

**BOARD OF COUNTY COMMISSIONERS OF
HINSDALE COUNTY, COLORADO**

**A RESOLUTION REPEALING AND REPLACING HINSDALE COUNTY USE OF
SIGNATURE STAMPS, VETERANS TRANSPORTATION AND SHARED VEHICLE
POLICIES**

Resolution No. 5, Series 2025

WHEREAS, Hinsdale County, by and through its Board of County Commissioners ("Board") has authority to manage its operations by establishing policies; and

WHEREAS, it is the Board's goal to provide guidelines for the use of Board of County Commissioner signature stamps; and

WHEREAS, it is the Board's goal to provide guidelines for the transportation of Hinsdale County Veterans; and

WHEREAS, it is the Board's goal to ensure appropriate and responsible use of county-owned vehicles; and

WHEREAS, Hinsdale County has previously adopted the following policies:

1. Hinsdale County Use of Signature Stamps;
2. Hinsdale County Veterans Transportation Policy, October 17, 2018;
3. Hinsdale County Shared Vehicle Policy, April 25, 2018

WHEREAS, the Policies referenced above shall be repealed hereby and replaced by a new Use of Signature Stamps Policy, a new Veterans Transportation Policy, and a Vehicle Fleet Policy, copies of which are attached hereto and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Hinsdale County, Colorado, pursuant to the authority vested in them by law, to hereby repeal the County Policies listed above and replace them, effective immediately, with the following County Policies, copies of all of which are attached hereto and incorporated herein by this reference:

1. Hinsdale County Use of Signature Stamps;
2. Hinsdale County Veterans Transportation Policy
3. Hinsdale County Vehicle Fleet Policy

INTRODUCED by Commissioner Greg Levine, seconded by
Commissioner Robert Hurd, and adopted on this 2nd day of
April, 2025.

BOARD OF COUNTY COMMISSIONERS
OF HINSDALE COUNTY, COLORADO

By: Kristie Borchers
Kristie Borchers, Chairperson

ATTEST:

Jan Roberts
Hinsdale County Clerk



Hinsdale County Use of Signature Stamps Policy

Adopted by the BOCC on April 2, 2025

Hinsdale County Use of Signature Stamps Policy

1. **PURPOSE:** The purpose of this Policy is to provide guidelines for the use of Board of County Commissioner Signature Stamps.
2. **BACKGROUND:** On occasion there may be valid reasons where no member of the Board of County Commissioners is available to provide signatures on county correspondence, warrants or other documents that require immediate attention. In addition, due to the increasing volume of County warrants being prepared on a monthly basis, it is more efficient to use the Chair of the Board of County Commissioners signature stamp to process warrants for distribution. It is in the best interests of the County, its citizens and vendors to provide more efficient ways to conduct County business.
3. **USE OF SIGNATURE STAMPS:**
 - A. Signature stamps are authorized to be used in place of personal signatures for each member of the Board of County Commissioners, provided the action related to said signature was previously approved by the Board of County Commissioners. *Use of other County Official or employee signature stamps may be authorized as necessary.*
 - B. Signature stamps will not be used indiscriminately and only after the verbal approval of the individual County Commissioner whose signature stamp will be used.
 - C. Board of County Commissioner signature stamps shall be under the control and authority of the County Administrator and kept in a secure location at all times. Signature stamps shall not be left in a location that is accessible to the public.
 - D. Processing of warrants will follow current verification procedures with counter signature by the County Clerk.

Hinsdale County Veterans Transportation Policy

Adopted by the BOCC on April 2, 2025

Hinsdale County Veteran's Transportation Policy

1. **PURPOSE:** The purpose of this policy is to provide guidelines for the transportation of Hinsdale County Veterans transportation to and from scheduled medical appointments..
2. **BACKGROUND:** As part of Hinsdale County's services to veterans through the Hinsdale County Veterans Services Office, transportation to medical appointments is provided to county veterans when possible.
3. **VETERANS TRANSPORTATION PROGRAM:**
 - A. The Hinsdale County Veterans Transportation Program is available at no cost to veterans who are year-round or seasonal residents of Hinsdale County.
 - B. Transportation is available to veterans based on volunteer driver availability.
 - C. When available, Hinsdale County will provide county-owned vehicles to volunteer drivers for transportation of veterans to medical appointments. Fuel for county vehicles is available at the Hinsdale County Road and Bridge Shop. County-owned vehicles should be re-fueled by the driver following any transportation of veterans.
 - D. When no county-owned vehicles are available, mileage costs will be reimbursed for the use of volunteer-owned vehicles for the transportation program based on current mileage reimbursement rates set by the Hinsdale County Board of County Commissioners. Receipts for fuel expenses must be submitted to the County Finance Officer for reimbursement.
 - E. Hinsdale County will maintain insurance coverage for county-owned vehicles that may be used for the transportation program and will provide all necessary maintenance on the vehicles. Any private vehicle used to transport veterans must have valid insurance as required by Colorado law.
 - F. Hinsdale County will cover reasonable meal expenses for volunteer drivers while in the process of transporting veterans. Receipts for meal expenses must be submitted to the County Finance Officer for reimbursement.

HINSDALE COUNTY VETERANS SERVICES OFFICE (VSO):

- A. VSO will arrange and schedule with volunteer drivers for transportation of county veterans to medical appointments.
- B. VSO will schedule the use of county-owned vehicles – when available - through the Hinsdale County Administration Office.
- C. VSO will maintain records of all veterans transportation trips identifying the driver, veteran (by initials only), where the veteran will be transported to, and the date and times of the trip.
- D. VSO will keep records necessary for the Colorado Department of Military and Veteran's Affairs (CO DMVA) Veteran's Assistance Grant (VAG) to include:
 - i. List of drivers

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- ii. List of veterans, and all records required by the VAG to include a copy of the veteran's DD-214 showing an honorable discharge.

VOLUNTEER DRIVERS:

- A. Drivers must meet the requirements of the Hinsdale County Transportation Policy in order to participate as a volunteer driver for transportation of veterans.
- B. Driver must have a valid driver's license.
- C. Drivers must provide friendly and courteous service to all riders.
- D. Drivers have the right to refuse any veteran a ride if the veteran is disrespectful or uncooperative, or appears intoxicated, abusive or violent. Drivers must immediately report this to the County VSO.
- E. Drivers will notify the VSO immediately if a veteran misses a scheduled ride.
- F. Drivers do not have the authority to schedule rides for any veteran.

VETERAN RIDERS:

- A. Veterans needing transportation for previously scheduled medical appointments should contact the County VSO at their earliest convenience to arrange a ride.
- B. Veterans should make every effort to schedule a reasonable medical appointment time based on the transportation requirements. If required, overnight trips are allowed, but should be avoided, if possible.
- C. Veterans must be ready at the pre-rescheduled departure time.
- D. Veterans who need assistance may have someone accompany them to appointments, based on space available in the vehicle.
- E. A veteran's spouse may ride along, provided there is room, and the veteran needs assistance. The Hinsdale County Veterans Transportation Program DOES NOT provide rides for the spouse only.
- F. Service animals may accompany a veteran rider if needed, provided said service animal is licensed and does not create unsafe conditions, as determined by the VSO or vehicle driver.

Hinsdale County Vehicle Fleet Policy

Adopted by the BOCC on April 2, 2025

Hinsdale County Vehicle Fleet Policy

1. **PURPOSE:** The purpose of this Hinsdale County Vehicle Fleet Policy is to ensure the appropriate and responsible use of county-owned vehicles.
2. **POLICY STATEMENT:** Hinsdale County maintains county-owned vehicles for work-related purposes and travel needs of elected officials, staff and authorized volunteers. Use of county-owned vehicles must be in accordance with this policy.
3. **VEHICLE MANAGEMENT:**
 - a. Hinsdale County Administration Office maintains inventory records, purchase records and depreciation information on all county-owned fleet vehicles.
 - b. Titles of all county-owned vehicles are stored at the Hinsdale County Clerk's Office.
 - c. Maintenance records of all county-owned vehicles are maintained by Hinsdale County Road and Bridge Department.
4. **VEHICLE MAINTENANCE**
 - a. All maintenance and repairs of county-owned vehicles will be the responsibility of Hinsdale County Road and Bridge Department. Department heads should coordinate with the Road and Bridge Supervisor to schedule maintenance and repairs for any vehicles used by their department.
 - b. Road and Bridge Supervisor will decide if repairs on county-owned vehicles require additional service from an outside provider. Any repairs on county-owned vehicles by an outside provider must be coordinated with the Road and Bridge Supervisor prior to the start of the repairs.
 - c. County-owned vehicles shall be fueled with the appropriate fuel at the Road & Bridge department.
 - d. Each department shall be charged a rate of \$0.10 per mile for vehicle operation and maintenance expenses.
 - e. All vehicles shall be returned in the same condition as they were prior to any use with all refuse and personal items removed.
 - f. Drivers of county-owned vehicles should report any needed repairs to their department head or directly to the Road and Bridge Supervisor. Drivers should inspect the vehicle prior to use for damage or operation issues.
5. **VEHICLE USE:**
 - a. All drivers of county-owned vehicles must have a valid and current driver's license.

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- b. All drivers of county-owned vehicles must adhere to all local, state and federal traffic laws while operating the vehicle.
 - c. Hinsdale County vehicles are not to be used for personal errands or to transport unauthorized persons and/or equipment.
 - d. County-owned Jeeps are not assigned to any department and are available for use by all elected officials, staff and authorized volunteers when available on a first come first served basis. Jeeps must be reserved at the Administration Office.
 - e. County-owned vehicles shall be parked and/or stored on county property when not in use, unless otherwise authorized by the applicable department head. County-owned vehicles should not be taken home at night unless previously authorized by the applicable department head.
 - f. Use of county-owned vehicles by non-county employees, officers, elected officials or volunteers is prohibited.
 - g. The use of cell phones in County-owned vehicles shall only occur through hands-free devices while driving the vehicle in compliance with state law. If hands-free telephoning is not available, drivers must safely stop and park the vehicle to use a cell phone. Texting is not allowed while operating a Hinsdale County vehicle.
 - h. Smoking and vaping are prohibited in any County-owned vehicle.
 - i. Drivers should ensure the vehicle is locked when left unattended and secure any valuable equipment inside.
6. **ALCOHOL AND DRUG USE:** The use of alcohol, cannabis, illegal substances, or prescription drugs that impair one's ability to operate a motor vehicle is strictly prohibited when operating a County-owned vehicle. Employees must also comply with the County's substance abuse policy.
7. **ACCIDENTS:**
- a. Any accident or incident of damage related to the use or operation of County-owned vehicles must be reported to the County Administration Office within 48 hours.
 - b. Any personal injury accident involving a County-owned vehicle must be reported immediately to the County Administration Office.
 - c. "Hit and run" and vandalism incidents are criminal activity and should be reported within 24 hours to the Hinsdale County Sheriff's Department and to the County Administration Office.
 - d. In the event of an accident, drivers must complete a Vehicle Accident Report form, obtain a police report, and provide all of the foregoing to the Administration Office.
 - e. Copies of all necessary reporting forms are available in the glove compartment of Hinsdale County vehicles or copies can be obtained from the Hinsdale County Sheriff's Department.

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8. **INSURANCE:** Hinsdale County participates in the vehicle fleet insurance program with CTSI for liability and collision insurance on County-owned vehicles. The insurance provides coverage for liability claims, including property damage and bodily injury, arising from an accident involving County vehicles. This insurance includes coverage for comprehensive and collision damage to Hinsdale County vehicles. A copy of the vehicle's insurance card and a copy of the vehicle's registration must be kept in the glove compartment of each County-owned vehicle at all times.
9. **MISUSE AND DISCIPLINARY ACTION:** Misuse of County vehicles, including unauthorized personal use, negligence, or failure to follow safety protocols, may result in disciplinary action against a County employee. Employees found to have damaged a County vehicle due to negligence or inappropriate use may be required to reimburse the County for repair costs.
10. **POLICY VIOLATIONS:** Employees found in violation of this Policy may be subject to:
 - a. Verbal or written warnings
 - b. Suspension of vehicle privileges
 - c. Disciplinary action, including termination of employment