

## CORPORATE POLICY

**SUBJECT: Driver Courses**

**CATEGORY: Human Resources**

**ORIGINAL DATE: May 14, 1985**

**REVIEWED DATE: August 23, 2017**

**REVISION DATE: October 28, 2020**

**I. POLICY:**

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

**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 6-months of starting their assignment.
2. Human Resources is authorized to require Any driver involved in a preventable collision, or demonstrating questionable driving capabilities ~~may be required~~ to be retrained in the Defensive Driving Course.
3. Human Resources ~~is authorized to require~~ will make the determination for requiring training or retraining based on their a review of the circumstances, ~~and which~~ may ~~include~~ 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: \_\_\_\_\_