. Purpose

This document establishes the policy and rules for use of County owned vehicles. The policy is to ensure the safety of those who drive County vehicles. It is every driver's responsibility to operate County owned vehicles in a safe manner and to drive defensively to prevent injuries or property damage. As such, Rio Arriba County expects all employees to abide by applicable state motor vehicle regulations relating to driver responsibility. Rio Arriba County also expects each driver to drive in a safe and courteous manner in the course of his or her job related tasks.

### II. Definitions

- A. Vehicle – Any County equipment that is propelled by an engine. Not limited to and including heavy equipment, loaders, graders, dump trucks, trash trucks, backhoes, cars, trucks, SUV's, and all road construction equipment.
- B. Agent of the County – A person who works for the County of Rio Arriba, including elected officials.
- C. Commute – Round trip from residence to assigned workstation.
- D. County business – Any business requiring an employee to travel from his/her assigned workstation for the purpose of conducting business pertaining to the County, including but not limited to travel to workshops, seminars, conferences, meetings or other activities authorized or paid for by the County.
- E. County – The County of Rio Arriba.
- F. Home Base – The employee's main workstation and/or designated reporting site.
- G. 24-7 Employee – Employee who is on call 24 hours per day, 7 days per week.
- H. Take Home – Use of a County vehicle assigned to an employee for dedicated business uses, including commuting to and from work. Take Home vehicles are subject to all IRS regulations regarding taxability of fringe benefits. Rate is based on IRS Circular E.

The departments listed below are exempted from IRS regulations.

- 1. Sheriff's Department
- 2. Fire & Emergency Services Department
- 3. Animal Control Department
- 4. Maintenance Foreman
- 5. Detention Center Administrator/Deputy Administrator

- I. Normal Work – Use of a County vehicle for work performed during an assigned work period and includes extended work hours or work performed in response to being called after working hours.
- J. Stand-By – Use of a County vehicle by an employee who is required to remain within Rio Arriba County, at home or available by County cell phone, home phone or other means of communication, in order to be able to respond to emergency request(s).
- K. Motor Pool Vehicle – Use of a County vehicle that is on loan for County business only (NO EXCEPTIONS) by the Fleet Maintenance Department when/if available. Only a director, coordinator, superintendent or supervisor may request a vehicle.
- L. Travel – Use of a County vehicle associated with approved travel outside Rio Arriba County.
- M. Gas Card – Use of County vehicle fueling, oil, car washes, and emergencies (authorization is required by the Fleet Maintenance Department in the event of an emergency).
- N. Review Committee – Committee empaneled by the Board of County Commissioners to review circumstances surrounding a vehicle accident and to take steps to reduce future accidents.
- O. Temporary employee - An employee hired for a period not to exceed nine months.

### III. Vehicle Assignments and Responsibilities

- A. The Fleet Maintenance Department will assign vehicles owned by Rio Arriba County to an individual or to a department. If the vehicle is assigned to the department, then the department supervisor is responsible for said vehicle. If a vehicle is assigned to an individual the following are their specific responsibilities.
  - 1. Monthly Vehicle Maintenance Report (Submit to Fleet Maintenance)
  - 2. Daily or weekly inspections
  - 3. Vehicle cleaning (inside and out)
  - 4. Oil changes and lube – every 5,000 miles
  - 5. Winterization, tire rotation and tire changes
  - 6. Accurate odometer reading when fueling

### IV. Vehicle Use Policy

- A. License requirement – Employees operating a County vehicle or County equipment are required to possess a current New Mexico Driver's License

including having all the proper endorsements for the vehicle they are operating. Employees who are required to drive with an interlock device may not operate County vehicles. A copy of the driver's license must be given at the time of employment, and a copy given every time the license is renewed. Employees operating vehicles with a gross vehicle weight of over 10,000 lbs. must have the proper license and the proper State of New Mexico Department of Transportation Regulations must be followed. Violation of this policy or deliberately withholding information pertaining to this policy will not be tolerated. Should this occur, grounds for disciplinary action will be taken and may result in immediate termination.

1. Temporary employees are restricted from operating a County vehicle, and will be required to obtain authorization from the County Manager. Before such authorization is granted, the employee must meet the following qualifications.
  - a) Must possess a current New Mexico Driver's license;
  - b) Must have a favorable driving record;
  - c) Must have successfully completed the County's Defensive Driving Course;
  - d) Must be over 21 years of age (this requirement may be waived by County Manager);
- B. Drivers must successfully complete the County Defensive Driving Course within 60 days of employment, or as soon as possible.
- C. Personal Vehicles - In the event that an employee is involved in an accident while driving his/her own vehicle on County business the County may be liable if the employee is not insured or if the loss exceeds the employee policy limits. The use of personal vehicles for County business is therefore prohibited. Every effort must be made in obtaining a County vehicle prior to engaging in County business or travel.
  1. County Vehicle Unavailable. In the event that a County vehicle is not available for County business or travel, employees or County officials who use their personal vehicle for County business are required to carry liability insurance that meets the State of New Mexico liability requirements. A photocopy of the declaration page of the employee personal automobile policy must accompany any request for mileage reimbursement. The Finance Department will require proof of liability insurance before any mileage reimbursement is authorized. Note: if it is determined that a County vehicle was available but not used; reimbursement for mileage may be denied.
- D. Motor Vehicle Records – Motor vehicle records will be ordered periodically to assess County employee driving records. An unfavorable record may result in the loss of County vehicle driving privileges and possibly employment if driving a



County vehicle is a required condition of employment. A standard method of evaluation for all prospective and current drivers' MVRs will be used as follows:

1. One (1) or more type 'A' violations in the past 3 years (as defined below)
2. Three (3) or more preventable accidents in the last 3 years.
3. Three (3) or more type 'B' violations in the past three years.
4. Any combination of preventable accidents and type 'B' violations which equal four (4) or more in the past three years.

1. Type 'A' Violations

- a) Driving While Intoxicated
- b) Driving while under the influence of drugs
- c) Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
- d) Operating a vehicle during a period of suspension or revocation
- e) Aggravated Assault with a Motor Vehicle
- f) Operating a Motor Vehicle Without the Owners Authority (grand theft)
- g) Permitting an Unlicensed Person to Drive
- h) Reckless Driving
- i) Speed Contest (racing)
- j) Hit and Run (Bodily Injury or Property Damage)

2. Type 'B' Violations

- a) All Moving Violations not listed as type 'A' Violations.

- E. County vehicles that have not been assigned as take home or normal work vehicles are to remain on County premises when not in use.
- F. Vehicles shall not be used to transport non-county employees except with advance County Manager/Deputy Manager approval for special events, such as parades.
- G. Take Home Vehicles - County vehicles assigned by the County Manager for take home use shall be used in accordance with the following rules:
1. Vehicles shall be returned and left with the assigned employee's department when the employee is on vacation, on travel status (not using the vehicle for travel); on extended sick leave or other extended leave (longer than 3 days), or upon directive from the County Manager/Deputy Manager.
- H. Home Base Vehicle Storage – Only 24-7 employees are allowed to take vehicles home or with prior approval for night/ or early morning business from the Department Director/Elected Official. All other vehicles must remain as follows:

1. The County Facilities (Tierra Amarilla)
  2. The Espanola Annex Yard
  3. Fleet Maintenance Yard
  4. Designated Senior Centers
- I. Employees using County vehicles for travel outside the County must have the approval of the Department Director/Elected Official. For travel outside of the state, prior approval must be granted by the County Manager/Deputy County Manager.
1. For employees of departments/elected offices with designated vehicles, it is the employee's responsibility to check the sticker placed on the windshield for next required maintenance check before travel use to ensure an inspection is not due or would become due while travel. If a maintenance check is due or would become due while on travel, the employee must contact the Fleet Maintenance Department at least one week prior to departure.
  2. For employees of departments/elected offices without designated vehicles, the employee requiring a vehicle for travel shall contact the Department Director/Elected Official for approval. After approval the Department Director/Elected Official will contact the Fleet Maintenance Department to obtain a motor pool vehicle. The Fleet Maintenance Department will ensure that the vehicle is roadworthy before released.
- J. Gas cards are assigned to every County owned vehicle; employees are given a pin number for fueling County owned vehicles only. Each employee is assigned a pin number. The employee is responsible to use the gas card in the County vehicle that has been assigned. Gas cards that are lost or stolen must be reported to the Fleet Maintenance Coordinator immediately. By accepting the responsibility, the employee also acknowledges that if the card is abused or used for personal gain, the employee will be subject to disciplinary action, including termination, at the discretion of the County Manager.
- K. The use of a County vehicle or County equipment while under the influence of intoxicants and other drugs is strictly forbidden and is just cause for disciplinary action, including termination.
- L. Employees must report any driving under the influence (DWI) citations (on or off the job) to their immediate supervisor within forty-eight hours of receipt. Failure to do so may result in disciplinary action, including termination.
- M. Accidents in County vehicles - in the event of an accident while operating a County vehicle, it is the responsibility of the County employee to report the accident to law enforcement, the employee's supervisor, and the Risk Manager

immediately. The following additional provisions shall apply to accidents in County vehicles:

1. Whenever possible, it is the responsibility of the employee involved in the accident to fill out a complete accident report form within 24 hours after the occurrence and to submit the completed form to the Risk Manager.
  2. The accident review committee will review the accident upon receipt of the completed forms.
  3. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.
  4. The Fleet Coordinator or Risk Manager shall be responsible for informing the County Manager/Deputy County Manager of all accidents as soon as possible.
  5. Employees involved in any type of accident must be sent for a mandatory drug and alcohol test immediately.
  6. Vandalism occurring to a County vehicle shall be reported immediately to law enforcement, the employee's supervisor and the Risk Manager immediately.
- N. Any employee who gets a traffic citation, whether while driving a County vehicle or not, must report incident to immediate supervisor as soon as possible.
1. Employees who receive citations in the course of operating a County vehicle shall be solely responsible for payment of any associated fees, fines or penalties, including the requirement for appearing in court as applicable. Employees who fail to either pay associated fees, fines or penalties or to adequately respond to the issuance of citations may face disciplinary action, up to and including dismissal, and/or revocation of County driving privileges.
- O. Any employee who has a revoked or suspended driver's license shall notify his/her supervisor and Risk Manager immediately and must refrain from operating any County vehicles/equipment.
- P. Failure to report any of the above-mentioned circumstances may result in disciplinary action, including termination.
- Q. All employees are required by State Law to wear seatbelts in County vehicles at all times.
- R. Smoking or vaping in County vehicles is strictly prohibited. Failure to comply will result in disciplinary action, including termination, suspension, and or revocation of driving privileges.
- S. County personnel on stand-by status must respond to all calls even during inclement weather.



- T. The use of cell phones while operating County vehicles is prohibited. Failure to comply will result in disciplinary action, including termination, suspension, and or revocation of driving privileges.
- U. Failure to abide by the Vehicle Use Policy shall result in disciplinary action, including termination, suspension, or revocation of driving privileges. Supervisors will be responsible to ensure that the Vehicle Use Policy is adhered to. The County Manager shall retain the authority at his/her discretion to implement this policy as needed to ensure the safe and appropriate usage of County vehicles.

#### V. Fleet Telematics Policy

- A. Purpose - Rio Arriba County owns and operates a large fleet of vehicles for use by its employees while conducting or traveling to a location to conduct official County business. The safe and efficient operation of County vehicles is of paramount importance to public safety and to the safety of County employees. The County has therefore implemented a data analytics program on its fleet of vehicles, commonly referred to as “telematics”.

The telematics program is designed to collect, send, receive and store data about a County vehicle and its usage, including location, speed, movements, and behavior of a vehicle and/or the driver/operator.

Among other variables, the County intends to use this telematics data in order to:

1. Deter unsafe driving behaviors;
2. Improve driver/operator safety;
3. Use driver behavior data to identify training needs and other mitigation strategies to reduce risk of loss to RAC, its employees and the general public;
4. Reduce insurance costs and risks related to vehicle safety, including potential reduction of insurance premiums and in Workers’ Compensation claims that are the result of auto accidents;
5. Provide additional protection to employees who fully meet RAC’s health and safety obligations;
6. Increase accountability for employees who engage in unsafe driving behaviors and are non-compliant with traffic laws, including disciplinary action to correct that conduct;
7. Maximize vehicle utilization;
8. Ensure appropriate vehicle usage;
9. Assist with vehicle diagnostics and fleet management programs;
10. Improve fuel economy and mileage tracking;
11. Theft prevention and to aid in theft recovery;
12. To create routing efficiencies and reduce idling; and

13. To comply with Department of Transportation (DOT) safety regulations.

This policy governs the telematics system and its applicability to County employees who operate fleet vehicles.

## B. Telematics Policy Definitions

The following definitions shall apply to the terms used in this policy:

1. Alert: A warning or notification generated by a telematics device that indicates when there is a vehicle mechanical problem, vehicle usage concern, or vehicle location concern.
2. Monitor: To observe and check the progress or quality of telematics, alert and report data over a period of time, and to keep telematics data under regular and systematic review.
3. Reports: Summaries of telematics data generated by the telematics devices.
4. Telematics: the combination of physical GPS devices, onboard vehicle diagnostics, wireless telematics devices, black box technologies and outward and inward facing camera systems that are used to record and transmit vehicle data, such as speed, location, maintenance requirements and servicing, and cross-reference this data with the vehicle's internal and driver behavior.

## C. Policy

- a) It shall be the policy of Rio Arriba County to continuously monitor and improve the sustainability, efficiency, and safety of the County fleet, its employees and the general public through the use of telematic devices.
- b) County employees driving or operating the County's fleet vehicles shall strictly follow all federal, state and local laws as well as existing County policies regarding the use of fleet vehicles, including the telematics devices and its associated data collection and sharing program.
- c) County employees shall always operate County vehicles in a safe and efficient manner.
- d) Employees operating County vehicles shall not disable, move, damage, tamper with, disconnect, alter, obstruct or obscure any telematics devices in a County vehicle, including any and all cameras installed in County vehicles.

## D. Responsibility

1. The Fleet Maintenance Department shall be responsible for installing telematics devices on all County vehicles and regularly monitoring the data



that these devices collect. This regular monitoring shall include prompt review of all alerts and reports that are generated in regards to each particular vehicle. For the purposes of this policy, “prompt” shall mean “as soon as practicably possible.”

2. All County Departments and Elected Offices that have employees who operate County vehicles shall be responsible for appointing a department or office representative who will be authorized to communicate with and receive telematics data information from Fleet employees in regards to any and all concerns related to the operation of County vehicles by their employees or general information about the diagnostic or maintenance needs of the vehicles assigned to them.
3. Vehicle Telematics Review. The Fleet Maintenance Department shall be responsible for monitoring telematics data it receives in order to do the following:
  - a) Improve fleet sustainability, efficiency, and safety.
  - b) Set diagnostic, usage and location data alert criteria for all County vehicles.
  - c) Address vehicle-related concerns that are raised by the data in regards to the performance of the vehicle.
4. Driver/Operator Telematics Review. The Fleet Maintenance Department shall be responsible for monitoring telematics data that indicates or establishes non-compliance with this policy or traffic laws, unsafe driving behaviors, unusual driving behaviors, or any accidents or incidents that occur during the operation of the County vehicle by the driver/operator, including initiating in-cab voice coaching features if an emergency exists or if Fleet Maintenance Department determines at its discretion that a specific situation warrants it.
5. Addressing telematics data concerns. Upon receiving an alert or report that raises a telematics concern regarding a County vehicle or the operation of a County vehicle, the Fleet Maintenance Department shall promptly forward the alert or report or the specific concern that the alert or report indicates to the Department or Elected Office representative. The Fleet Maintenance Department may also forward the alert or report to the County Manager or the Deputy Manager and consult with and/or make recommendations, as necessary, on responses to alerts that establish safety concerns about the operation of a County vehicle.
6. All County Departments or Elected Offices receiving telematics data, information, alerts or reports from the Fleet Maintenance Department regarding a County vehicle or the operation of a County vehicle shall be responsible for regularly monitoring for those communications, promptly reviewing them upon receipt, and promptly acting on them.

7. Departments or Offices receiving telematics alerts or reports that contain concerns about the operation of a County vehicle by their employee(s) will take immediate steps to address those concerns.

- a) Addressing a concern about the operation of a County vehicle by employee(s) can include any combination of the following: communication to the employee regarding the concern, investigation of the concern, coaching the employee on safe operation or compliance with this policy or any applicable driving standards, disciplinary action in compliance with the Rio Arriba County Personnel Handbook.
- b) Departments or Offices receiving telematics alerts or reports about a specific County vehicle that does not include a specific concern about the driver, such as a vehicle indicator warning light or some other communication from the Fleet Maintenance Department regarding a recommendation to ensure a County vehicle is operating properly, shall promptly follow the recommendation of the Fleet Maintenance Department or take prompt steps to follow up on the alert or report.
- c) All Departments or Offices shall use available telematics data to improve the sustainability, efficiency and safety of County vehicle usage to the greatest extent possible.

E. Violations - Violations of this policy may result in disciplinary action up to and including dismissal from employment.

#### VI. Repeal of Former Vehicle Use and Telematics Policies

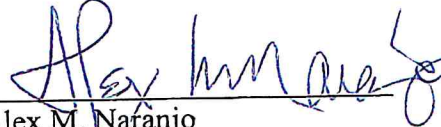
The Rio Arriba County Vehicle Use Policy and the Rio Arriba County Telematics Policy are hereby amended and revised, and all other previous versions of the policies related to vehicle use and telematics are hereby repealed by the adoption of this Rio Arriba County Vehicle Use and Telematics Policy.

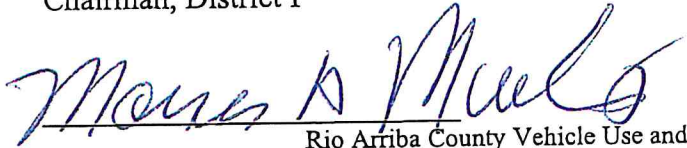
SIGNED, ADOPTED AND APPROVED THIS 22<sup>nd</sup> DAY OF AUGUST 2025.

THIS POLICY SHALL BE EFFECTIVE AS OF SEPTEMBER 1, 2025.

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Brandon M. Bustos  
Chairman, District I

  
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Alex M. Naranjo  
Commissioner, District II

  
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Rio Arriba County Vehicle Use and Telematics Policy  
(Revised 08/22/2025)

Moises A. Morales, Jr.  
Commissioner, District III

ATTEST BY:

  
\_\_\_\_\_  
Sarah Archuleta, County Clerk

