

CORPORATE POLICY

SUBJECT: Defensive Driving Course	CATEGORY: Human Resources
	ORIGINAL DATE: May 14, 1985
	REVIEWED DATE: August 23, 2017 <u>June 10, 2024</u>
	REVISION DATE: October 28, 2020 <u>July 24, 2024</u>

- I. POLICY:**
Lake County Health Department and Community Health Center (LCHD/CHC) employees driving County vehicles or their personal vehicles as a requirement of their position shall be required to complete an defensive-online driving course upon hire and once every three years thereafter per the Lake County Vehicle Operation Policy, ~~for refresher training~~, or when a review by the Lake County Risk Manager indicates a need for retraining.
- II. SCOPE:**
All LCHD/CHC employees.
- III. PROCEDURE:**
- A. New and transferred employees in a position requiring the operation of a motor vehicle shall be required to complete the defensive driving course satisfactorily within 6-months of starting their assignment.
 - B. Human Resources (HR) is authorized to require any driver involved in a preventable collision, as defined by the National Safety Council, or demonstrating questionable driving capabilities be retrained in the defensive-Safety National Attention and Distraction online driving course.
 - C. HR will make the determination for requiring training or retraining based on a review of the circumstances, and may seek input from County Risk Management in making that determination.
- IV. REFERENCES:**
None
- V. AUTHORS/REVIEWERS:**
Designated Review Team, Corporate Policies and Procedures Committee, Executive Team, and Lake County Board of Health Personnel Committee.
- VI. APPROVALS:**
Lake County Board of Health President

Signature: _____ Date: _____

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I. POLICY:

Lake County Health Department and Community Health Center (LCHD/CHC) employees driving County vehicles or their personal vehicles as a requirement of their position shall be required to complete an online driving course upon hire and once every three years thereafter per the Lake County Vehicle Operation Policy, or when a review by the Lake County Risk Manager indicates a need for retraining.

II. SCOPE:

All LCHD/CHC employees.

III. PROCEDURE:

- A. New and transferred employees in a position requiring the operation of a motor vehicle shall be required to complete the defensive driving course satisfactorily within 6-months of starting their assignment.
- B. Human Resources (HR) is authorized to require any driver involved in a preventable collision, as defined by the National Safety Council, or demonstrating questionable driving capabilities be retrained in the Safety National Attention and Distraction online driving course.
- C. HR will make the determination for requiring training or retraining based on a review of the circumstances, and may seek input from County Risk Management in making that determination.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

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