



## CORPORATE POLICY

**SUBJECT: Driver Courses**

**POLICY NUMBER: 9.2**

**ORIGINAL DATE: May 14, 1985**

**REVISION DATE: May 1, 1996**

**REVISION DATE: June 29, 2005**

**REVISION DATE: July 27, 2016**

### I. POLICY:

Employees driving County vehicles or driving their personal vehicles as a significant requirement of their position shall be required to complete the Defensive Driving Course once every three years for refresher training or when a review of the record indicates a need for retraining.

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### II. SCOPE:

All Lake County Health Department and Community Health Center employees

### III. PROCEDURE:

1. New employees and employees transferred to positions required to drive County vehicles shall be required to complete the Defensive Driving Course satisfactorily within one year of starting their assignment.
2. Any driver involved in a preventable collision or demonstrating questionable driving capabilities may be required to be retrained in the Defensive Driving Course.

### IV. REFERENCES: NONE

### V. AUTHORS/REVIEWERS:

Human Resources Staff, Corporate Policies and Procedures Committee, Senior Team, and Lake County Board of Health Personnel Committee

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### VI. APPROVALS:

Lake County Board of Health President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_