



Buffalo County Resolution

Drafted By:
Ana Rolbiecki

County Department:
Administration

Presented Month/Year:
June 2026

Involved Committees:
Finance / Human Resources

RESOLUTION # 26-06-08

A RESOLUTION UPDATING AND RENAMING POLICY 109 – COUNTY VEHICLE AND FLEET OPERATIONS

WHEREAS, Buffalo County maintains a fleet of vehicles for the purpose of conducting official County business; and

WHEREAS, the existing Fleet Policy and Equipment policy requires updating to reflect current operations, technology, and best practices in safety, liability, and fleet management; and

WHEREAS, updates were necessary to improve clarity regarding driver authorization, vehicle use, safety expectations, insurance requirements, accident reporting, monitoring systems, and overall accountability; and

WHEREAS, the revised policy modernizes procedures including vehicle reservation systems, incorporates vehicle tracking and monitoring practices, and aligns with current County operational needs; and

WHEREAS, the updated policy has been reviewed and recommended for approval by County Administration;

NOW, THEREFORE, BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby repeals and replaces the existing "Fleet Policy and Equipment" policy; and

BE IT FURTHER RESOLVED, that the policy shall be renamed:
"Policy 109 – County Vehicle and Fleet Operations"; and

BE IT FURTHER RESOLVED, that the revised policy, attached hereto as Exhibit A, establishes updated standards for:

- Authorized drivers and driver qualification requirements
- Vehicle reservation, use, and operational procedures
- Safety expectations and prohibited vehicle use
- Personal use limitations
- Accident and incident reporting



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- Vehicle care, fueling, and accountability
- Insurance and liability requirements
- Vehicle tracking and monitoring practices
- Compliance and enforcement expectations

BE IT FURTHER RESOLVED, that all County departments and employees shall comply with the updated policy effective upon adoption; and

BE IT FURTHER RESOLVED, that the County Administrator or designee is authorized to implement and administer the policy and establish related procedures and forms necessary for its operation.

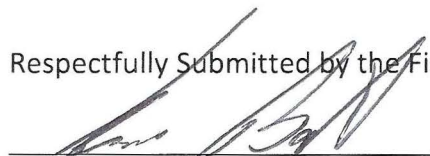
Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22nd day of June, 2026.


County Clerk

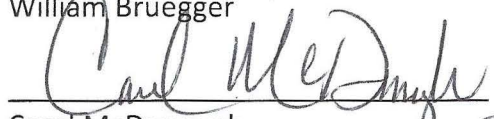
ATTEST:

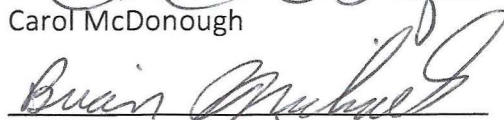

County Board Chairperson

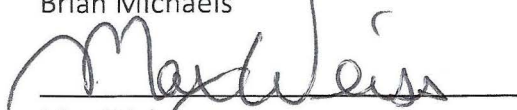
Respectfully Submitted by the Finance / Human Resources Committee:


Dennis Bork


William Bruegger


Carol McDonough


Brian Michaels


Max Weiss



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Exhibit A:

New Version

POLICY 109 - COUNTY VEHICLE AND FLEET OPERATIONS

Purpose:

To provide guidelines, assign responsibilities, and establish safety, liability, and operational standards for the use of County-owned vehicles.

General Policy:

- The County maintains a fleet of vehicles for business-related purposes. Use of County-owned fleet vehicles supports safe, consistent transportation for official business, reduces individual liability exposure, and helps manage overall County transportation costs.
- Whenever a County-owned fleet vehicle is available, employees must use the fleet vehicle for business travel unless prior approval is granted by the County Administrator or designee.
- Fleet vehicles will be assigned and coordinated by the County Administration Office or by departments assigned specific vehicles, in accordance with this policy.

Authorized Drivers:

- Only employees and elected officials may operate County vehicles unless otherwise specifically authorized.
- Interns, volunteers, or other non-employee individuals are not permitted to operate County vehicles unless explicitly approved by the department head and approved in accordance with County requirements, including verification of eligibility and insurance coverage.
- All operators must:
 - Possess a valid driver's license appropriate for the vehicle operated
 - Maintain an acceptable driving record as determined by the County
 - Immediately notify their supervisor of any suspension, revocation, restriction, or change to their driving privileges
- Driver Authorization:
 - Employees required to drive for County business must be authorized in advance.
 - Authorization includes:
 - Completion of the County "Authorization to Drive for County Business" form
 - Verification of driver's license status
 - Review of eligibility to operate vehicles
 - Authorization must be completed prior to operating any County vehicle or using a personal vehicle for County business.
 - Departments may establish additional vehicle use or driver authorization requirements based on operational needs. Any departmental policies must be consistent with, and may not conflict with, this policy. In the event of a conflict, this County policy shall govern. Department-specific policies shall not reduce or waive driver eligibility, safety, or insurance requirements established herein.

License Requirements and Reporting:

- All authorized drivers must maintain a valid driver's license appropriate for the vehicle operated.
- Employees must:
 - Notify their supervisor of any suspension, revocation, or restriction to their driving privileges immediately.
 - Report any changes that may affect their ability to operate a vehicle for County business
- Employees may not operate a County vehicle or drive for County business without a valid driver's license.
- Driving Record Review:



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- The County may review driving records periodically or as needed to ensure continued eligibility to operate vehicles.
- If concerns are identified, the County may take appropriate action, including requiring additional training, restricting driving privileges, or other personnel actions consistent with County policies.

Vehicle Reservation and Use:

- Administration fleet vehicles must be reserved through the County Outlook resource calendar system.
 - Employees will receive an automated acceptance or denial notification based on availability
 - Employees are responsible for verifying reservation details prior to use
 - Reservations should include employee name and reason for travel and should be booked for only the time and day/s it's needed.
- Reservation priority may be adjusted based on operational needs, including:
 - Distance and duration of trip
 - Number of passengers
 - Business necessity
- For fleet vehicles managed by a specific department other than Administration, employees should follow internal department procedures for reserving them.
- Employees should schedule vehicle usage as far in advance as possible. Late changes or cancellations should be avoided unless necessary.

Vehicle Check-Out and Return:

- Employees must obtain vehicle keys, fuel card, and mileage log prior to use
- Upon return, employees must:
 - Accurately complete mileage logs
 - Return keys, fuel card, and documentation
 - Submit any fuel receipts
- If returning after normal business hours, materials must be placed in the designated after-hours drop location.

Safety Expectations:

All operators must:

- Wear seatbelts at all times
- Operate vehicles in compliance with all traffic laws
- Adjust driving behavior based on weather and road conditions
- Minimize distractions while driving

Prohibited Use of County Vehicles:

The following uses are prohibited:

- Personal use without authorization
- Transporting unauthorized passengers
- Operating a vehicle while under the influence of alcohol, illegal drugs, or impairing medications
- Reckless, unsafe, or negligent driving behavior
- Smoking or vaping in County vehicles
- Use of handheld cell phones while driving, unless permitted by law or specific departmental exception
- Transporting unsecured materials or equipment

Passengers:



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Passengers in County vehicles must be limited to individuals conducting official County business or otherwise authorized by the County. Transporting unauthorized individuals is prohibited.

Personal Use:

- Personal use of County vehicles is prohibited unless expressly authorized by the County Administrator or designee.
- Personal use is defined as any use not directly related to official County business.
- Limited incidental use may occur when employees are engaged in authorized business travel, including brief stops for meals, fuel, or other necessary travel-related purposes, provided such use does not interfere with County business.
- County vehicles are not to be used for pleasure travel or personal errands unrelated to County business.
- Use of County vehicles in a manner that may reflect negatively on the County or its operations is prohibited.
- Approved personal use must be documented and may be subject to IRS taxable benefit reporting requirements.
- Employees using a personal vehicle for business purposes when a fleet vehicle is available may receive reduced mileage reimbursement in accordance with County policy.

Accident or Incident Reporting:

- In the event of an accident involving a County vehicle, the employee driving shall:
 - Contact law enforcement as appropriate
 - Notify your supervisor as soon as possible
 - Obtain necessary information from all parties involved
 - Complete all required County accident or incident reports
- Failure to report an accident may result in corrective action in accordance with County policy.
- In the event of a vehicle breakdown:
 - Safely secure the vehicle
 - Notify the County Administration Office or appropriate department contact as soon as possible

Vehicle Care and Responsibilities:

- Employees are responsible for:
 - Performing a basic safety check prior to use, including lights, signals, tires, and general condition
 - Returning vehicles in clean condition, free of debris and personal items
 - Ensuring vehicles are left in safe and operational condition
- Any damage, maintenance issues, or concerns must be reported promptly using the appropriate process.

Fueling:

- Fuel cards must be used for fueling County vehicles
- Fuel must be refueled to a full tank upon returning and receipts must be submitted with vehicle documentation

Insurance and Liability:

- County vehicles are insured for authorized business use only.
- Personal Vehicle Requirements:
 - Employees who use personal vehicles for County business must:
 - Maintain automobile liability insurance with minimum coverage of:
 - \$100,000 per person
 - \$300,000 per accident
 - \$100,000 property damage



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- Provide proof of insurance to the County, in a form approved by the County, as a condition of authorization and reimbursement
- Failure to maintain required coverage or provide proof of insurance may result in denial of mileage reimbursement, reduced mileage reimbursement rate (\$0.26/mile) and/or loss of authorization to drive for County business.
- Employees must be authorized to drive for County business prior to receiving mileage reimbursement.
- The County assumes no responsibility for:
 - Personal property left in vehicles
 - Unauthorized use of vehicles
 - Unauthorized passengers

Vehicle Tracking and Monitoring:

- County-owned fleet vehicles may be equipped with GPS, video recording systems, and/or other electronic monitoring devices. These systems may include outward-facing cameras that record activity outside of the vehicle.
- Vehicle monitoring systems are intended to support employee safety, reduce accidents and liability, improve operational efficiency, and protect County assets.
- The use of monitoring systems is not intended to be punitive or used solely to monitor individual employees; however, information obtained may be used when policy violations or safety concerns are identified.
- These devices are used for legitimate business purposes, including:
 - Vehicle location and recovery
 - Fleet utilization and efficiency
 - Safety monitoring
 - Protection of County property and the public
 - Maintenance and operational management
 - Vehicle diagnostics
 - Documentation of weather events, disasters, and emergency situations
- Monitoring data may be reviewed under the following circumstances:
 - Following an accident or safety-related incident
 - In response to a complaint or concern
 - For operational or maintenance review
 - Periodically or on a random basis to ensure compliance with this policy
- Access to vehicle monitoring and tracking data will be limited to authorized personnel, which may include the employee's supervisor, department head, County Administrator, Risk & Safety Director, Human Resources, and any investigator hired for an independent investigation.
- Employees must report any malfunction of the GPS tracking devices immediately to their supervisor and/or Risk and Safety Director.
- Employees should have no expectation of privacy when operating or riding in a County vehicle.
- Monitoring data may be used as part of administrative review, investigation, or personnel actions, consistent with County policies.
- The use of monitoring technology is not intended to monitor employees beyond legitimate business purposes.
- Vehicle monitoring systems are not intended to record activity inside the vehicle cab unless otherwise authorized.
- Any attempt to disable, tamper with, or interfere with a vehicle tracking device is prohibited.



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Note: Law enforcement vehicles used by the Sheriff's Office may be governed by separate Sheriff's Office policies regarding vehicle-mounted cameras, audio capabilities, and related monitoring systems. Such policies should align with the general intent of this policy, including those related to safety, appropriate use, and compliance.

Fines and Violations:

Any fines (monetary or otherwise) incurred by employees while operating a County vehicle due to the employee's actions are the sole responsibility of the employee, unless otherwise required by law. Such actions may result in corrective action in accordance with County policy.

Compliance and Enforcement:

Failure to comply with this policy may result in corrective action, including loss of driving privileges and discipline up to and including termination. Employees must complete all required documentation and provide requested information to maintain eligibility to operate vehicles or receive mileage reimbursement.

Policy 109 – Effective May 31, 2015; Revised June 22, 2026

=====Old version=====

POLICY 109 - FLEET POLICY AND EQUIPMENT

Purpose: To provide guidelines and assign responsibilities for the safe operation and use of vehicles owned by the County.

Policy: The County has established a fleet of vehicles (automobiles, SUVs and pickups) to be available for business related use by the employees of the County. By making use of a county owned fleet vehicle, the individual's overall risk exposure (liability) will be greatly reduced and the cost of departmental vehicle related mileage reimbursement expense should be diminished, thus leaving funds available for other departmental uses.

- Whenever a county owned fleet vehicle is available for business related purposes, employees are required to use the fleet vehicle in place of a personally owned vehicle unless prior approval is granted from department manager or designee.
- The scheduling and maintenance of the county owned fleet vehicles will be the complete responsibility of the County Administration Office or Department Manager or designee if a county vehicle is assigned to their department. Department Managers will develop policies for scheduling vehicle usage in their control.
- A fleet vehicle (for outside of Buffalo County use) can be reserved through the County Administration Office via e-mail using the County Admin Office e-mail address.
- Reservation priority will be given to business related trips for extended periods/distance traveled for meetings, training, conferences or the transport of multiple authorized passengers via e-mail using the County Admin Office e-mail address.
- All requests for reservation of a county owned fleet vehicle must contain: employee name, departure date and time, destination, and estimated return date and time.
- When multiple duplicated date and time requests are received, preference will be given to the trip(s) which will incur the most out of county mileage during a given period of time, and/or when multiple employees (or authorized passengers) will be attending the same meeting.
- Reservations are confirmed with the information being placed on an Outlook Express calendar (computerized) under Public Folders under County Car that can easily be accessed by all employees.
- The County Administration Office will not normally notify individuals of any changes made to vehicle reservations. However, it is best to periodically verify that a fleet vehicle has been reserved for you by



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confirming the information contained in the Outlook Express calendar in the Public Folders under County Car.

- Please schedule your vehicle usage as far in advance as possible. Reservation alterations (bumping) will not normally be allowed within three (3) working days of the scheduled departure date.
- Please be certain to make your vehicle reservations on a timely basis. Please note that fleet vehicles for use solely within Buffalo County are available on a first come, first serve basis and cannot normally be reserved. These in-county vehicles are not normally available for out of county usage.
- It is the responsibility of each employee to maintain all Buffalo County vehicles and equipment in a well-kept manner and to perform a safety check of the vehicle. At a minimum, the employee should do a visual check of lights, brake lights and signal checks, horn and tires prior to leaving.
- Prior to your departure, please obtain the fleet vehicle keys, fuel card and mileage log from the County Administration Office.
- Please fill the fleet vehicle with fuel, before returning keys, if the tank is less than one-half full.
- Upon your return, please assure the vehicle mileage log sheet is accurately completed; take the vehicle keys, fuel card and all documents (including any fuel receipts) to the County Administration Office.
- If returning a fleet vehicle after normal business hours, please deposit the mileage log sheet clipboard, keys, fuel card and all documents (including any fuel receipts) in the overnight box located in the entryway of the Sheriff's Department entrance.
- Please inform the County Administration Office personnel of any problem(s) you encounter with a fleet vehicle, to allow for corrective action to be taken/appropriate maintenance to be completed. Forms are provided on the clipboard to document issues related to the vehicle.

General Vehicle Usage Policy Guidelines:

- These are not meant to be all inclusive, but rather cover several of the more common questions.
- The fleet vehicles are not to be used for personal use without express permission of the County Administrative Coordinator, County Board Chair or Department Manager. Any personal mileages may be taxable under IRS regulations and must be noted on the mileage log.
- For overall safety purposes, there will be no food consumed in the fleet vehicles by the driver while the vehicle is in motion. No beverage may be consumed in the fleet vehicle if it causes the driver to be inattentive.
- In addition, whenever usage of a cell phone is required by the driver, the vehicle must be safely stopped and adequately parked, except Law Enforcement. Violations of this provision are subject to disciplinary action and legal prosecution.
- If you do not intend to make use of a fleet vehicle for a county business related trip, you must inform your Department Manager or designee, in writing or by department policy, in advance of your trip, of the specific reason you wish to be exempted from the use of a fleet vehicle.
- The appropriate Department Manager or designee will review the request and determine if the request for exemption is to be allowed, based on the merits of the request, and inform the employee of their decision.
- In the event an employee does not request an exemption, in advance, regarding the use of a fleet vehicle, or the request for exemption is denied by the Department Manager or designee, and the employee uses a personal vehicle for a business related trip (when a county fleet vehicle is available for use), individual mileage reimbursement will be limited to the rate per mile applied when the appropriate vehicle insurance coverage information is not on file – currently \$ 0.26 per mile.
- If the use of a personal vehicle is specifically authorized for a combination business and personal use trip, an employee will be reimbursed the prevailing mileage rate for the mileage incurred on one (1) way only (to the actual location of the business function).



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- The fleet vehicles will be assigned in a consistent predetermined manner by the County Administration Office or department policy if the vehicle is under the control of the department.
- Requests for use of a specific fleet vehicle cannot normally be honored. However, exceptions may be granted as appropriate.
- Please address all questions to your Department Manager. Your Department Manager will then correspond with the County Administration Office.
- There will no doubt be situations or questions that arise which are not covered in this document.
- Each such unique situation or question will be addressed by the County Administration Office as they are encountered.
- At the conclusion of each use, all debris and equipment must be removed from the vehicle.
- The Buffalo County Employee Safety Handbook details the overall policy. This policy will be enforced by random checks performed by the County Administration Office or designee, your governing "Standing" Committee of the County Board of Supervisors or the County Board Chair.
- Do not drive under the influence of alcohol, prescription medicines that warn against operating a vehicle, sleepiness, or illegal drugs. Alcoholic beverages or any illegal drugs are not permitted in county vehicles at any time.

Fines Incurred by Employees:

- Any fines (monetary or otherwise) incurred by employees while performing official county business, due to the employee's actions, are the sole responsibility of the employee, with the exception of Wisconsin Statute 895 (State and political subdivisions thereof to pay judgments taken against officers).
- Where applicable, such actions may result in disciplinary action.

Policy 109 – Effective May 31, 2015; Revised January 23, 2017