



RESOLUTION R-051-25

A RESOLUTION OF THE WALKER COUNTY BOARD OF COMMISSIONERS TO ADOPT A COUNTY VEHICLE AND EQUIPMENT OPERATING POLICY

WHEREAS, the Board of Commissioners of Walker County (“Board”) is the governing authority of Walker County, Georgia; and

WHEREAS, the Board of Commissioners recognizes the importance of providing safe, efficient, and well-maintained vehicles and equipment for county employees to perform their official duties; and

WHEREAS, the effective management of the county fleet is crucial for responsible stewardship of public resources, minimizing costs, and ensuring accountability; and

WHEREAS, the Board deems it necessary to establish clear guidelines and procedures for the use, assignment, maintenance, and operation of all county owned vehicles and equipment; and

WHEREAS, this policy aims to promote the safety of county employees and the public, ensure compliance with all applicable laws and regulations, and establish standards for responsible vehicle and equipment use;

THEREFORE BE IT RESOLVED the Board of Commissioners of Walker County, Georgia hereby adopts the Walker County Vehicle and Equipment Operation Policy, as attached hereto marked “Exhibit A,” and incorporated by reference.

BE IT FURTHER RESOLVED that all county employees who operate or are assigned county vehicles and/or equipment shall be required to adhere to the provisions outlined in this policy.

SO RESOLVED AND ADOPTED this 7th day of August, 2025.

ATTEST:

WALKER COUNTY, GEORGIA

LISA RICHARDSON, County Clerk

ANGELA TEEMS, Chairwoman/CEO



The foregoing Resolution received a motion for Approval from Commissioner Hart, second by Commissioner Wilson, and upon the question the vote is 4 ayes, 0 nays to adopt the Resolution.

Exhibit A



Walker County Government
Office of the Commissioner
Human Resources Department

COUNTY VEHICLE AND EQUIPMENT OPERATING POLICY

Purpose

The purpose of this policy is to establish clear procedures and responsibilities for all employees who operate county owned vehicles or equipment. This ensures safety, accountability, compliance with licensing requirements, federal, state, and local traffic and vehicle laws and proper maintenance of public assets.

Scope

This policy applies to all Walker County employees, contractors, or authorized personnel who operate or are responsible for the operation of any county owned or leased vehicles and equipment.

Driver Requirements

- **Proper Licensing:**

All drivers or operators of county vehicles or equipment must hold a valid driver's license appropriate for the type and class of vehicle or equipment they are assigned to drive or operate.

- o CDL (Commercial Driver's License) is required where applicable.
- o Licenses must be kept current and in good standing.
- o Non-Commercial Class E or F for Firefighter/Emergency Vehicles.

- **License Verification:**

The Human Resources or designated department will verify licenses annually or as needed. Any suspension or revocation must be reported immediately.

- **Unauthorized Drivers:**

No unauthorized individual shall operate a county vehicle or equipment at any time.

Vehicle Inspections

Each department head shall determine the appropriate frequency based on the specific operational needs of their department. All drivers or operators are required to perform inspections of county vehicles as follows:

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- **Pre-Trip Inspection:**

Before driving or operating any county vehicle or equipment, drivers or operators must:

- Check tires, lights, mirrors, wipers, and fluid levels.
- Ensure the vehicle is free of obvious defects or leaks.
- Verify safety equipment (e.g., fire extinguisher, first aid kit) is present and functional.

- **In-Operation Monitoring:**

Drivers or operators must be alert to any unusual noises, vibrations, or dashboard warning lights while operating the vehicle. Any irregularities to vehicles or equipment's must be reported immediately to the supervisor or department head.

- **Post-Trip Inspection:**

At the end of each use, drivers or operators must:

- Re-inspect the vehicle for new damage or maintenance issues.
- Remove trash and personal items from vehicles or equipment's.
- Refuel if needed and return the vehicle in a clean, ready to use condition.
- New damage or maintenance issues must be reported immediately to the supervisor or department head

Vehicle Cleanliness and Care

- Vehicles must be kept clean and presentable at all times.
- Drivers or operators are responsible for removing trash and debris after each use.
- Any excessive dirt, spills, or damage must be addressed promptly and reported to the department supervisor.

Accident Procedures

In the event of an accident involving a county vehicle or equipment, the following steps must be taken:

1. **Ensure Safety:**

Check for injuries and call 911 if needed.

2. **Notify Law Enforcement:**

Contact local law enforcement to respond and document the incident.

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3. Notify Supervisor:

Immediately report the accident to the direct supervisor or department head.

4. Accident Report:

Complete a County Vehicle Accident Report within 12 hours of the incident.

5. Drug/Alcohol Testing:

Employees involved in an accident will be subject to post-incident drug and alcohol testing per the County's Drug and Alcohol Policy.

6. Prohibited:

Employees and representatives of the county are strictly prohibited from capturing, sharing, or posting any photographs, videos, written accounts, or descriptions of damage to county owned property on social media, public forums, or other communication platforms. All such incidents must be reported through the appropriate internal channels for proper documentation and any public response would be made at the county administrative level.

Compliance with Laws

All employees must obey federal, state, and local traffic and vehicle laws, including but not limited to:

- Speed limits
- Seatbelt use
- Distracted driving prohibitions (e.g., texting while driving)
- DUI/DWI laws

Violations of the law while driving or operating a county vehicle or equipment will result in disciplinary action, up to and including termination.

Disciplinary Action

Failure to comply with this policy, including driving or operating a vehicle or equipment without a proper license, neglecting inspection duties, or failing to follow accident procedures, will result in disciplinary action up to and including termination of employment.