

Title: Drivers Safety Policy
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Authorized by: Board of Supervisors

Policy:

The safety and well being of our employees is of critical importance to the County. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on county business at any time will be expected to exercise due diligence to drive safely, follow all traffic laws, and to consistently apply and follow the procedures below.

Comments:

- (1) **All employees are expected to wear seat belts at all times while in a moving vehicle being used for County business, whether they are the driver or a passenger.**
- (2) Employees may not drive county owned or personal vehicles for County business without the prior approval of their Department Head. Before approving a driver, the Department Head must check the employee's driving record, verify the existence of a valid driver's license, valid license plates (if applicable) and personal auto liability insurance coverage, and make certain that the employee is eligible for coverage under any applicable County insurance. An employee who does not have a valid driver's license or who does not carry personal auto liability insurance coverage shall not be permitted to drive county owned or personal vehicles while conducting county business.
- (3) As a condition of employment, employees whose jobs require regular driving for county business must be able to meet the driver approval standards of this policy at all times during their employment. Employees who must maintain a Commercial Driver's License (CDL) as a condition of their employment must meet the Iowa Department of Transportation's (IDOT) requirements for specialized vehicles at all times during their employment. Employees required to drive as an essential function of their position with the County, must inform their Department Head of any changes that may affect their ability to do their job. For example, employees must notify their Department Head immediately if their driver's license is suspended or in any other way restricted. For all other jobs, driving is considered only an incidental function of the position.

- (4) The County shall conduct periodic license history reviews on all personnel whose jobs require regular driving for county business.
- (5) Employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving on county business.
- (6) Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone or PDA for business use are expected to refrain from using their phone while driving – use of a cell phone or PDA, whether personal or County issued, while driving is ***not required*** by the County. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or use hands-free operations, refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. **Texting is prohibited while operating a vehicle for county business.**
- (7) Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading, listening to headphones, and/or frequently changing radio stations or CD's, is also strongly discouraged while driving, even when in slow-moving traffic.
- (8) Employees are not permitted, under any circumstances, to operate a vehicle for County business when any physical or mental impairment causes the employee to be unable to drive safely. Use of alcohol, drugs or other substances, including certain prescription and over-the-counter medications that in any way impairs driving ability, is prohibited.
- (9) Employees shall not transport non-work related passengers in County vehicles at any time without prior approval from their Department Head or supervisor. Personal vehicles utilized to transport clients shall not be operated by anyone other than the county employee during the time of transport.
- (10) Employees shall immediately report to their Department Head or supervisor any hazardous or unsafe condition of the county or personal vehicle (only if required to drive for business), which may result in injury to themselves or others. County vehicles or equipment that has been tagged unsafe to use shall not be used by any employee until such tag has been removed by authorized personnel.

- (11) Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- (12) Employees who drive commercial vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
- (13) Employees must promptly report any accidents to local law enforcement as well as to their immediate supervisor or Department Head even if there is no apparent damage.
- (14) Employees are required to report any moving or parking violations received while driving a county vehicle. Employees are responsible for any driving infractions or fines that result from their driving.
- (15) Employees are expected to lock County vehicles at all times when not in use.
- (16) Employees must make sure that a County vehicle or a personal vehicle being used for business meets operational standards for insurance, maintenance and safety.
- (17) Employees shall keep vehicles free of objects that might lodge under the brake pedal or interfere with safe operation of the vehicle while conducting county business. Employees who drive a County vehicle should ensure that the vehicle is kept clean and free of litter.
- (18) It is the responsibility of the employee operating a County vehicle or equipment to ensure that all supplies, equipment, machines and vehicles being hauled or transported are properly secured to the transporting vehicle or trailer.