

**MARIN COUNTY SHERIFF'S DEPARTMENT  
GENERAL ORDER**

**CHAPTER 2 - PERSONNEL**  
GO -02-20  
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**DATE**  
06/02/03

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**VANPOOL PROGRAM**

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**POLICY**

It is the policy of the Marin County Sheriff's Office to establish a vanpool program composed of a group of Sheriff's Office employees who commute to and from work, on a regular basis in a van provided by the Sheriff's Office. Just one van on the road takes as many as fourteen cars off the road – the same results as up to seven carpools. The operation of a vanpool program will also save considerable time –each way– by the utilization of the special vanpool lanes.

**DEFINITIONS**

None.

**PROCEDURE**

Since the inception of the twelve hour shift assignments, the Sheriff's Office has established what is referred to as a "team concept", both for the Custody Division and the Patrol Division. Those employees assigned to work from 7pm to 7 am (night), with SMT (W) off are referred to as "A" Team. Those employees assigned to work from 7pm to 7am (night), with (W) TFS off are referred to as "B" team. Those employees assigned to work from 7am to 7pm (day), with SMT (W) off are referred to as "C" Team. Those employees assigned to work from 7am to 7 pm (day), with (W) TFS off are referred to as "D" Team.

Under this vanpool program, van(s) would be assigned to "B" and "D" Teams. If the interest warrants an additional van(s), would be assigned to "A" and "C" Teams.

Within the teams, van(s) will operate along the US 101 corridor and if expanded, operate along the US80 corridor via Hwy 37.

Each commuting group is responsible setting their team's route and pick-up points. Participating in the vanpool program does not alter one's responsibility to be at work on time. The absolute departure time (set by consensus) from the pick-up points must be planned to allow all members to get to their assignments on time. Members not present at the absolute departure time (either to or from work) may be left behind.

Member Responsibilities:

Individual members are expected to adhere to the following responsibilities. Serious or continual violations will be grounds for removal from the vanpool program:

- 1) Utilize seat belts at all times.
- 2) Notify the driver of any planned absences.
- 3) All members should be in the vehicle and belted in before the absolute departure time.
- 4) Be cautious and considerate of fellow members.
- 5) Comply with the rules of personnel conduct applicable to work place.
- 6) Absolutely no smoking or drinking in the van.
- 7) Cleaning up after yourself before disembarking the van.

Driver Responsibilities:

- 1) To operate the van in accordance with all applicable Marin County Policies, to obey all traffic laws and to practice safe and courteous driving habits.
- 2) To consistently maintain a daily log of the number of riders and forward the log to the Vanpool Coordinator.
- 3) To consult with the Vanpool Coordinator prior to any route, schedule or other change pertaining to the commute group.
- 4) To notify the Vanpool Coordinator of any problems with the vehicle.
- 5) Making sure the van gets fueled, cleaned and washed regularly.
- 6) Making sure the van gets to the motor pool for repairs and scheduled maintenance.
- 7) To provide leadership and act as the primary contact for the commute group.

Accidents:

- 1) In the event of an accident, follow the provisions set forth by the Marin County Sheriff's Office.
- 2) Immediately notify the local law enforcement agency. If you (the driver) are not injured, stay at the scene until all investigations have been completed, immediately attempt to ascertain the names and address of witnesses to the accident, and note vehicle registration numbers of potential witnesses. Complete the Vehicle Accident Report form as required.
- 3) Give no information or sign any papers except that require by law (driver's license, vehicle registration, personal I.D.). Do not sign any other papers for anyone except those persons representing the County of Marin.
- 4) Notify the County Garage as soon as possible, giving the location and the extent of damage. If the vehicle can be driven safely, take it to the County garage.

Breakdowns:

- 1) The vehicle should be parked in a non-hazardous position.
- 2) Notify the County Garage as soon as possible, giving the location and the nature of the breakdown. If the van can be safely driven, take it to the County Garage.

**RELATED STANDARDS:**

None.

**AFFECTED DIVISIONS:**

All.

**DATE OF REVISIONS:**

None.

**By order of:**

ROBERT T. DOLE  
SHERIFF