



## **PERSONNEL POLICY**

### **SUBJECT: PUBLIC AND GROUP TRANSPORTATION**

DATE: January 1, 2017

Number: 207-16

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#### **I. Statement of Policy**

This policy is established to define Fulton County's role in its support of the use of public and group transportation by its employees and its participation in related programs and activities. It is the responsibility of all Fulton County employees to actively support Clean Air Programs that will improve the quality of life for its employees and citizens.

#### **II. Background**

With increased costs of transportation, more traffic and congestion on the streets and highways in Metro-Atlanta, and new federal and state laws and regulations affecting fuel use and air quality, Fulton County must take a leadership role in supporting activities that will improve the quality of life for its employees and citizens.

#### **III. Applicability**

This policy will provide guidance to all departments and employees of Fulton County.

#### **IV. Establishment and Implementation of Procedure**

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.



## PERSONNEL PROCEDURE

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#### I. Public and Group Transportation

Fulton County supports a number of programs and activities that advocate for the use of public and group transportation.

- A. Public Transportation: Fulton County encourages its employees to use MARTA and other public transportation, and the County provides a monetary and administrative incentive for its employees to participate, i.e., the Finance Department will process automatic payroll deductions for reduced rates on monthly MARTA passes.
- B. Ride-Share: Fulton County encourages its employees to commute and travel together in passenger cars in order to reduce transportation costs and minimize single occupancy vehicles, and the County provides an administrative incentive for its employees to participate, i.e., the Public Works Department, with assistance from the Department of Real Estate and Asset Management (D.R.E.A.M.), will coordinate with County employees for employee ride-share matches and with the Georgia Department of Transportation (DOT) and its automated system for locating ride-share participants from the general population of Metro-Atlanta.
- C. Van Pool: Fulton County encourages its employees to commute and travel together in passenger vans in order to reduce transportation costs and minimize single occupancy vehicles. The County provides an administrative incentive for its employees to participate (e.g., the Public Works Department and D.R.E.A.M. will coordinate with the Georgia DOT and assist in establishing a van pool program for interested County employees).

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

## II. Other Clean Air Efforts

Fulton County also supports a number of other related programs and activities that complement the use of public and group transportation and embrace the goal of improving the quality of life for County employees and citizens.

- A. Clean-Air Vehicles: Fulton County supports the operation of clean air vehicles in its County fleet in accordance with federal and state laws and regulations. The Public Works Department and D.R.E.A.M. will be the focal point for coordinating this program, and integrating clean-air vehicles into the fleet.<sup>1</sup>
  
- B. High Occupancy Vehicle (HOV) Lanes: Fulton County encourages its employees and its citizens to use the HOV lanes established on the interstate highway system throughout Metro-Atlanta in order to relieve traffic congestion and reduce air pollution. Fulton County, through the joint efforts of its Departments of Public Works, D.R.E.A.M. and External Affairs, will continue to educate its employees and citizens on the benefits of using HOV lanes when traveling.
  
- C. Parking: Fulton County supports the provision of County parking spaces as positive economic and quality of life incentives for its employees to either ride-share or van pool to work. D.R.E.A.M. will coordinate with the Public Works Department on the required number of parking spaces needed and allocate parking spaces on a priority basis as they become available to employees who request parking and who either ride-share (two or more) or van pool (six or more).

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<sup>1</sup> Fulton County, GA. Code § 174-2, No Idling of County Vehicles, “No county employee or contractor shall stop or stand any county-owned or -leased motor vehicle and idle for more than 15 minutes. This limitation shall not apply under the following conditions: (1) Emergency vehicles, construction and maintenance vehicles where the engines must run to perform the needed work; (2) The vehicle is forced to remain motionless because of traffic conditions; (3) If the ambient temperature is less than 32 degrees Fahrenheit, in which case idling shall be limited to a maximum of 25 minutes; or (4) The vehicle’s primary source of energy during idling is natural gas (CNG) or electricity.

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