



## VERNON PARISH POLICE JURY

### PARISH VEHICLE & EQUIPMENT POLICY

#### POLICY

The Vernon Parish Police Jury provides vehicles and equipment for certain authorized individuals to use for business purposes only.

#### APPLICABILITY

This policy applies to all employees and individuals authorized to operate or use parish owned vehicle or equipment.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

#### REQUIREMENTS & PROHIBITIONS

1. Parish vehicles and equipment are provided for business use only – use of vehicles or equipment for personal reasons is strictly prohibited. Personal use of vehicles or equipment means nonwork-related purposes such as: taking vehicles or equipment home, using it for personal business, using it on the weekend or for a vacation, or someone other than your employee using it, like a family member, friend, or neighbor.
2. Only parish authorized personnel engaged in official parish business are permitted to operate or ride as passengers in parish vehicles or equipment.
3. Authorized personnel operating parish vehicles or equipment must possess and maintain a valid Louisiana driver's license and have an acceptable motor vehicle record. A copy of your valid driver's license must be provided to Human Resources.
4. Vehicle or equipment operation must be in strict compliance with applicable state and local traffic laws and ordinances, and also comply with parish policies and directive regarding equipment use.
5. No authorized individual who has used, or has within their system, alcohol, medical marijuana, or any illegal controlled dangerous substance in any measurable quantity is permitted to operate parish vehicles or equipment.
6. No authorized individual who has used, or has within their system, medication, prescribed or otherwise, which impairs their ability to operate parish vehicles or equipment is permitted to operate parish vehicles or equipment.

7. All traffic accidents in parish vehicles or equipment, regardless of severity, damage or injury, must be immediately reported to your supervisor and the appropriate law enforcement authority.
8. Drivers are personally responsible for traffic tickets, citations and fines received while operating parish vehicles or equipment except those due to the condition of the vehicle.
9. All tickets, citations or arrests for any violation of law (traffic or criminal) while operating parish vehicles or equipment must be reported to your supervisor within 24 hours of occurrence.
10. Smoking is strictly prohibited within parish vehicles and equipment by both drivers and passengers.
11. Seat belts must be worn at all times by both drivers and passengers.
12. **Effective August 1, 2025, Louisiana law prohibits the use of wireless telecommunications devices while operating a motor vehicle.** This includes engaging in a call, writing, sending, or reading text-based communications. (House Bill 519 of the 2025 Regular Session).
13. Parish vehicles and equipment must be maintained in compliance with laws (lights, mirrors, horns, etc.) and display inspection stickers, license plates, parish decals, and equipment numbers.
14. Parish equipment is to be secured and parked in a secure area when not in use.
15. Authorized personnel are required to routinely inspect their assigned equipment to ensure proper oil levels, water, coolant, antifreeze, belt wear and tear, and tire inflation. Preventative and scheduled maintenance requirements, as recommended by the manufacturer, must be timely performed.
16. Parish equipment shall remain clean and be washed on a regular basis.

## **MOTOR VEHICLE RECORDS**

All employees that operate equipment or drive a parish-owned vehicle are subject a motor vehicle record check upon employment and as provided by law.

Commercial Driver's License (CDL) holders are required to provide a copy of their current medical certificate to Human Resources.

## **VIOLATIONS**

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

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## **ACKNOWLEDGEMENT**

I have read the above Parish Equipment Policy and understand that I am expected to comply with this policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_