

CORPORATE POLICY

SUBJECT: Defensive Driving Course

CATEGORY: Human Resources

ORIGINAL DATE: May 14, 1985

REVIEWED DATE: August 23, 2017

REVISION DATE: October 28, 2020

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 a defensive 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 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 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: _____