

9.1 ~~Vehicle Operation Policy~~

~~Effective Date: May 14, 1985~~

~~Revision Date: February 9, 1999~~

Policy

~~The operation of vehicles is indispensable in conducting County business, and how each vehicle is handled directly affects the production of each respective County department. Vehicular collisions are potentially the most costly losses we can incur when the summation of property damage, bodily injury, fatalities, and liability suits is considered. Such costs can mount to proportions that will adversely affect every department in efforts to accomplish its mission and maintain good public relations.~~

Responsibilities/Procedure

~~(1) Department Heads and Elected Officials having a need for the use of County vehicles shall:~~

- ~~a. Establish firm internal requirements for personnel to fully adhere to the policies established herein and frequently check on their compliance.~~
- ~~b. Personally review the Board of Inquiry decisions on collisions and take all steps necessary to prevent a recurrence and implement decisions.~~
- ~~c. Establish firm policies on disciplinary actions that will be taken against employees and their supervisors who show a disregard for good driving practices, and insure it is applied consistently.~~
- ~~d. Insist that all assigned vehicles are maintained adequately for safe operations.~~
- ~~e. Establish periodic inspections of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. If repairs are necessary, such repairs shall be made as soon as possible.~~
- ~~f. Fully support the County's driving training program to promote defensive driving.~~
- ~~g. Review each preventable vehicle collision and unsafe driving report with the employee and his supervisor to emphasize management's intolerance of irresponsibility behind the wheel.~~
- ~~h. Establish an aggressive campaign to enforce the wearing of seat belts on all trips.~~

~~(2) Supervisors, having direct authority over employees, shall:~~

- ~~a. Insure that employees do not drive any County vehicle unless they have valid State of Illinois driver's licenses and are familiar with State and County driving rules and regulations. An employee having driving as a primary duty shall be required to have a valid license of the proper class.~~

- ~~b. Insure that only authorized personnel be allowed to operate County vehicles, special purpose vehicles and trucks.~~
 - ~~1. An employee shall not be certified as authorized to operate a special purpose vehicle until he/she has satisfactorily demonstrated his/her complete familiarity with its functions. The employee shall thoroughly understand the manufacturer's operating instructions, vehicle limitations, emergency procedures and be able to successfully pass an operator's checkout test to the satisfaction of the supervisor.~~
 - ~~2. These procedures shall be accomplished for each type of special purpose vehicle and truck the operator is required to operate.~~
 - ~~3. A record of each checkout shall be dated and recorded on the individual's Vehicle Operator's Record card, together with signature of the certifying instructor. Re-checks shall be of a frequency deemed necessary by the operator's supervisor to insure maximum proficiency.~~
- ~~c. Be alert in observing unsafe driving practices of County employees and insure that action is taken immediately to correct the driver.~~
- ~~d. Review all preventable vehicle collisions with employees at Safety Meetings and discuss each unsafe act that was responsible so that something can be gained from the loss.~~
- ~~e. Periodically ride with special purpose vehicle and truck drivers to check for compliance with operating instructions and traffic regulations.~~
- ~~f. Insure that unsafe vehicles are not driven until safety discrepancies have been corrected by the Division of Transportation.~~
- ~~g. Fully consider the decisions and recommendations of the Board of Inquiry.~~
- ~~h. Insure that all employees are briefed and understand that the use of seat belts while driving or riding in a County vehicle is mandatory.~~
- ~~3. Employees are required to follow defensive driving practices which are established for the protection of themselves, their fellow employees and the citizens of Lake County. Each employee driving a County vehicle shall:~~
 - ~~a. Inspect the vehicle which he/she is about to drive, in accordance with established work rules.~~
 - ~~1. If there is evidence of accident damage, the employee shall report it to his/her supervisor or the motor pool dispatcher before leaving. Otherwise he/she could be charged for the accident he/she didn't have.~~

- ~~2. If the vehicle is found to be unsafe, the employee shall report it in the same manner and request another vehicle.~~
- ~~3. Vehicles having steering or braking defects shall not be driven. They shall be towed to the garage and repaired before being returned to service.~~
 - ~~a. Report to the supervisor in writing all defects noted during the trip.~~
 - ~~b. Wear seat belts at all times while driving.~~
 - ~~c. Call police in the jurisdiction responsible and the Lake County Sheriff's Department to investigate all collisions involving County vehicles and report details to immediate supervisor as soon as possible.~~
 - ~~d. In addition to Section 10-1, On the Job Employee Behavior, employees operating a County vehicle or operating a vehicle in service to the County shall follow those operating rules.~~
- ~~1. Removal of any equipment from a vehicle without written permission of the Division of Transportation, the Department Head and the Risk Manager is prohibited.~~
- ~~2. Operating a County vehicle while under the influence of alcoholic beverages or non-prescription narcotics as identified by state statutes is prohibited.~~
- ~~3. No alcoholic beverage (whether opened or unopened), narcotics, fire arm or explosive material may be transported in a County vehicle unless designated as part of the driver's responsibility.~~
- ~~4. County vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores unless employee is on official county business. (Restaurants serving liquor are not included in this prohibition.)~~
- ~~5. Each driver who operates his/her personal vehicle in service to the County must present his/her supervisor with a valid certification of insurance. The certificates are to be forwarded to Risk Management.~~
- ~~6. Private vehicles operated in service to the County may only be operated by the owner of said vehicle.~~
- ~~7. Modification of any vehicle or of any equipment in a vehicle without the written permission of the Division of Transportation, the Department Head and the Risk Manager is prohibited.~~

- ~~8. Employees who operate a County vehicle shall restrict use of the vehicle to official County business. Personal use other than authorized commuting as defined by the Internal Revenue Service is prohibited.~~
- ~~4. Risk Management shall:~~
- ~~a. Maintain and administer an aggressive program for County employees that seeks to reduce vehicular collisions and liability claims against the County.~~
 - ~~b. Provide a Driving Course for County employees and maintain records on their attendance and need for retraining.~~
 - ~~c. Recommend safety equipment requirements and specifications for purchasing new vehicles.~~
 - ~~d. Establish a County drivers licensing program for all operators of County vehicles and periodically spot check drivers' qualifications and validity of license.~~
 - ~~e. Review each Board of Inquiry report to insure that it is timely and fulfills the purposes for which it was established.~~
 - ~~f. Maintain complete records on County collisions, property damage, and liability claims, and provide the County Administrator and his/her staff with meaningful reports on program progress.~~
 - ~~g. Periodically follow up on Board of Inquiry recommendations and develop corrective actions to insure full applications of collision prevention policies.~~
- ~~5. Take Home Policy:~~
- ~~The decision regarding assignment of County vehicles to employees as allowed to be driven to and from work shall be left to the discretion of the Department Head and is subject to review by the Director of Human Resources. Examples of situations warranting a County vehicle to be taken home include the following:~~
- ~~a. Managerial employees whose personal use of a County owned vehicle is consistent with the requirements of the position.~~
 - ~~b. Employees who are subject to 24 hour call out or have job responsibilities requiring highly irregular work hours.~~
 - ~~c. Duty vehicles designed or equipped for high priority response where response time will be enhanced by allowing the vehicle to remain in custody of individual employees. Employees assigned to duty vehicles which are taken home must be available to respond upon request on a 24 hour basis any time the employee has custody of the vehicle.~~
- ~~County vehicles taken home over night shall be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence.~~
- ~~6. Accident Reporting Requirements:~~
- ~~Any accident involving a County owned, rented or leased vehicle or privately owned vehicle used in service to the County shall be reported as follows:~~
- ~~a. Summon medical care for any injured parties.~~
 - ~~b. Notify appropriate law enforcement authorities~~
 - ~~c. Notify employee's immediate supervisor~~
 - ~~d. The supervisor shall immediately notify Human Resources~~

- ~~e. The supervisor shall be responsible for initiating the departmental investigation of the accident, completing all required County reports and recommending any follow-up preventative actions. Reports shall be received by Human Resources within 24 to 48 hours after an accident has occurred.~~
- ~~7. Personally Owned Vehicles Used in Service to the County:~~
 - ~~a. The County's Self Insurance program provides for excess liability coverage, but does not cover physical damage to an employees' personal vehicle. For excess liability coverage to apply, the accident must be determined by Human Resources to have occurred during the course and scope of the employee's work duties.~~
 - ~~b. An employee's personal automobile insurance policy is primary to any County coverage. Employees who use personally owned vehicles for County business should confirm that their personal automobile insurance policy provides coverage for this use.~~