

VEHICLE FLEET SAFETY POLICY

The purpose of this Policy is to ensure the safety of those individuals who drive county vehicles. Vehicle accidents are costly to our cocounty, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the County endorses all applicable state motor vehicle regulations relating to driver responsibility. The County expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Commissioner

Driver Eligibility

- County vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the County vehicle.
- Any employee who has a driver's license revoked or suspended shall immediately notify Supervisor, and discontinue operation of the county vehicle. Failure to do so may result in disciplinary action, including dismissal.
- All accidents, regardless of severity, must be reported to the police and to your Supervisor. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- Drivers must immediately report all summons received for moving violations during the operation of a county vehicle to your Supervisor.
- All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical, drug, and alcohol evaluations.
- Motor Vehicle Records will be ordered periodically to assess employees' driving records. An unfavorable record will result in a loss of the privilege of driving a County vehicle. The following system will be used to determine eligibility to operate a County vehicle:
 - **ALL TYPE 'A' VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.**
 - **ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING COUNTY VEHICLES:**
 - One (1) or more type 'A' Violations in the last 3 years
 - Three (3) or more accidents (regardless of fault) in the last 3 years.
 - Three (3) or more type 'B' violations in the last 3 years
 - Any combination of accidents and type 'B' violations which equal Four (4) or more in the last 3 years.

Type 'A' Violations:

- Driving While Intoxicated

- **Driving While Under the Influence of Drugs**
- **Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)**
- **Operating During a period of Suspension or Revocation**
- **Using a Motor Vehicle for the commission of a Felony**
- **Aggravated Assault with a Motor Vehicle**
- **Operating a Motor Vehicle Without the Owners Authority (grand theft)**
- **Permitting an Unlicensed Person to Drive**
- **Reckless Driving**
- **Speed Contest (racing)**
- **Hit and Run (Bodily Injury or Property Damage)**

Type 'B' Violations

- **All Moving Violations not listed as type 'A' Violations**

Driver Safety Rules

- The use of a county vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- No driver shall operate a county vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in county vehicles must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in county vehicles.
- Drivers are responsible for the security of County vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- Head lights shall be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
- All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

EMPLOYEE'S SIGNATURE _____

DATE _____