

POLICY NO. 5 (AMENDED) (SAFEGUARDING COUNTY EQUIPMENT AS  
RECOMMENDED BY DEPT. OF EXAMINERS OF  
PUBLIC ACCTS. AND IMPLEMENTING THE USE  
OF MILEAGE CARDS FOR PASSENGER VEHICLES  
AND PICKUP TRUCKS)

1. Employees assigned to operate certain equipment while carrying out the duties of their specific job classification or related duties are to be responsible for making supervisory personnel aware of maintenance problems or needed repairs of equipment in their custody in order to maintain equipment in good working order at all times.
2. Employees are to be responsible for making supervisory personnel aware of any attempt by unauthorized persons to use certain equipment belonging to St. Clair County and assigned to their custody either during regular working hours or after normal working hours.
3. Supervisory personnel are to make all employees aware that equipment belonging to St. Clair County is not to be used for personal work or gain.
4. When required to leave equipment on job site or near vicinity of job site due to distance required to bring equipment into safeguarded area, every effort should be made by employees and supervisors to see that equipment is left as safe as possible, and every precaution taken to try to assure that no vandalism to such equipment might occur.
5. Employees and supervisory personnel are to observe all safety regulations and take every precaution regarding proper warning to the traveling public by erecting proper signing or stationing flagmen on road rights-of-way where work is being performed, needing to be performed, or while equipment or materials are being loaded or unloaded.
6. The use of mileage cards is to be implemented on all county-owned passenger vehicles and pickup trucks except for the sheriff's department who already keeps mileage records on vehicles.

Affirmed and Amended this 9th day of March, 1999.