

YELLOWSTONE COUNTY TRAVEL POLICY

POLICY 24-145

Amendment to Section C, Transportation, Subsection 2.
Other Modes of Transportation, A, B, C.

2a. **Other modes of Transportation:**

County employees are not required to use their private vehicles for County business. County employees should use County-owned vehicles for County business when possible. Metra Park, Detention, Sheriff's Office, Junk Vehicle and Public Works (off-campus County departments) have access to County-owned vehicles.

All other County departments, which are more centrally located, have access to Motor Pool vehicles at the Courthouse. Contact Facilities to reserve a Motor Pool vehicle when needed. All gasoline, oil and repairs will be charged on County Credit cards or accounts whenever possible. All cards and receipts will be turned in when the vehicles are returned.

Repairs and damage to Motor Pool vehicles caused by misuse may be charged back to the using department and could result in the cancellation of Motor Pool privileges.

We ask that all departments evaluate current practices and encourage staff to batch trips when feasible, when coordinating travel for county business.

2b. **Personal Vehicles**

It is strongly recommended that employees who decide to use private vehicles for County business talk with their insurance provider to determine if their current auto insurance is sufficient when using personal vehicles for County business. A commercial use rider may be necessary to provide coverage when operating personal vehicles for County business. Personal auto policies may not provide insurance coverage in the event of an accident while using a private vehicle for County business.

For County employees who decide to use their private vehicle for County business, see below:

- **Insurance Requirements:** Employees must maintain automobile insurance that complies with the State of Montana's insurance requirement. Including a commercial rider indorsement, if required by the employee's insurance provider, for bodily injury and property damage.
- **Primary Insurance Coverage:** If an employee is involved in a collision or accident in a privately owned vehicle while on authorized County business, the employee's automobile coverage is considered primary. Yellowstone County does not provide

County employees who decide to use their personal vehicles for County business with automobile insurance.

2c. **Drug Testing**

- **Drug Testing**: To ensure the safety of all employees and the public and in alignment with the County's commitment to a drug and alcohol-free workplace, any County employee involved in a motor vehicle accident while conducting official County business will be required to submit to a post-accident alcohol and drug test. This applies regardless of whether the accident occurred while operating a County-owned or personal vehicle used for official County business, regardless of fault.

Testing may be conducted by law enforcement, or a third-party test approved provider and paid for by the County.

Refusal to submit to required post-accident testing will be treated as a violation of this policy and may result in disciplinary action up to and including termination.

Test results will be used to determine compliance with County policy and may be considered in any disciplinary or administrative proceeding related to the accident.

Approved this 8th day of July 2025, Effective July 8th, 2025. The Board of County Commissioners reserves the right to modify, amend or alter this policy.

ATTEST

Board of County Commissioners
Yellowstone County, Montana

Mark Morse, Chairman

Jeff Martin
Clerk and Recorder

Michael J. Waters, Member