



**AMENDMENT NUMBER ONE  
FOR  
SHUTTLE MAINTENANCE, REPAIR, AND SUPPORT SERVICES**

This Amendment is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, through its department John Wayne Airport (“County” or “JWA”) and LAZ Parking California, LLC (“Contractor”), with County and Contractor sometimes individually referred to as “Party” or collectively referred to as “Parties.”

**RECITALS**

**WHEREAS**, County and Contractor entered into Contract MA-280-21010007 for Shuttle Maintenance, Repair, and Support Services, effective August 28, 2020 through August 27, 2021, with a Total Contract Amount not to exceed \$50,000.00 (“Contract”); and,

**WHEREAS**, the Parties now desire to amend the Contract to extend the term of the Contract, effective August 28, 2021, through December 31, 2021, with a new Total Contract Not-to-Exceed Amount of \$75,000, on terms set forth below; and,

**NOW, THEREFORE**, the Parties agree as follows:

**AMENDMENT TO CONTRACT ARTICLES**

1. Section 2 of the Contract’s Additional Terms and Conditions shall be amended to read in its entirety as follows:
  - 2. Term of Contract:** Contract shall be extended effective August 28, 2021, through December 31, 2021, unless otherwise terminated herein.
2. Section 4 of the Contract’s Additional Terms and Conditions shall be amended to read in its entirety as follows:
  - 4. Contract Amount Not to Exceed:** Contract amount not to exceed \$75,000.00.
3. Section O. Insurance Requirements of the Contract’s General Terms and Conditions shall be amended to read in its entirety as follows:

**O. Insurance Requirements**

Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor’s expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

Contractor shall ensure that all subcontractors performing work on behalf of Contractor pursuant to this Contract shall be covered under Contractor’s insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for Contractor. Contractor shall not allow subcontractors to work if subcontractors have less than the level of coverage required by County from Contractor under this Contract. It is the



obligation of Contractor to provide notice of the insurance requirements to every subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by Contractor through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

### **Qualified Insurer**

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<b><u>Coverage</u></b>	<b><u>Minimum Limits</u></b>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for County Owned Vehicles Operated by LAZ	\$1,000,000 per occurrence
Workers Compensation	Statutory
Employers Liability Insurance	\$1,000,000 per occurrence

**Required Coverage Forms**

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

**Required Endorsements**

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the ***County of Orange its elected and appointed officials, officers, agents and employees*** as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***
- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Commercial Auto Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement naming the ***County of Orange its elected and appointed officials, officers, agents and employees*** as Additional Insureds, or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***
- 2) A primary non-contributing endorsement evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.
- 3) The County of Orange will be the sole loss payee on the Comprehensive and Collision coverage for County owned vehicles. A Loss Payee endorsement evidencing the County of Orange is a Loss Payee shall accompany the Certificate of Insurance.
- 4) The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the ***County of Orange, its elected and appointed officials, officers, agents and employees*** or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT.***

The policy or policies of insurance maintained by the Contractor's subcontractor performing work on County owned vehicles shall provide the minimum limits and coverage as set forth below and comply with the Qualified Insurer A. M. Best requirement of A-/VIII:

**Coverage****Minimum Limits**

Garage Liability Policy with Symbol 29 (Non-Owned Autos)	\$1,000,000 per occurrence \$2,000,000 aggregate
Garagekeepers Legal Liability with Direct Primary Coverage <i>Including On-Hook Coverage</i> <i>(Required if towing is involved)</i>	\$250,000 per occurrence \$500,000 aggregate \$50,000 per vehicle
Workers Compensation	Statutory



Employers Liability Insurance

\$1,000,000 per occurrence

**Required Coverage Forms**

The Garage Liability Policy shall be written on Insurance Services Office (ISO) form CA 99 37 13, or a substitute form providing liability coverage at least as broad. Coverage shall apply on a Direct Primary basis and include Comprehensive and Collision coverage for County-Owned vehicles.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

4. Contract Attachment A, Scope of Work shall be revised and replaced in its entirety as attached hereto.
5. Contract Attachment B, Contractor's Pricing shall be revised and replaced in its entirety as attached hereto.
6. All other terms and conditions in this Contract shall remain unchanged and with full force and effect.




County of Orange, John Wayne Airport

MA-280-21010007  
Shuttle Maintenance, Repair, and Support Services

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date following their respective signatures.

**LAZ Parking California, LLC\***

	Michael Harth	President, West Region	7/16/2021
Signature	Name	Title	Date


Signature	Name	Title	Date
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**COUNTY OF ORANGE**, A political subdivision of the State of California  
**COUNTY AUTHORIZED SIGNATURE:**

		Deputy Purchasing Agent	
Signature	Name	Title	Date

**APPROVED AS TO FORM:**

County Counsel

By   
Deputy

Date 7-16-21

\* If the contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signator to bind the corporation.



## Attachment A Scope of Work

### Project Description

Contractor shall provide labor, materials, tools, equipment and all parts necessary to perform maintenance, repair, and support services to shuttle vehicles located at John Wayne Airport.

### Contractor Requirements

- a. Service or work performed in accordance with the Project Manager or designee.
- b. Repair vehicles to their original condition or better.
- c. Report issues or findings.
- d. Perform services, work and repair in accordance to city, county, state and federal laws and regulations.
- e. Repairs shall comply with the Automotive Repair Act and should be used with the laws and regulations relating to Automotive Repair Dealers.
- f. Repairs shall comply with the vehicle manufacturer specifications.

### Shuttle Maintenance Services (monthly)

Contractor shall provide maintenance and repairs to John Wayne Airport (JWA) for two shuttle vehicles owned by the Airport.

- Preventative Maintenance Inspections (services performed by Penske, reference Attachment C and Attachment D)
- DOT File Record Upkeep
- 45 Day Inspections
- CHP / DOT Inspections
- Fueling Labor
- LAZ Fee Management Fee
- Vehicle Insurance

JWA is Responsible For:

- Vehicle Registration
- Cost of Fuel \*
- Maintenance Costs \*

### Repair (as needed)

- a. Upon County request, Contractor shall submit supplemental proposals for additional repair & work, not included under the fixed price monthly maintenance portion of this contract.
- b. County reserves the right to obtain supplemental proposals from, and use, alternate sources for completion of the additional services and to utilize the data provided under this contract relative to necessary materials and repairs.
- c. If County authorizes work by an alternate source, Contractor may be relieved of responsibilities pertaining to the equipment affected by the project while work is being performed and during the subsequent warranty period. In such cases the contract may be adjusted accordingly.
- d. Upon completion of any additional repair & work, whether by Contractor or an alternative source, County's project coordinator and Contractor will inspect the finished product at no additional cost to County. Upon mutual acceptance of the additional repair & work, Contractor shall again be responsible for all equipment originally covered under this contract and the work performed under this section.

**Support Services (as needed)**

## Shuttle Driver:

- a. Upon County request, Contractor shall make available driver to perform driving duties as needed by JWA.
- b. Driving duties include routes onsite at JWA or routes to offsite locations.
- c. Contractor shall continue to provide services to all shuttles not affected by work provided by the alternate source.
- d. A valid Class B California Driver's License.
- e. A good driving record, as defined in writing by Contractor. Such definition shall exclude any history of driving while under the influence of alcohol or other drugs, and shall include, but not be limited to, the acceptable frequency and number of moving violation, and his/her ability to document use of a County Vehicle by maintaining the Log described in Vehicle Log paragraph below.
- f. Any person(s) regularly assigned to operate a County Vehicle shall possess:
  - Knowledge of basic vehicle maintenance;
  - Knowledge of Orange County streets and freeways.
- g. Arrive within two hours of notification from JWA.
- h. Service or work requiring commercial ramp access, Contractor must be escorted by JWA employee at all times while on the ramp (AOA).

**County Vehicle**

- Contractor shall obtain, pay for, and maintain in full force and effect throughout the term of this contract, automobile insurance which covers each County Vehicle in accordance with the Indemnification and Insurance paragraph of this agreement.
- Upon the request of JWA, whether verbal or in writing, Contractor shall, without notice, immediately provide JWA with the current location of each County Vehicle provided by County.
- At its sole discretion, JWA may at any time require the return of any County Vehicle provided to Contractor. Further, it is understood by the parties that any County Vehicles are to be surrendered immediately in good working order and condition to County upon termination of this agreement.

**Operation Manual**

- Contractor shall maintain a current operation manual specifying the operating procedures to be followed by Contractor for the County vehicles. Contractor shall provide an operation manual to County Project Manager for approval within 14 days after award of Contract. Upon County Project Manager's approval, two copies of the operation manual will be provided to County Project Manager. Any subsequent changes or revisions to the operation manual shall be approved in writing by County Project Manager prior to implementation. Contractor agrees to a deduction from fee payment of \$100 per day for every day the Operation Manual is submitted after the aforementioned required timeframe.
- Said operation manual and the operating procedures contained therein are hereby incorporated into and included as part of this Contract. Contractor agrees to operate the County vehicles in compliance with the provisions of the operation manual.
- The manual should be as specific and detailed as possible in describing Contractor's operation of the County vehicles. The following elements shall be included in the Operation Manual:
  - Introduction and Purpose



- Contact Information
  - Company Management
  - Project Manager
  - Shift Supervisors
  - Customer Relations
  - Emergency Management
  - Resolving passenger complaints
  - Handling of shuttle incidents / claims
  - Maintenance Procedures
  - Facilities
  - Shuttles
  - Personnel
  - Dress and conduct codes
  - Policy for absences and providing replacement personnel
  - Time card procedures
  - Invoice and Audit Procedures
- Manual shall include sample reporting forms such as billing reports, daily passenger counts, drivers' logs, etc.

### **Use of County Vehicle**

- Contractor shall require each person employed by the Contractor to provide the services set forth in this agreement to read the rules and regulation for use of the County Vehicle, attached hereto as Exhibit I, and the Contractor's shuttle operations and procedures manual. In addition, employees authorized by Contractor to drive the County Vehicle and their supervisor shall discuss these rules, regulations, and procedures. The supervisor shall reasonably ascertain that employees understand their responsibilities before the employees operate the County Vehicle.
- Contractor shall place and maintain a copy of these rules and regulations together with a proof of insurance in each County Vehicle in possession of Contractor.
- Contractor shall use a County Vehicle only for official County business. Contractor shall use a County Vehicle only to provide the services set forth in the Support Services paragraph to the agreement and shall operate any County Vehicle in a courteous, reasonable and prudent manner, and in accordance with all applicable state and local laws, ordinances, and regulations. County Vehicles shall not be operated outside the County of Orange unless specifically authorized, in writing, by JWA.
- Operators and occupants of any County Vehicle shall use the seat belts and shoulder harnesses with which the County Vehicle is equipped.
- Exterior/Interior of Vehicle – Contractor shall not under any circumstances, modify the exterior or interior of any County Vehicle in any way from the condition in which it was received, including the addition or removal of any equipment, and the painting of any numerals, letters or logos on the vehicle unless authorized by County Project Manager.

### **Vehicle Log**

Contractor shall maintain within each County Vehicle, a shuttle driver report, herein referred to as the "Log". The Log shall be maintained by the vehicle operator and include, at a minimum, the following information:

- Date
- Name of driver
- Shift. start and end time



- Vehicle identification number
- Verification of shuttle inspection performed
- Number of passengers boarding per hour by location
- Period when shuttle was removed from service
- Starting/Ending mileage
- Driver's signature and supervisors initials

### **Parking and Storage**

- Each County Vehicle, when left unattended, shall be locked with the brakes set. When not in use and whenever possible, each County Vehicle shall be stored and garaged off the street in a secure area. Contractor shall, at all times, take all reasonable and prudent steps to safeguard each County Vehicle and minimize exposure of the County Vehicle to damage, misuse, theft or vandalism.
- The operator of a County Vehicle shall ensure the use of Compressed Natural GAS (CNG) and original equipment manufacturers required oil (OEM). Contractor shall maintain records of all maintenance and repairs with OEM parts for each County Vehicle, and the costs of CNG, oil, and parts.

### **Safe and Clean Condition**

- All equipment shall, during the term hereof, be maintained by Contractor in good order and repair, in strict conformity with all requirements of the law, and in a manner satisfactory to County Project Manager. Contractor shall keep shuttle maintenance records as required by law on each shuttle operated at the Airport. Said maintenance records shall be subject to inspection or audit by County.
- Before conducting the requested shuttle services, shuttle drivers shall pick up all debris, newspapers and other items left behind, immediately clean any areas in which liquids have been spilled, and as needed sweep the shuttle floors, spot mop and clean windows as required.
- Contractor shall wash the exterior of shuttles, including wheels, clean all windows inside and out, including all window sills, remove gum and stains from the floor and seats, wet mop and dry the floor, spot clean and damp wipe seats, walls, doors, air conditioning modules, baggage racks and handrails, clean dashboard and vacuum carpeted areas. Contractor shall replace seats as needed. Seats with cracks, rips, or holes shall be repaired or replaced immediately.

### **Reporting**

- Contractor shall provide JWA, no later than thirty (30) calendar days after the effective date of this agreement, a list of names of employees authorized to drive each County Vehicle, the location where each County Vehicle is garaged and pictures showing the front, right, left and rear sided of each County Vehicle.
- Contractor shall provide JWA, no later than thirty (30) calendar days after the effective date of this agreement, a copy of each driver's license and Department of Motor Vehicles (DMV) printout for each employee authorized to drive each County Vehicle. The DMV printout should not be dated earlier than the effective date of this agreement.
- Contractor shall notify JWA, in writing, within twenty-four (24) hours of any changes in the list of employees authorized to drive each County Vehicle. For additions to the list of authorized drivers, Contractor shall submit a copy of the driver's license and DMV printout for each employee added. The date of the DMV printout should be no earlier than thirty (30) calendar days from the date the employee was authorized to drive each County Vehicle.
- Contractor shall submit to JWA by the tenth (10<sup>th</sup>) business day of each month, a copy of each vehicle log, as described in the Vehicle Log Paragraph above to the agreement, and copies of



receipts and invoices of maintenance and repair expenses incurred for each County Vehicle during the prior month.

- Contractor shall notify JWA, in accordance with the Notices paragraph of this agreement, of any collisions or incidents involving a County Vehicle. Contractor shall investigate any damage or misuse of the County Vehicle, and shall report such damage and misuse to JWA, together with any recommendations made, and action taken, to prevent such damage or misuse in the future.

### Collisions

- Each County Vehicle shall be equipped, at a minimum and at all times, with a first aid kit and fire extinguisher for use in an emergency.
- Contractor shall develop and maintain procedures to be followed by the vehicle operator in case of a collision involving a County Vehicle. Procedures to be followed by the operator of a County Vehicle in the event of a collision shall include, but not be limited to:
  1. Request local Police or California Highway Patrol (CHP) to make an investigation of the collision and advise the Police or CHP if an ambulance is required or if a traffic hazard is created by the damaged vehicles.
  2. Immediately advise supervisor of any collisions and proceed as follows:
    - DO NOT discuss details of the collision or the events leading thereto with anyone other than to provide brief answers to questions asked by the investigating officer(s).
    - DO NOT argue or try to place blame for the collision.
    - DO NOT attempt to negotiate or make any promise to other parties involved.
  3. Identify oneself to other parties:
    - Show driver's license to other parties involved.
    - Provide other parties involved with Contractor's name, work telephone number, vehicle license plate number and the name of the insurance carrier providing coverage on the County Vehicle.
  4. Identify and obtain the name(s) of the driver(s) of other vehicle(s) involved through driver's license(s):
    - Inquire whether the address on the license is current.
    - Request a residential address and a business telephone number.
  5. Obtain the names(s) of any other passenger(s) in the vehicle(s) involved, the vehicle(s) license plate number and the name(s) of anyone who witnessed the collision.
  6. Reporting the Collision: Complete County of Orange Vehicle Collision Report Form (found in Exhibit I). Contractor shall prepare five (5) copies of the report, retaining one (1), and delivering the other four (4) within twenty-four (24) hours to JWA.
  7. Investigation of Collision: Circumstances surrounding a collision may be investigated by local law enforcement authorities, County, County of Orange CEO/Risk Management, or the insurer representing County. Contractor and employee(s) shall cooperate with investigators representing County. Any inquiries from other sources shall be referred to the County of Orange CEO/Risk Management.

### General Requirements

- Contractor must ensure all precautions for safety are taken.
- Contractor vehicles parked on site are to be secure at all times.
- Contractor tools and materials shall remain in Contractor's possession at all times.
- All materials that could inflict injury shall be continuously cleaned up as work progresses.
- All work areas shall be clean and secured prior to the end of each work day.



- Contractor's employees shall plan their activities to minimize the number of times they must enter and exit the site.
- Contractor's employees are to smoke only in designated areas.
- Contractor's employees are not to use profanity or other inappropriate language while on site.
- Contractor will furnish all vehicles required to transport labor, equipment and materials to job sites.
- Contractor will advise County Project Manager or designee, in writing, of any additional maintenance or repair work necessary to maintain the safe and efficient operation.
- All inspections shall be conducted by County's Project Manager or designee.

### **Performance**

Contractor shall:

- Furnish all materials required for completion of the work. All materials shall be new, first quality and specifically suited for the specific use.
- Complete all work in accordance with estimate or contact County Project Manager for additional authorization prior to proceeding with the work when the work is estimated to exceed the original estimate by more than 10%.
- Complete all work within regular working hours. No overtime work shall be performed without the express authorization of County Project Manager. Any overtime work performed without that express authorization shall only be paid at regular hourly rates.
- Perform all work in accordance with generally accepted industry practice for safe and efficient operation.
- Identify and advise County of any additional repair or maintenance work that may be required.

### **General Conditions**

- Cooperation: Contractor personnel shall be well-disposed to the public and County staff utilizing the facilities but shall be responsive only to the requests of County Project Manager unless otherwise directed and shall direct all inquiries or requests to County Project Manager. Exception: the specific request involves public safety or security of the specific facility.
- Inspection: All work shall be subject to the inspection and approval of County Project Manager, or designee, prior to acceptance and approval for payment.
- Damages: Contractor shall repair, replace, or have the cost or repair or replacement deducted from its payments, at the discretion of County Project Manager, all damage sustained to County equipment or facilities as a result of Contractor's operations.
- Licenses/Permits: Contractor shall furnish all pertinent licenses, and permits, and/or pay fees necessary to perform the work under this contract.

### **Security Requirements:**

Contractor shall

- Comply with the written schedule provided by County which shall clearly show the specific start and end times for each work day.
- Report to County Project Manager upon arrival at job site. County Project Manager shall ensure that the work area is clear and ready for work to begin.
- Follow any special security requirements issued by County Project Manager or designee.
- Report immediately all accidents, spills, damage, unusual conditions and/or unusual activities to County Airport Control Desk at (949)852-4004.
- Securely close and check all gates and doors to ensure that they are tightly closed and locked.
- Restrict all activities to the immediate work site and adjacent assigned areas.



*County of Orange, John Wayne Airport*

*MA-280-21010007*

*Shuttle Maintenance, Repair, and Support Services*

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- Ensure that all Contactor tools and materials shall remain in Contractor's possession at all times and shall never be left unattended.
- Report immediately all lost or misplaced tools or materials to security staff, County Project Manager and or designee.
- Secure all work areas prior to the end of each workday.
- Ensure Contractor personnel shall not enter the facility while under the influence of alcohol, drugs or other intoxicants and do not have such materials in their possession.
- Plan their activities to minimize the number of times they must enter and exit a facility, i.e., transport all tools, equipment and materials needed for the day at the start of work and restrict all breaks to the absolute minimum.



## Attachment B Contractor's Pricing

This is a fixed price and time and material Contract between County and Contractor, as set forth in Attachment "A" Scope of Work.

### Compensation

The Contractor agrees to accept the specified compensation as set forth in this Contract as full payment for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder.

The Contractor shall only be compensated as set forth herein for work performed in accordance with the Scope of Work. **The County shall have no obligation to pay any sum in excess of the fixed rates specified herein unless authorized by amendment in accordance with Articles C. of the County Contract Terms and Conditions.**

**The price must include all fees, shipping, freight, transportation, travel, taxes and any other fees. No other compensation shall be allowed.**

### MAINTENANCE

Shuttle Maintenance Services		
Description	Unit	Rate
• Preventative Maintenance Inspections	2 Vehicles	\$720 (\$360 per vehicle; provided by Penske)
• DOT File Record Upkeep	2 Vehicles	\$375
• 45 Day Inspections	2 Vehicles	\$170 (Includes coordination and completion of inspections and delivery of vehicles to Penske)
• CHP / DOT Inspections	2 Vehicles	\$95 (Includes coordination and completion of inspections)
• Fueling Labor	2 Vehicles	\$175 (CNG fuel costs not included) *
• LAZ Fee Management Fee	2 Vehicles	\$2,305.00
<b>Monthly Maintenance Services Total</b>	<b>2 Vehicles</b>	<b>\$3,840.00</b>

Airport Responsible For:

- Cost of Fuel \*
- Maintenance Costs \*

\*Contractor shall pay any fueling or maintenance expenses and then submit to John Wayne Airport Project Manager designee for approval and reimbursement. Reimbursement submittals shall include all appropriate receipts and record of services provided.

### REPAIR

Shuttle Repair Services		
Description	Unit	Rate
Labor Rate	Hour	\$100.00
Material Cost	Contractor's invoice cost. No mark up.	



County of Orange, John Wayne Airport

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*Shuttle Maintenance, Repair, and Support Services***SUPPORT SERVICES**

Shuttle Driver		
Description	Unit	Rate
Driver	Hour	\$35.00 (4 hours min)

**Final Payment**

Final payment shall be issued based on the completion of the work as described in this Contract and County Project Manager accepts the all work and JWA issued badges are returned to Badging Office.

**Payment Terms – Payment in Arrears**

Invoices are to be submitted in arrears to the user agency/department to the ship-to address, unless otherwise directed in this Contract. Vendor shall reference Contract number on invoice. Payment shall be net 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

Billing shall cover services and/or goods not previously invoiced. The Contractor shall reimburse the County of Orange for any monies paid to the Contractor for goods or services not provided or when goods or services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

**Payment-Invoicing Instructions**

The Contractor shall provide an invoice on the Contractor's letterhead for goods delivered and/or services rendered. In the case of goods, the Contractor shall leave an invoice with each delivery. Each invoice shall have a number and shall include the following information:

1. Contractor's name and address
2. Contractor's remittance address, if different from 1 above
3. Name of County Agency/Department
4. Delivery/service address
5. Master Agreement (MA) or Purchase Order (PO) number (Contract number)
6. Date of order and/or service dates
7. Product/service description, quantity, and prices
8. Sales tax, if applicable
9. Freight/delivery charges, if applicable
10. Total
11. Contractor's Federal Taxpayer Identification Number
12. Contractor's Invoice Number

Invoices and support documentation are to be forwarded to **(not both)**:

**Mailed to** John Wayne Airport  
 Attention: Accounts Payable  
 3160 Airway Avenue  
 Costa Mesa, CA 92626

**Or**

**Emailed to** [AccountsPayable@ocair.com](mailto:AccountsPayable@ocair.com)

# Exhibit I

## ISSUED TO COUNTY VEHICLE

### MISSION STATEMENT:

*“Our Mission is to deliver high quality fleet management services to the employees and elected officials serving the County of Orange. We strive toward the highest levels of safety and reliability in a cost-effective and efficient manner that supports clean air rules and regulations and the County’s objectives for reducing emissions”*

**DO NOT REMOVE  
THIS BOOK FROM VEHICLE**



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**VEHICLE DIRECTORY  
COUNTY REFUELING FACILITIES  
AND  
MAINTENANCE FACILITIES**

Prepared by:

ORANGE COUNTY PUBLIC WORKS  
OC FLEET SERVICES  
COUNTY OF ORANGE



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## **MECHANICAL DIFFICULTY**

### **IN CASE OF MECHANICAL DIFFICULTY:**

Contact Sheriff-Communications Center – **714 628-7008**

If a mobile radio is available, contact Control One.

### **AFTER HOURS, WEEKENDS, AND HOLIDAYS CALL:**

Sheriff-Communications Center – **714 628-7008**

**THE EMERGENCY OPERATIONS CENTER HAS AFTER HOUR CONTACTS TO HANDLE ANY MECHANICAL, TOWING, OR OTHER FLEET SERVICE NEEDS.**

### **DURING NORMAL BUSINESS HOURS CALL:**

**VEHICLES NUMBERED 1100 TO 4999** (light duty, up to and including one ton in size)  
**CALL:**

North and Central County areas:

CCG – 714 955-0390 or 714 955-0387

\* Monday through Friday from 5:00 am to 4:30 pm

South County areas:

South County Station - – 714 955-0280

\* Monday through Friday from 6:30 am to 5:00 pm

**VEHICLE NUMBERED 5000 TO 9999** (heavy duty and small engine powered equipment)  
**CALL:**

Fruit Street Shop -714 955-0281 or 714 955-0282

\* Monday through Friday from 6:00 am to 4:30 pm

Collins Ave Shop -714 955-0181 or 714 955-0182

\* Monday through Friday from 6:00 am to 4:30 pm



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## **OC PUBLIC WORKS FLEET SERVICES SUPPORT FACILITIES**

### **Civic Center Garage 445 Civic Center Drive West, Santa Ana, CA 92701**

#### **Administration -714 955-0383/0381**

Staffing Hours: 5:00 am to 5:00 pm Mon-Fri

#### **Automotive Repair – 714 955-0390**

Staffing Hours: 5:00 am to 4:30 pm Mon- Fri

#### **Vehicle Control Center – 714 955-0387**

Staffing Hours: 6:00 am to 4:30 pm Mon-Fri

### **Fruit Street Main Shop 1 1102 E. Fruit Street, Santa Ana, CA 92701**

#### **Equipment Repair -714 955-0281/2/3**

Staffing Hours: 6:00 am to 4:30 pm Mon-Fri

#### **Specialty Shop – 714 955-0387**

Staffing Hours: 6:00 am to 4:30 pm Mon-Fri

#### **New Vehicle/Equipment Repair – 714 955-0387**

Staffing Hours: 6:00 am to 4:30 pm Mon-Fri

### **South County 30102 Pacific Island Drive, Laguna Niguel, 92677**

#### **Automotive Repair – 714 955-0280**

Staffing Hours: 6:30 am to 5:00 pm Mon-Fri

### **Collins Avenue Shop 2 2023 W. Collins Avenue, Orange, CA 92867**

#### **Equipment Repair – 714 955-0180**

Staffing Hours: 6:00 am to 4:30 pm Mon-Fri



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## OC PUBLIC WORKS FLEET SERVICES FUELING FACILITIES

### **Fueling Station #1**

Fruit Street Shop 1  
Address: 1102 E. Fruit Street, Santa Ana  
Operating Hours: 7 Days/24 Hours Self-Serve Fueling  
Staffing Hours: Attendant on Duty, Mon - Fri, 7:00 am - 2:30 pm  
Products Available: Unleaded Gasoline, Propane, Oil, Water & Air

### **Fueling Station #3**

Civic Center Garage  
Address: 445 Civic Center Drive West, Santa Ana  
Operating Hours: Monday through Friday, 5:00 am - 4:30 pm  
Staffing Hours: Closed Weekends and Holidays  
Products Available: Unleaded Gasoline, Oil, Water & Air

### **CNG Fueling Station**

Collins Avenue Shop 2  
Address: 2023 W. Collins Avenue, Orange  
Operating Hours: 7 Days/24 Hours Self-Serve Fueling  
Staffing Hours: Fueling/Card Issues Contact Clean Energy, 7 days/24 Hours (866) 278-3674  
Products Available: Compressed Natural Gas



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**ADDENDUM  
ADDRESSES AND TELEPHONE  
NUMBERS**

**CEO/RISK MANAGEMENT**

600 West Santa Ana Blvd, Suite 104  
Santa Ana, CA 92701

Main Reception: (714) 285-5500  
Main Fax: (714) 285-5599

**Emergency Operations Center (EOC)**

2644 Santiago Canyon Road  
Silverado, CA 92676

(714) 628-7008



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**RULES AND REGULATIONS  
FOR THE  
OPERATION OF VEHICLES  
COUNTY OF ORANGE**

ORANGE COUNTY PUBLIC WORKS  
FLEET SERVICES



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## INTRODUCTION

By Resolution 15-128, Section III, the Board of Supervisors enacted the rules and regulations for the operation of County vehicles in this book. The Ordinance also authorizes the Director of the Orange County Public Works (OC Public Works) to administer these rules and regulations. The rules and regulations shall be applicable to all vehicles used, owned, or operated by all County agencies, departments, and special district governed by the Board. The reference in this book to County or Operator shall mean any agency, department, or district under the jurisdiction of the Board of Supervisors.

It is the purpose of these rules and regulations to reasonably and efficiently control the use of County vehicles by officials, officers, and employees of the County of Orange. In stating these rules and regulations, the Board of Supervisors directly and specifically charges each agency/department head with the responsibility of ensuring that all officials, officers, and employees of their agency/department who operate County vehicles are thoroughly aware of the rules and regulations, and they comply with them at all times.

All County vehicles assigned to individuals in any County agency/department shall be under the management of the assigning agency/department and based at their facility or approved decentralized location as recommended by the Director of OC Public Works or designee.



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## **RULES AND REGULATIONS**

### **GENERAL**

County vehicles are to be used only for official County business. They shall be operated and maintained in a reasonable and prudent manner and in accordance with all applicable state and local laws, ordinances, and regulations. Courteous operation of motor vehicles by County drivers is an important factor in the elimination of accidents and in maintaining good public relations.

Use of an official vehicle as conveyance to and from work or other personal use is not sanctioned unless such use has been previously justified and approved through adopted procedures.

The Orange County Public Works Fleet Services is authorized to investigate any damage or misuse of County vehicles and shall report such to the Orange County Public Works Executive Director together with any suggestion(s) for appropriate action to prevent such damage or misuse in the future. The Fleet Services Manager shall submit periodic reports of remedial action taken to correct operational discrepancies that could result in damage to or misuse of County equipment.

### **OPERATING PROCEDURES**

The Executive Director of OC Public Works is charged with the responsibility of preparing, maintaining, disseminating, and enforcing vehicle-operating procedures. A copy of said operating procedures will be kept in each County vehicle.

### **LICENSE**

An employee operating a County vehicle on County business must have a valid California driver's license in possession. County agency/department heads should periodically review the status of driver's licenses of those members of their agency/department who drive vehicles on County business to verify that all licenses are valid. A driver must also have a valid and proper type of license for the vehicle being driven. (The Department of Motor Vehicles publishes a booklet on class license requirements).

Citations for parking and moving violations are the responsibility of the vehicle operator.



## **RULES AND REGULATIONS**

### **OPERATORS AND PASSENGERS**

Only officers, officials, and employees of the County of Orange or members of official reserve organizations of public safety departments are eligible to operate County vehicles.

The drivers and all passengers of all County vehicles are required to use seat belts while the vehicle is in operation.

The following rules also apply when operating County vehicles:

- Do not wear a headset or earplugs in your ears.
- Do not make hand-held phone calls or send text messages while driving.
- Do not put signs or other objects on or in the vehicle that are not County-approved such as personal bumper stickers and objects hung from mirror.
- Do not tailgate others. Maintain a safe following distance at all times.
- Do not litter or throw any objects from the vehicle.
- Do not eat meals while driving.
- Do not apply make-up while driving.
- Do not blast music loudly from the vehicle. Loud music can annoy and irritate other drivers on the road.
- Always use directional signals before turning or changing lanes.
- Only use your horn if it is a safety warning.
- Maintain your composure and avoid getting into road-rage situations involving other drivers.
- Be aware of your surroundings when parking a County vehicle. Citizen may draw conclusions about non-work related activities that a County employee is engaging in during normal work hours based on where a County vehicle is park.

### **PERSONS AND PERSONAL PROPERTY**

Persons or personal property may be transported in a County vehicle only when such transportation is necessary to County business.

### **PARKING/STORAGE**

County vehicles shall be parked in County facilities whenever possible. When parking outside of a County facility, vehicles shall be parked in accordance with posted parking regulations. Vehicles should be locked when left unattended.



All County vehicles shall be stored or garaged at County facilities, yards, or designated parking areas overnight, including weekends and holidays, or when not in use. Vehicles assigned to County officers and/or agency/department heads who are required to participate in official business after normal business hours are exempt from this requirement. Where an exception to this requirement is made, overnight street parking shall not be permitted and the person using the vehicle shall ensure that it is parked off the street and preferably garaged.

### **ADDING OR REMOVING EQUIPMENT**

Under no circumstances shall anyone, without the express permission of the Fleet Services Manager, add to or remove equipment from a County vehicle. This includes the painting of numerals or letters on vehicles or the application of bumper stickers.

### **NO SMOKING IN COUNTY VEHICLES**

There is no smoking allowed in any County vehicles at any time. On December 14, 1993, the Board of Supervisor passed Ordinance No. 3900 pertaining to the regulation of public smoking, which includes all County, owned or leased vehicles.

### **PARKING CITATIONS AND MOVING VIOLATIONS**

Parking citations and moving violations are the responsibility of the vehicle operator.

### **ACCIDENT REPORTING**

Accidents shall be reported following the vehicle collision procedures outlined in this manual and by authority of CEO/Risk Management.

### **TOLL ROAD VIOLATIONS**

County of Orange employees are not exempt from Toll Road fines, even if they are on County business. They must have an active Toll Road transponder registered to the vehicle used on the Toll Road.

### **VIOLATION OF RULES**

Violations of any of the rules, regulations, or provisions set forth in this booklet may result in disciplinary action as may be determined by the appropriate agency/department head.



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# **OPERATING PROCEDURES FOR COUNTY OF ORANGE VEHICLES**

Prepared by:

**ORANGE COUNTY PUBLIC WORKS  
FLEET SERVICES**



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## **EMERGENCY REPAIR TO COUNTY VEHICLES**

In the event mechanical failure occurs too far from County facilities to be practical to return, repairs may be handled through a repair shop or service station by the vehicle operator. Contact the Fleet Services Operations Manager, 714-955-0383 or 714-412-4776, for further instructions. Refer to the Vehicle Directory for locations and staffing hours of all the Fleet Services facilities. After hours, weekends, or holidays call Emergency Operations Center (EOC) 628-7008.



## POOL VEHICLES

Vehicles may be checked out from the Fleet Services Vehicle Control Center which is located at 445 Civic Center Drive West, Santa Ana, CA 92701.

To obtain a pool vehicle, the driver must obtain approval from their department manager and send the OC Fleet Services Operations Manager and email delineating this approval and provide proper account coding, the employee County identification badge number. OC Fleet staff will verify the employee information upon vehicle check-out at the Civic Center Control Center.

At the end of the day, or usage period, the vehicle shall be returned to the Vehicle Control Center. At that time, the operator will report the odometer reading and any vehicle malfunction to the attendant on duty. The vehicle operator will then be instructed where to park.

If a vehicle is returned after hours, the vehicle should be returned to its assigned parking stall and the keys dropped in the after-hours key return container.

Pool vehicles shall be returned each night for storage. Exceptions are authorized only when agencies/departments can justify the vehicle's use beyond normal working hours. Agency/department supervisory personnel must submit a memo to the Fleet Services Vehicle Control Center requesting overnight vehicle use for a County vehicle operator.

If a vehicle other than the normal pool vehicle (compact sedan) is required, a reservation for the type of vehicle desired should be made by a supervising employee in **advance** by calling (714) 955-0387 or email the request at **OCFleetVehicleReservations@ocpw.ocgov.com** to the Fleet Services Vehicle Control Center.

An employee who normally drives his/her own vehicle on County business may be temporarily designated to operate a County pool vehicle if his/her vehicle becomes inoperable. In such cases, the employee shall obtain approval from his/her agency/department head or designee then submit a memo from his/her supervisor to the Fleet Services Vehicle Control Center requesting temporary designation of a pool vehicle. Under such circumstances the County vehicle will be used only on County business and not used as a means for conveyance to and from work.



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## **VOYAGER FUEL CARDS**

Voyager fuel credit cards are available for use with motor pool vehicles at the Vehicle Control Center for approved extended trips. Self-service pumps shall be utilized when using commercial stations.

A temporary Voyager fuel card can be obtained from the OC Fleet Services administration office, upon request, for an agency/department-assigned vehicle used for authorized out-of-county travel. The vehicle operator is responsible for returning the card and related transaction receipts to the Fleet Services Manager at the end of the trip.

County employees should not use personal credit cards for fueling County vehicles. If an emergency arises and you cannot obtain fuel with your County issued fuel card, you must justify the use of a personal credit card for reimbursement.

## **FUEL**

A decal has been installed in the vicinity of the fuel tank, or filler pipe, on each County vehicle that specifies which fuel product (i.e., propane, diesel, methanol, or unleaded gasoline) is designated for use in the vehicle. Operators shall be aware of, and adhere to, such requirements when refueling the vehicle. Gasoline shall be obtained from County stations whenever possible. Refer to the Vehicle Directory for fueling facility locations and hours. County fuel cards will be issued upon request by OC Fleet Services.

## **REPAIR AND MAINTENANCE**

Fleet Services will perform maintenance, repairs, and modifications to County vehicles. However, the division may contract with commercial concerns to perform certain repairs or maintenance as deemed necessary.

Each County vehicle will be mechanically checked at least once every 5,000 miles and/or 365 days, whichever comes first, as a part of Fleet Services preventive maintenance program.

The mechanical condition of County vehicles is primarily the responsibility of Fleet Services. However, operators are responsible for, and encouraged to report, any malfunction or unusual conditions to Fleet Services as soon as possible. Refer to the Vehicle Directory for locations and staffing hours of all Fleet Services repair facilities.



## TIRES

In the event of a flat tire, the vehicle should be driven to a safe location before attempting to change the tire or get help. When a tire problem occurs, the operator should:

1. Change it.
2. If circumstances warrant, have it changed by the closest available commercial sources.
3. If circumstances warrant, and the vehicle is in close proximity to the Vehicle Control Center, call the Vehicle Control Center for assistance. Refer to the Vehicle Directory for facility location and telephone number.

The damaged tire should be returned for repair or replacement to the appropriate Fleet Services facility as soon as possible.

If, while on an extended out-of-county trip, it is deemed necessary by the operator to have a spare tire to complete the trip, he/she may have the damaged tire repaired locally. If the damaged tire is not repairable, a new tire matching in size and quality may be purchased after first receiving authorization from the Fleet Services Automotive Repair Section.

To be reimbursed for any expense incurred in having damaged tires repaired or changed, a paid receipt with the operator's signatures, vehicle number and license plate number, must be presented to the Fleet Services Manager.

## CARWASH SERVICES

Carwash services are available at: **Orange Car Wash**  
1405 W Chapman Ave, Orange, CA 92868  
Phone: [\(714\) 633-2720](tel:7146332720)

Any additional services (auto detailing) above the standard wash and vacuum will need approval from the OC Fleet Services management.

## **OUT OF COUNTY TRAVEL**

Agency/department head approval shall be required for all travel outside of the general area.

The general area includes the counties of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura.



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# **VEHICLE COLLISION PROCEDURES FOR COUNTY OF ORANGE VEHICLE OPERATORS**

Prepared by:

**ORANGE COUNTY PUBLIC WORKS  
FLEET SERVICES**



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**Self-insurance document is located  
at the back of this booklet.**

**COUNTY OF ORANGE  
COUNTY EXECUTIVE OFFICE**

**OFFICE OF RISK MANAGEMENT**

- Safety & Loss Prevention Program
- Workers' Compensation Program
- Liability Claims Management Program
- Administration & Financial Management
- Insurance/Contracts & Commercial Insurance
- ADA II Public Access Compliance

Telephone: (714) 285-5500  
FAX: (714) 285-5599

Issue Date: November 19, 2019

**RE: PROOF OF AUTOMOBILE LIABILITY SELF-INSURANCE**

The County of Orange is self-insured for Automobile Liability, pursuant to Government Code sections 990 and 990.4.

The self-insurance program is managed and administered by the County of Orange Office of Risk Management. Please direct any questions concerning the self-insurance program to the Office of Risk Management at (714) 285-5500, or you may direct your written inquiries to the following address:

CEO/Office of Risk Management  
P. O. Box 327  
Santa Ana, CA 92702

This Proof of Automobile Liability Self-Insurance letter is effective for the period of January 1, 2020 through December 31, 2020.

  
\_\_\_\_\_  
Michael Alio, Director of Risk Management  
CEO/Office of Risk Management



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## ACCIDENT REPORTING INSTRUCTIONS

All County vehicles are equipped with a first aid kit and fire extinguisher for use in an emergency.

In the event of an accident, the employee operating the vehicle should take the following action:

1. Request local police or the California Highway Patrol to make an investigation. Advise the police if an ambulance is required or if the damaged vehicles create a traffic hazard.
2. Immediately advise your supervisor or CEO/Risk Management of all accidents. Refer to the addendum to the Vehicle Directory for telephone number.
  - a) **DO NOT** discuss details of the accident or the events leading thereto with anyone other than giving brief answers to questions of investigating officers.
  - b) **DO NOT** argue or try to place blame for the accident.
  - c) **DO NOT** attempt to negotiate or make any promise to other involved parties.
3. Identify yourself to other parties.
  - a) Show your driver's license to other parties involved.
  - b) Give the name of your agency/department, work telephone number, and the telephone number of CEO/Risk Management to other involved parties.
4. Identify the drivers of the other vehicles involved through their driver's license.
  - a) Inquire whether addresses shown are current.
  - b) Ask for a residence and business phone number.
5. If the vehicle can be driven, take the vehicle to the Fleet Services garage for inspection without delay. Refer to the Vehicle Directory for facility locations and hours. Should the Fleet Services garage be closed, deliver the vehicle to the division as soon as possible on the first working day following the accident.

If the vehicle cannot be operated, arrange for its removal through the contact numbers indicated on page 4 of the Vehicle Directory.



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## ACCIDENT REPORTING INSTRUCTIONS

**DO NOT PERMIT OR ARRANGE FOR REMOVAL OF  
VEHICLE WITH A PRIVATE TOWING SERVICE UNDER  
ANY CIRCUMSTANCES UNLESS APPROVED BY THE  
TRANSPORTATION FLEET MANAGEMENT**

6. Reporting the accident.

- a) Complete the "Operator's Vehicle Collision Report" form located at the back of this book. Additional "Operator's Vehicle Collision Report" forms are available through the OCPW/ Transportation Fleet Management.
- b) Complete the Vehicle Collision Report, form F293FS5E, available from your supervisor. This report is to be prepared in five (5) copies, one of which is to be retained by your agency/department and the other four to be delivered without delay to CEO/Risk Management. If bodily injury to any party involved in the accident is known or suspected, telephone a preliminary report to CEO/Risk Management.

Should the operator of the vehicle be incapacitated, the agency/department head will insure that another responsible employee prepares necessary reports. A report must be filed no matter how minor the accident.

7. Investigation.

The jurisdictional law enforcement department, agency/department using the vehicle, CEO/Risk Management, or the insurer representing the County, may investigate circumstances surrounding the accident. Your cooperation with investigators representing the County is required. Inquiries from other sources must be referred to CEO/Risk Management.



## COUNTY OF ORANGE VEHICLE COLLISION REPORT

If you should need assistance in  
completing this form, call (714) 285-5535

Email to: [safety@ocgov.com](mailto:safety@ocgov.com) **or**  
Pony Mail: Risk Management-600 W. Santa  
Ana Blvd., Santa Ana, Suite 104

### FOR SAFETY OFFICE USE ONLY

Reviewer's Initial \_\_\_\_\_

Date Report Entered \_\_\_\_\_

Type of Collision \_\_\_\_\_

Classification of Incident \_\_\_\_\_

<b>County Driver</b>	<b>Name of driver</b>	<b>Department</b>		<b>Division</b>
	<b>Work Address of driver</b>	<b>Office Phone</b>		<input type="checkbox"/> <b>Personal Vehicle</b>
	<b>Employee ID #</b>	<b>Date of Birth (m/d/yy)</b>		<input type="checkbox"/> <b>Parked/unattended</b>
<b>County Vehicle</b>	<b>County vehicle #</b>	<b>Department</b>		
	<b>Make of vehicle</b>	<b>Body type</b>	<b>Year</b>	<b>License #</b>
	<b>Describe damage to County vehicle:</b>			
<b>County Passengers</b>	<b>Occupant of County vehicle</b>			<b>Phone #</b>
	<b>Address</b>			
	<b>Occupant of County vehicle</b>			<b>Phone #</b>
	<b>Address</b>			
<b>Time and Place</b>	<b>Date of Incident (mm/dd/yy)</b>		<b>Time (hour: minute am/pm)</b>	
	<b>Where did it occur (address or intersection)</b>			
	<b>City</b>			
<b>What Happened, How, Why</b>	<b>State how accident occurred (provide all details; if additional space is needed, attach a sheet of paper):</b>			
<b>Other Vehicle</b>	<b>Vehicle license #</b>	<b>Make of vehicle</b>	<b>Body type</b>	
	<b>Name of owner</b>	<b>Address:</b>		
	<b>Name of Driver</b>	<b>Address</b>		
	<b>Driver's license #</b>	<b>Insurance Company Name</b>		
<b>Persons Injured</b>	<b>Name</b>	<b>Address</b>	<b>Phone #</b>	
	<b>Approximate age</b>	<b>Nature of Injury</b>		
	<b>If applicable, to what hospital was injured person taken?</b>			
	<b>Name</b>	<b>Address</b>	<b>Phone #</b>	

	<b>Approximate age</b>	<b>Nature of Injury</b>	
	<b>If applicable, to what hospital was injured person taken?</b>		
<b>Witnesses</b>	<b>Name</b>	<b>Address</b>	<b>Phone #</b>
	<b>Name</b>	<b>Address</b>	<b>Phone #</b>
	<b>Name</b>	<b>Address</b>	<b>Phone #</b>
	<b>Name</b>	<b>Address</b>	<b>Phone #</b>
<b>What, if anything, was said by driver of other vehicle:</b>			
<b>If Applicable, what were the road conditions or hazard that contributed to the accident:</b> <input type="checkbox"/> Wet Road <input type="checkbox"/> Fog <input type="checkbox"/> Rain <input type="checkbox"/> Object in road <input type="checkbox"/> Other Describe:			
<b>What direction were you traveling?</b>		<b>On what street</b>	<b>What speed</b>
<b>What direction was the other driver traveling?</b>		<b>On what street</b>	<b>What speed</b>
<b>Where was other vehicle when you first saw it?</b>			
<b>Investigated by Police, CHP</b>	<input type="checkbox"/> CHP <input type="checkbox"/> Sheriff <input type="checkbox"/> Police <input type="checkbox"/> No Investigation		<b>City of</b>
	<b>Officer's Name</b>		<b>Badge #</b>
	<b>Was a citation given</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	<b>To Whom</b>	<b>What charge</b>
<b>Diagram of Accident</b>			
<b>Additional comments, explanations:</b>			
<b>What, if anything, could have been done to prevent the accident:</b>			
<b>Driver (Name)</b>		<b>Date (mm/dd/yy)</b> <input type="checkbox"/>	
<b>Supervisor (Name)</b>		<b>Date (mm/dd/yy)</b>	<b>Telephone Number</b>
<b>Department Head/Designee (Name)</b>		<b>Date (mm/dd/yy)</b>	

F293-FORM SAFETY 5E (revision 12/09)