JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: **Board of County Commissioners**

FROM: **Judy Shepherd, Finance Manager**

DATE: **December 18, 2023**

SUBJECT: **Appendix 'D' – Travel & Transportation Policy & Procedures as part of the Jefferson County Personnel Administration Manual**

STATEMENT OF ISSUE:

The Travel Policy is outdated and requires updating.

ANALYSIS:

HR is currently working on rewriting the Jeff Co Personnel Administration Manual. Early on it became clear that a team of employees familiar with the challenges of the current travel policy needed to review the existing travel policy. The team worked diligently to revise the policy. In addition, earlier this year, Auditor Huntingford changed the travel reimbursement form to be clear and easier for employees to complete.

FISCAL IMPACT:

None

REVIEWED BY:

Mark McCauley, County Administrator   12/14/23
Date

STATE OF WASHINGTON
County of Jefferson

IN THE MATTER OF ESTABLISHING }
AN UPDATED TRAVEL POLICY AS }
APPENDIX 'D' OF THE JEFFERSON }
COUNTY PERSONNEL MANUAL }

RESOLUTION NO. _____

WHEREAS, the current Jefferson County Personnel Administration Manual was last updated and adopted on June 28, 2021; and,

WHEREAS, the current Appendix 'D' – Travel & Transportation Policy and Procedures has not been updated for a number of years except for minor wording changes; and,

WHEREAS, the current Appendix required updating to current day language, processes, and the adoption of a new Travel Reimbursement Form; and,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Jefferson County Commissioners declares the updated Appendix 'D' – Travel & Transportation Policy and Procedures per the attached addendum is the County's policy for all employee travel, including elected and directors, replacing the existing the Appendix 'D' effective June 28, 2021 of the Jefferson County Appendix 'D' – Travel & Transportation Policy and Procedures.

APPROVED AND ADOPTED this 18th of December, 2023.

SEAL:

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Greg Brotherton, Chair

ATTEST:

Kate Dean, Member

Carolyn Gallaway, CMC
Clerk of the Board

Heidi Eisenhour, Member

APPENDIX 'D'- Travel &Transportation Policy

Section 1.0 – Introduction
Jefferson County has established a system for control of travel that provides for reimbursement of travel expenses incurred while on authorized travel. In order to ensure reimbursement, Travelers must follow the procedures explained in this Manual prior to travel. All travel requests shall be submitted to a Departmental Director or designee who is responsible for approving travel and for ensuring that appropriate funds are available for travel on County business.

This Policy is designed to ensure that any payments made under this section are reasonable, accurate, and necessary for the conduct of County business.

Section 2.0 – Definitions
The following definitions shall be used for the purposes of this Policy.

Board of County Commissioners: The board comprised of the elected county commissioners of the County.

County: Jefferson County, State of Washington.

County Administrator: A position appointed by the Board of County Commissioners to handle County administration.

County business: Activities performed in order to accomplish County programs or as required by the duties of a position of an employee or volunteer or by the office of an Elected Official.

County Credit Card: The County has purchasing cards that are used by Travelers as credit cards.

County Vehicle: A vehicle owned, leased or rented by the County.

Departmental Director: Elected Official, Department Head or authorized designee acting as the manager for that department.

Elected Official: A person elected to an office listed in RCW36.16.030.

Employee: Any person employed or appointed by the County who is compensated by payment of wages where federal, state, or local taxes are withheld. Independent contractors are not employees.

GSA per diem rate:: Per diem rates for government employees established by the U.S. General Services Administration to cover a government employee's living expenses when traveling. GSA per diem rates can be found at www.gsa.gov. GSA per diem rates typically are updated annually in October.

Manual: This Personnel Administration Manual.

Official Workstation: The place where an Elected Official, employee or volunteer is assigned to work the majority of their work schedule.

Policy: This Travel & Transportation Policy.

Single Day Meal Reimbursement: The reimbursement for meals when the travel does not include an overnight stay.

Short Term Rental Sites: Short Term Rental Sites are locations that rent out space for short term rentals, and includes but or not limited to Airbnb, Blueground, cozy cozy, Hello Landing, Homestay and vrbo.

Three Hour Rule: A Traveler on single-day travel who has been in Travel Status for three (3) hours beyond their regularly scheduled work day. The three hours may be any combination of time before and/or after the scheduled working hours on the day in question. (See 7.3.2.1)

Traveler: An Elected Official, employee or volunteer who is on Travel Status.

Travel Status: Travel Status starts when an Elected Official, employee or volunteer who is on County business leaves their home or official workstation, whichever is closer to their destination, for a destination outside of Jefferson County.

Volunteer: A person who performs any assigned or authorized duties for the County or a board, commission or committee, or department of the County, by their own free choice, who receives no wages, and who is registered and accepted as a volunteer by the County. For the avoidance of doubt, volunteers include jurors, poll workers and advisory board members. Independent contractors are not volunteers.

"West End:" The common term for the area of Jefferson County that is separated from the eastern portion of the County by the Olympic National Park and is not accessible by Highway without traveling out of Jefferson County.

Section 3.0 – Applicability

Unless otherwise provided by law, these regulations are applicable to all Travelers. If specific travel circumstances arise which are not covered in this Policy, Washington State Office of Financial Management (OFM) Travel Regulations shall be used as guidance in determining acceptable practices and expenditures.

Section 4.0 – General

Section 4.1 – Care When Incurring Travel Expenses

Travel funds are an important public resource and should be spent wisely and judiciously. It is assumed and expected that expenses incurred under this Policy shall be appropriate to the circumstances, and consistent with the best interests of the County and its desire to minimize travel costs. A Traveler traveling on County business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Travelers are responsible for excess costs and any additional expenses incurred for personal preference or convenience.

Section 4.2 – Travel Itinerary

The travel itinerary of a Traveler shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more Travelers to travel on official County business in one vehicle, they shall do so.

Section 4.3 – Health and Safety of Travelers

The health and safety of Travelers is a top priority in the conduct of travel related activities. It is considered advantageous to the County for travel plans and itineraries to be established and altered with consideration of hazardous inclement weather and other situations that could threaten the health and safety of County personnel.

Section 4.4 – Revised Travel Plans Due to Illness or Severe Inclement Weather

A Traveler shall contact their supervisor as soon as possible if the alteration of travel plans and itineraries likely will result in extra travel expenses (including meal and/or lodging costs) due to emergencies such as a sudden onset of illness or because of severe inclement weather. Notes on the Travel Reimbursement form are required, including the name of the supervisor who approved the alteration and the approval date and a short description of the reason for the change.

Section 4.5 – Compliance with the Americans with Disabilities Act (ADA)

All County personnel are to be afforded equal opportunity to travel for County business even if the travel costs for disabled travelers would likely exceed what would normally be most economical to the County, unless costs would create undue hardship on the County as allowed by the ADA. Travel authorizations and travel claims should be annotated that the extra costs were required to comply with the ADA.

Section 5.0 – Travel Reimbursement Method

Expenses incurred while traveling shall be paid by reimbursement to Travelers using the procedures in this Policy. The use of prudent judgment for travel expenses on County business is expected. Excessive or unnecessary expenses shall not be reimbursed. Refer to Section 8.1 – Overnight Travel Reimbursement.

Section 5.1 – Authorization for Travel Reimbursement

Authorizations for travel shall be exercised through the Departmental Director from the properly authorized BARS travel line item of the Department budget. For travel outside the State of Washington, the Advance Travel/Out of State Travel Request Form must be completed and receive approval by the County Administrator before travel occurs.

Section 5.2 – Use of County Issued Credit Cards for Travel

Travel expenses may be paid with a County credit card issued to a County Department. (See also Resolution 64-08 regarding County credit cards.) Travelers using County credit cards must retain and submit expenditure receipts for all expenses that are charged to the County credit card.

Charges without receipts or which are not eligible for reimbursement shall be disallowed and the employee shall remain personally liable for such charges. If for any reason disallowed charges are not repaid within 10 (ten) days following return from travel, the County shall have a lien against and a right to withhold any salary payable to, or that will be payable to, the employee up to an amount equal to the disallowed charges plus interest at the same rate as charged on the County credit card. If not repaid, the Traveler shall not be allowed to use a County credit card for subsequent travel. The Traveler is required to surrender the County credit card upon demand by the County Administrator, the County Treasurer or the County Auditor.

Section 5.3 – Travel Lodging and/or Meal Reimbursement NOT AUTHORIZED

Reimbursement for lodging and/or meals shall not be authorized under any of the following conditions:

1. No expenses for lodging and/or meals were actually incurred.
2. The County provides direct payment to vendor for registration/conference fees or other travel expenses, i.e. lodging.
3. Reimbursement for spouses, guests or other persons not authorized to receive reimbursement under this Policy or State regulations.
4. The County shall not reimburse a Traveler for the cost of any alcoholic beverages.
5. Use of a County credit card to pay for fuel in a Traveler's personally-owned vehicle is prohibited.
6. The County shall not reimburse a Traveler for use of a County credit card for the purchase of fuel in a personally-owned vehicle.

Section 6.0 – Direct Payment to Vendors Supplying Meals or Lodging

On occasion a department may negotiate meal or lodging rates directly with a vendor or vendors in a specific area (i.e. the West End) in order to accommodate travel arrangements for several Travelers at the same time and/or to receive a cost savings.

Section 6.1 – Approval and Documentation for Direct Payment to Vendors

Approval of a Departmental Director must be obtained prior to authorizing direct billing to the County and direct payment by the County. Any payments made according to this section are to be supported by documentation consisting of:

1. A list of Travelers and their respective departments.
2. An invoice from the vendor detailing the number of meals served and price per meal.
3. Lodging information including date(s) of reservation, room rate and all Traveler names occupying the room.
4. Lodging and meals are required to follow the GSA per diem rate.

Section 6.2 – Travel by Commercial Carrier (Airline, Train, Bus)

6.2.1 Advance Bookings:
Purchases are authorized to pay for airline or other commercial carrier tickets prior to a scheduled trip. Purchasing reasonable travel insurance or refundable airfare in case of cancellation is suggested and must be approved by the Department Director.

6.2.2 Most Cost-Effective Route:
Air and train transportation are to be by Economy Class and by the most direct or cost-effective route.

6.2.3 Purchasing reasonable travel insurance or refundable airfare in case of cancellation is suggested. Purchase of travel insurance or refundable air fare must be approved by the Department Director.

Section 7.0 – Reimbursable Meal Expenses

Department Directors shall determine whether meal reimbursement expenses shall be paid by per diem or actual expense. To qualify for meal reimbursement for a meeting, training or conference, a copy of the schedule or agenda is required. There are two options for reimbursement: per diem and actual expense.

7.1 PER DIEM Basis

- GSA Per Diem Rates shall serve as the amount of the meal cost reimbursement for travel within and outside the State. The Per Diem rate includes the basic cost of the meal, applicable sales tax, and any gratuity up to 18% (eighteen) percent of the cost of the meal.

- Per Diem rate is based on the travel destination County.

- If the employee uses a County credit card, they shall not be reimbursed any Per Diem.

7.2 ACTUAL EXPENSE Basis

Detailed receipts listing all of the items purchased must be obtained for each meal to qualify for reimbursement. Reimbursement for meal costs based on actual expense shall not exceed the limits listed in the GSA per diem rates allowable for travel, which includes the basic cost of the meal, applicable sales tax, and gratuity not exceeding 18% (eighteen) percent of the cost of the meal.

7.3 Reimbursement for Cost of Meals on Travel Status

Travel Status is required to qualify for meal reimbursement. One of the following two criteria must be met for a Traveler to receive meal reimbursement:

7.3.1 Single Day Travel:

Meal reimbursements for single day travel are considered taxable fringe benefits by the IRS subject to all employment taxes and shall be included in annual taxable gross wages. Employees are required to complete the "Single Day Meal Reimbursement" form and attach detailed receipts for submittal to the Jefferson County Auditor's Office. The form is available in public directories \Public\Forms\Travel Forms\.

7.3.1.2 Three-Hour Rule for Meal Reimbursement Eligibility on Single Day Travel

A Traveler may be reimbursed for meal expenses only after they have been in Travel Status for three (3) hours beyond his/her regularly scheduled work day. The three hours may be any combination of time before and/or after the scheduled working hours on the day in question. For example, a Traveler working an 8 hour day must be traveling 11 hours to meet this rule while a Traveler working a 10 hour day must be traveling 13 hours. A Traveler may not stop for a meal just to meet the three-hour rule.

7.3.2 More than One Traveler on a Claim
Reimbursement may be claimed by one person for several Travelers eating together, as long as all the names are listed on the Travel Reimbursement form.

7.3.3 Excess Amounts Not Reimbursed
Any amount paid for meals in excess of the GSA per diem rates shall not be reimbursed.

7.3.4 Grant Reimbursed Meals
When the County will be reimbursed for a Travelers' meal expense through a grant which uses a different reimbursement schedule, the County shall honor that rate if the employee submits documentation from the grant contract that details the amount to be reimbursed for each meal.

Section 7.4 – Meeting Out of the County When Not on Travel Status

When not on Travel Status, the provisions of Resolution No. 40-96 apply. Reimbursement may only be made for meals that are scheduled as an integral part of an official proceeding or program related to County business. The Departmental Director must approve the meals in advance of the meeting, convention, conference, or training session, qualifying it is advantageous to the County and is related to the person's job responsibility. See Resolution No. 40-96 for complete text.

Section 8.0 – Lodging Reimbursement

Maximum reimbursement is not to exceed the rate specified in the GSA Per Diem rates. Approval by the Department Director or their designee is required for any quoted commercial lodging that exceeds per diem.

Reimbursement for lodging is based on the actual cost supported by the lodging receipt. Lodging in a hotel or motel is encouraged. Prior approval is required from the Department Director for use of a Short Term Rental Site instead of a hotel.

A note of caution when using accommodation at a Short Term Rental Site: Unlike hotels and motels, Short Term Rental Sites typically include hidden fees such as security deposits, cleaning fees and other service-related costs <u>in addition to</u> the lodging rate. The total cost of using a Short Term Rental Site should not exceed the GSA per diem rates.

- If the total cost of lodging in a Short Term Rental Site is greater than the GSA, the employee must reimburse the County for the difference between the total cost of lodging and the GSA per diem rates.

- If hotel lodging in the area is more than the GSA per diem rates, then a Short Term Rental Site is likely acceptable. However, if a Short Term Rental Site costs more than hotel lodging in the area and more than the GSA per diem rates, the Elected Official, employee or volunteer likely will be required to reimburse the difference between the total cost of lodging in a Short Term Rental Site and the total cost of hotel lodging in the area,

Section 8.1 – Overnight Travel Reimbursement

In order to be eligible for lodging reimbursement, Travel Status is required and travel must be more than 50 miles one way or the travel time must exceed one hour (for example travel that may include mileage, as well as ferry and bridge travel time), unless deemed prudent by the Department Director. In addition, the reason for the travel must be for an event (training, conference, meeting, etc.) with a duration of more than four (4) hours.

Section 8.2 – Shared Accommodations by more than one County employee.

Lodging costs shall be reimbursed at the actual cost; therefore, the actual cost shall be pro-rated when accommodation is shared with more than one employee.

Section 8.3 – Family traveling with County employee.

Additional expense to accommodate for family traveling with employee shall not be reimbursed.

Section 9.0 – Forms for Travel

Forms identified below are to be used by Travelers to submit an accounting of their authorized travel expenses for which they are seeking reimbursement. Employees should submit a travel expense reimbursement claim for each month that they incur travel expenses. Following are four forms with instructions to claim reimbursement:

1. Travel Reimbursement Form
2. Advance Travel/Out of State Travel Request Form
3. Travel Expense Voucher – Mileage Only Form
4. Single Day Travel Meal Reimbursement Form

Forms are available in the public directories, Public\Forms\Travel Forms. The forms are in Excel spreadsheet or PDF editable format. Handwritten completed forms are discouraged due to calculations within the forms.

Section 9.1 – Travel Reimbursement Claim

Employees must complete all paperwork regarding travel expense reimbursement claims in a timely manner.

- The Travel Reimbursement Form must be completed, signed, and then submitted for approval to the Departmental Director with a copy of the meeting or training schedule, agenda, or brochure.
- The receipts for lodging accommodations, miscellaneous expenses and meals (if being reimbursed on the actual expense basis) are required to be included when submitted with the Travel Reimbursement form.
- All transportation other than privately owned vehicles or County vehicles are required to be on commercial carriers.
- Reimbursements that lack adequate support or documentation shall be returned by the Auditor's Auditing Specialist and shall not be paid until the concerns are resolved.
- Processing and payment to the employee shall be made as expeditiously as possible.

Section 9.2 – Advance Travel/Out of State Travel Request Form

This form serves two purposes: 1) A request for an Advance Travel funds and/or 2) Out of State Travel Request approval.

9.2.1 Out of State Travel Requests

Out of State Travel Requests require approval from the Departmental Director and County Administrator prior to making travel arrangements. To complete this process,

1. The employee is required to submit the completed Advance Travel/Out of State Travel form to the Departmental Director for approval;
2. The Departmental Director shall forward the Advance Travel/Out of State Travel form to the County Administrator for review and approval; and
3. Once approved, the travel arrangements may be made by the Department of by the traveler.

9.2.2 Request for Advanced Travel Funds

The employee is required to submit the completed form to their Departmental Director for approval. Requests for Advance Travel funds shall be submitted to the Treasurer's Office a minimum of 5 (five) working days before the funds are required. The employee shall pick up the advance travel check from the Treasurer's Office or the employee's Departmental Director. Clerk Hires shall not receive advance travel, except as authorized and approved by the County Administrator.

- There is a minimum amount for an Advance Travel request of $100.00.
- If the requestor has a County credit card, Advance Travel may only be used for per diem meals, mileage, and other travel costs such as tolls for ferries or bridges. Multiple methods of payment for travel expenses increase the paperwork and bookkeeping. It would be simpler to use a credit card if you have one.
- Provide requests for Advance Travel to the Treasurer's one to two weeks prior to travel. Emergency requests should be called to 360-385-9152. Travel plans beyond 30 days should be held in the department until the 30-day timeframe is current.
- All travel expense estimates must be in accordance with the GSA schedule and per diem rates.

Section 9.2.3 – Accounting for Advance Travel Funds

Persons submitting claims with expenses in excess of the amount advanced shall be reimbursed for the difference by warrant. The employee shall indicate on the Travel Reimbursement form as a deduction for all travel advance amounts received.

9.2.4 – Unexpended Travel Advance Funds

Any unexpended portion of the travel advance is to be returned to the County no later than 15 (fifteen) days after the close of the authorized travel period. Payment by cash or check made payable to the County is to accompany a properly completed travel expense claim form. Unexpended portion of travel advances are not to be carried forward to a subsequent travel period. A Traveler may not make requests for Advance Travel when they are delinquent in accounting for or repaying a prior travel advance (RCW 42.24.140.)

9.2.5 – Default in Payment or Accounting

Any default in accounting for or repaying a travel advance shall cause the amount that is unpaid to become immediately due and payable. In order to protect the County for any losses from the Advance Travel Fund, the County has a lien against and shall withhold any and all amounts payable or that become payable by the County from the employee's pay, up to the amount of such travel advance.

Section 9.3 – Quarterly or Monthly Reimbursable Transportation Expenses

The Travel Expense Voucher – Mileage Only is for reimbursable transportation expenses using a privately owned vehicle when traveling is required to perform job duties. If recurring travel is between County facilities, the Recurring Mileage Chart (RMC) mileage should be utilized.

- Reimbursement for mileage between the employee's residence and official workstation is a personal obligation of the employee and is not reimbursable by the County.
- Mileage shall be based on departure from the employee's official workstation unless their residence is closer to their destination, in which case the mileage shall be calculated from the employee's residence.
- Vicinity mileage may be included, with an explanation.

Section 9.4 – Single-Day Travel Meal Reimbursement Form

A Traveler may receive reimbursement for meals in connection with County business that require travel outside of the County. Travel to the West End is considered travel outside of the County. To receive meal reimbursements, Travel Status is required for the ***entire meal period***. Stopping for a meal alone does not meet the three-hour rule. Pursuant to IRS rules reimbursement for meals during single-day travel is a taxable fringe benefit and is reimbursed through payroll. The form is completed and submitted to the Auditor to be included in payroll processing. See Section 7.3 for detailed information.

Section 10.0 – Miscellaneous Travel Expenses

Miscellaneous travel expenses essential to the transaction of County business are reimbursable to the employee. Miscellaneous travel expenses must be specifically itemized on the Travel Reimbursement Form with receipts attached. If a receipt is lost for miscellaneous expenses, the Lost Receipt for Miscellaneous Expenses is required to be completed. Reimbursable expenses include, but are not limited to:

- Taxi fares, transit fares, vehicle rentals, parking fees, ferry and bridge tolls.
- Elected Officials, employees and volunteers are required to stop and pay the toll with a County credit card or personal funds when using County vehicles. In any pool vehicle, the driver needs to stop and pay the toll.
- Taxi or transit fares incurred by on Travel Status going from a place of lodging to a restaurant for a meal when the employee has no other means of transportation are considered a reimbursable miscellaneous travel expense.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings if not previously paid.
- Rental of a room in a hotel or other place that is used to transact County business. The room rental is reimbursable as miscellaneous when authorized by the Departmental Director.

- Employees shall be reimbursed for tipping expenditures, when claimed as actual expenses, not to exceed 18% (eighteen) percent.
- Vehicle rentals, registration fees, rental of rooms for County business, and other miscellaneous travel expenses should be accomplished in advance, in accordance with prescribed purchasing requirements.

The cost for personal care attendant services which may be required by a Traveler with disabilities, in order for them to travel, shall be allowed as a miscellaneous travel expense. Such costs may include the fees and travel expenses of the attendant. Such costs are not limited by the dollar amount established above. Instead, the limit for such costs is pursuant to the OFM in Section 3.0 of this Policy.

Section 11.0 – Non-Reimbursable Expenses

Certain travel expenses are considered as personal and not essential to the transaction of County business and, therefore, are not reimbursable. Such non-reimbursable expenses include, but are not limited to alcohol, laundry, valet, entertainment, room movie rental, pet accommodation (except service animals) and other items of similar nature.

Section 12.0 – Use of Privately-Owned Vehicles

Section 12.1 – General Requirements

The employee shall be reimbursed at the mileage rate established by the IRS. New rates typically are released annually January 1st.

- For a Traveler who is using their privately-owned vehicle and is seeking reimbursement for multiple meeting locations in one day, the employee shall provide beginning and ending odometer or map of locations visited with total miles driven.

- If travel reimbursement is requested from the work station, and ends at the workstation, all mileage shall be reimbursed.

- If travel begins outside of the County, or from the location of a non-County event, travel shall end at the Elected Official, employee or volunteer's residence or official workstation.

Section 12.2 – Driver's License and Proof of Personal Insurance

Employees are required to have a valid Washington State driver's license and valid and current Proof of Personal Insurance in their possession while operating a privately-owned motor vehicle when conducting County business. The County recommends and encourages Travelers using their personally -owned vehicle for County business to be fully insured, i.e. Underinsured and Uninsured Motorist coverage. It is also recommended that Travelers advise their insurance carrier if they use their personally -owned vehicle for County business.

Damage that occurs to a Traveler's privately-owned vehicle while the privately-owned vehicle is being used for County business is the responsibility of the Traveler and/or their insurance carrier.

Section 12.3 – Report of Accidents – Privately-Owned Vehicles

All traffic accidents, regardless of how slight, are to be reported by the employee within 24 (twenty-four) hours to the Departmental Director and proper law enforcement agency as required by law. Accidents involving personal injuries are to be reported by telephone and followed with a written report.

Section 12.4 – County Credit Cards – Personally-Owned Vehicle Fuel Purchase Prohibited
Purchase of fuel for a personally -owned vehicle using a County Credit Card is prohibited.

Section 13.0 – Use of County-Owned Vehicles

Section 13.1 – General Requirements

The Departmental Director shall authorize the use of a County vehicle. County vehicles are to be used only on County business. Travelers who are authorized to take part in the County business that necessitated the use of the County vehicle, are allowed to accompany the employee in a County vehicle. Persons who are not Travelers may travel as passengers in County vehicles as long as they are directly engaged in activities which are associated with County business, and only as authorized by a Departmental Director.

Travelers shall adhere to careful driving practices and observe traffic laws and regulations at all times. Purchase of gas, oil and other items or emergency repairs to County vehicles are to be made in accordance with applicable regulations.

- Non-Accident Emergency During Normal Business Hours: Questions about the applicable regulations and County procedures for the purchase of gas, oil, other items or emergency repairs for any County vehicle should be directed to a Traveler's supervisor, if during working hours.

- Non-Accident Emergency After Normal Business Hours: If questions arise after normal business hours or on weekends the employee should contact JeffCom Dispatch for the number of the authorized "after hour" contact person.

- Accident Reports: Blank accident report forms are to be kept in the glove compartment of the County vehicle for the Traveler's use.

Section 13.2 – Driver's License

Operators shall have a valid Washington State driver's license in their possession while operating a privately-owned vehicle or County vehicle. Travelers who operate County vehicles and who use privately-owned vehicles to conduct County business are recommended to complete a Defensive Driving course every three (3) years.