

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 510. USE OF EQUIPMENT AND**  
**VEHICLES**

**EFFECTIVE DATE: 05/04/98**  
**REVISED DATE:**

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- A. GENERAL:** Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Superior Court or Mohave County property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Employees are to notify their Division Heads if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and repair needs could prevent deterioration of equipment and possible injury to employees or other persons. The Division Head will respond to any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.
- B. RULES OF OPERATION:** The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will subject the employee to disciplinary action up to and including termination of employment.
1. **OFFICIAL BUSINESS:** Pursuant to A.R.S. 28-1441 and Attorney General's Opinions 80-137 and 80-138, State and Court vehicles may only be used for official business by duly authorized employees.
  2. **PASSENGERS:** Relatives, friends, children and any other non-county employee are not permitted to operate a Court vehicle for any reason.
  3. **OPERATION:** While operating a vehicle, employees must be properly licensed and operate the vehicle in a safe manner within established speed limits. Employees are responsible for any traffic citations received.
  4. **SEATBELTS:** In accordance with Arizona law and Superior Court policy, employees are required to wear seatbelts at all times when the vehicle is in motion. The driver of the vehicle should ensure that passengers are properly belted in at all times while the vehicle is in motion.
  5. **CREDIT CARDS:** Credit cards are available for fuel purchased during out of town travel. The vehicle number, odometer reading and employee's legible signature are required on all invoices. The customer copy of the invoice needs to be returned to the Mohave County Motor Pool as soon as possible after completing the trip. Credit cards are to be used only for refueling Mohave County vehicles. Private vehicles used for Superior Court business cannot be refueled using Mohave County facilities or credit cards.
  6. **PARKING TICKETS:** All vehicle violations including parking tickets are the

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responsibility of the assigned driver. Notice of delinquent or past due parking violations will be forwarded to the Presiding Judge for review.

- C.    ACCIDENT REPORTING:** Employees who are involved in an accident while traveling on business should immediately report the incident to their Division Head. Vehicles owned, leased or rented by the Superior Court may not be used for personal use without prior approval from the Division Head.
- D.    LOSS OF PRIVILEGES:** An employee may lose driving privileges for a poor traffic safety or accident record or violation of credit card policies. Since the minimum qualification for certain Superior Court positions require possession of a valid driver's license, loss of driving privileges may adversely affect employment with the Superior Court. Any employee found to be willfully violating this policy will be subject to disciplinary action up to and including termination of employment.