

## **9.2 Driver Selection and Courses**

*Effective Date: May 14, 1985*

### **Policy**

#### Driver Selection

~~Selection of employees who will be required to drive full-time or part-time shall be done with care. The lives of people and the professionalism of County employees are under public scrutiny every time a County vehicle is operated, and it is of paramount importance that only employees who have a healthy attitude toward their driving responsibilities be assigned to driving tasks.~~

~~Drivers of County vehicles shall be considered qualified when capable of meeting the following criteria:~~

- ~~1. Possess a valid Illinois driver's license of the proper class.~~
- ~~2. Capable of passing eye tests given by the County which determine visual acuity (near and far), vertical and lateral balance, fusion, depth perception, field of vision and color recognition.~~
- ~~3. Capable of passing a County physical examination when a question of fitness to drive arises because of prolonged or serious illness.~~
- ~~4. Capable of passing written tests on driving regulations whenever required.~~
- ~~5. Capable of successfully passing a driving check ride administered by his supervisor periodically.~~
- ~~6. Capable of demonstrating familiarity with the type of vehicles assigned.~~

#### Driving Courses

~~Full-time and designated part-time employees driving County vehicles shall be required to attend the Driving Course and once every two years for refresher training when administered by Human Resources.~~

- ~~1. Assignments for classes shall be made by the employee's division supervisor to insure class quotas are met and to maintain satisfactory work schedules.~~
- ~~2. Frequency of employee attendance of Driving Courses shall be determined by the division head and/or Human Resources when a review of records indicates a need for retraining.~~
- ~~3. New employees and employees transferred to positions required to drive County vehicles shall be required to complete the Driving Course satisfactorily within one year of starting their assignment.~~
- ~~4. Any driver involved in a preventable collision or demonstrating questionable driving capabilities shall be required to be retrained in the Driving Course or reassigned to non-driving duties if no improvement is noted.~~