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## MECHANICAL FAILURES

and

### EMERGENCY HELP

**Call (602) 506-4678**

**24 hours 7 days per week**

This includes towing, starting, flat tires, and accidents. Use the same number for after hours, weekends and holidays, follow the prompts to reach vendors for towing, tire service or generator service. No repair should be undertaken on a fleet vehicle by any party unless authorized by Maricopa County Equipment Services

## TRAFFIC ACCIDENTS

Any employee involved in a vehicle accident should report the accident immediately by calling the appropriate local law enforcement agency. Under no circumstances should any employee involved in an accident leave the scene without first reporting the incident to the authorities.

Employees should give their name, County address, car license and vehicle number to the other driver.

Obtain the name, address, license number, and name of insurance company from the other driver, as well as the names of any injured parties and witnesses.

Also, note the date, time, and place of the accident, which law enforcement agencies were involved in the investigation, a description of the injuries to individuals, and a description of damage to any property.

Any employee who is in an accident while on official business, whether in the employee's own vehicle or a County vehicle, shall promptly (no later than the next business day or as soon as physically able) report the accident to his/her immediate supervisor. The employee, or the employee's supervisor if the employee is injured, shall also promptly report the accident to their department Human Resources Manager and to Maricopa County Risk Management (602-506-4062) and promptly complete all necessary forms.

All vehicular accidents shall be reported in writing as soon as possible on the Maricopa County Auto Loss Form and be submitted to the Maricopa County Risk Management Office for insurance processing. The form is available on the County EBC website at <http://ebc.maricopa.gov/pp/admin/pdf/a2230a.pdf> or from your department fleet manager.

Reports regarding the accident should only be given to the law enforcement officials investigating the accident, appropriate officials within the County (e.g. Risk Management, elected official department director or their designee), or an attorney representing the County. The accident should not be discussed with anyone except the above-designated people. Following an accident in a County vehicle, the driver should contact the Maricopa County Equipment Services Department at (602) 506-4678 if a tow truck is needed to transport the County vehicle or if other mechanical assistance is needed.

## **INSURANCE AND REGISTRATION**

Maricopa County is a self-insurer and is exempt from having to provide proof of insurance in County vehicles. If an employee is stopped by a law enforcement officer and asked for proof of insurance, the employee should show the Risk Management Card (see back of booklet) describing the County's coverage.

## **USE OF COUNTY-OWNED VEHICLES ON OFFICIAL BUSINESS**

County-owned vehicles may be used only for County Business. County vehicles are not to be taken home unless the department director has granted a special privilege.

### Repairs

Employees who operate County vehicle should be aware of any safety, performance, or cosmetic problem with the vehicle and report it to Maricopa County Equipment Services.

### Preventative Maintenance

Adherence to the Equipment Services Preventative Maintenance Schedule is a necessity that all employees must observe. Upon notification of needed maintenance, emission testing or repair, the operator shall contact and schedule an appointment with Equipment Services by calling Durango's Customer Service at (602) 506-4678 or the closest service center:

Downtown – 4 <sup>th</sup> & Madison	(602) 506-3230
Mesa – 155 E. Coury	(602) 506-4794
Buckeye – 26449 W. Hwy 85	(623) 386-7461
Surprise – 16821 N. Dysart	(623) 583-1836

### Car Wash

It is the responsibility of the employee who uses the vehicle to keep both the interior and exterior clean. County vehicles can be washed at County facilities or check with your department's fleet manager for any contracts with commercial car washes.

### Smoking Policy

Smoking is prohibited in County vehicles.

### Vehicle Operations

County employees will operate vehicles in a manner that promotes fuel efficiency including planning activities so that the fewest miles necessary are driven.

Seat Belts

Seat belts shall be used by all occupants of County or privately owned vehicles being operated on County business at all times when the vehicle is in motion. Any injury sustained when seat belts are not in use may be cause for disciplinary action.

**PARKING AND TRAFFIC TICKETS**

Any employee, who receives a parking ticket or other citation while on official business, whether in the employee's vehicle or a County vehicle, shall immediately report the ticket or citation to his/her immediate supervisor.

Employees are personally responsible for the prompt payment or other resolution of any parking ticket or citation that the employee incurred. The employee shall promptly inform his/her supervisor of the resolution.

**EQUIPMENT SERVICES REPAIR  
FACILITY LOCATIONS**

Downtown Phoenix                      7:00 – 3:30  
4<sup>th</sup> Avenue and Madison  
(602) 506-3230

West Phoenix                              5:30 – 4:30  
3325 W. Durango  
(602) 506-4678

Mesa    6:00 – 4:30  
155 E. Coury  
(602) 506-4794

Buckeye                                        6:00 – 2:30  
26449 W. Hwy 85  
(623) 386-7461

Surprise                                        7:00 – 3:30  
16821 N. Dysart  
(623) 583-1836

## FUELING SITES

Downtown Phoenix 401 W. Madison	Unleaded Diesel
West Phoenix 3325 W. Durango	Unleaded Diesel & Propane
Mesa 155 E. Coury	Unleaded Diesel & Propane
Buckeye 26449 W. Hwy 85	Unleaded Diesel & Propane
Surprise 16821 N. Dysart	Unleaded Diesel & Propane
Wickenburg 500 W. Cony Orosco Blvd.	Unleaded

## REGIONAL PARK FUELING SITES

Cave Creek Recreation Area 37019 N. Lava Lane Cave Creek	Unleaded Propane
Estrella Mountain Regional Park 14805 W. Vineyard Ave. Goodyear	Unleaded Propane Diesel
Lake Pleasant Regional Park 41835 N. Castle Hot Springs Rd Morristown	Unleaded Propane Diesel
McDowell Mountain Regional Park 15612 E. Palisades Dr. Fountain Hills	Propane Unleaded
Usery Mountain Recreation Area 3939 N. Usery Pass Rd. Mesa	Propane
White Tank Mountain Regional Park W. Olive Ave Waddell	Unleaded Propane