SAN JOAQUIN COUNTY PROBATION DEPARTMENT
ADMINISTRATIVE MANUAL

TO: ALL STAFF

BULLETIN #: 216

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CHIEF PROBATION OFFICER

REPLACES: 11/22/2004

ISSUE DATE: 5/20/2019

SUBJECT: DISABLED AUTO

POLICY

This policy is to provide guidance to employees who may be driving a county vehicle that becomes disabled. Instructions are generally contained in the glove box in County vehicles.

PROCEDURES

1. If a County vehicle an employee is driving becomes disabled, the employee should call their supervisor.

2. If the supervisor cannot be reached, the employee should notify the next highest level of authority available.

3. The employee should give their location, phone number they are calling from, and explanation of the automobile difficulty.

4. The supervisor shall coordinate the employee being returned to their job site and contact the County Motor Pool to dispatch the tow truck to the disabled automobile.

5. If an employee plans on driving out of the County, the employee shall check out a WEX card and instructions (Attachment A) from the Office Secretary.

6. If an employee is driving out of the County and the vehicle becomes disabled, after making proper notifications, the employee shall follow the WEX instructions.
ENCLOSED IN ENVELOPE
PROOF OF INSURANCE
VEHICLE REGISTRATION
ACCIDENT FORM
ROADSIDE ASSISTANCE INFORMATION
WEX CARD

IN CASE OF ACCIDENT
USE ENCLOSED FORM
ALL VEHICLE ACCIDENTS (regardless of severity) REQUIRE
AN OFFICIAL (Police, CHP or Sheriff) REPORT
- If injured: call 911
- If non-injury call local agency:
  a. Stockton Police – (209) 937-8377
  b. CHP – (209) 943-8666
  c. Sheriff – (209) 468-4400
- Give only:
  a. Your driver’s license information
  b. Your employment address and phone number
  c. Risk Management address and phone number
     Risk Management:
     44 N. San Joaquin Street, Suite 330
     Stockton, CA 95202
     Phone (209) 468-3370 Fax (209) 953-7330
- DO NOT – Admit blame
- DO NOT – Leave the scene until you have the
  information needed to complete the accident
  report
- SEND ONE COPY OF ACCIDENT REPORT TO RISK
  MANAGEMENT AND ONE TO FLEET SERVICES
- If safe: call Fleet Services at (209) 468-3105 for
  vehicle recovery

24/7 Roadside Assistance
1. Inside County Roadside Assistance, call Anderson’s
   Towing (209) 946-9661.
2. Outside County call WEX Roadside Assistance (866)
   329-3471, press 8, then 4 - provide the WEX Card
   Account Number, Expiration Date, and WEX driver
   PIN Code. See more RSA information in envelope.
3. Notify Fleet Services at (209) 468-3105.