

LIVINGSTON COUNTY

SAFE DRIVER POLICY

LIVINGSTON COUNTY, MICHIGAN

RESOLUTION #2017-05-081

APPROVED: MAY 1, 2017

I. POLICY

1. PURPOSE:

Livingston County places the highest value on the safety and health of its employees and the well-being of its citizenry. Livingston County acknowledges that the safe operation of motor vehicles by municipal employees is essential to ensuring that safety and well-being, and its goal is to ensure that all individuals who are granted the privilege of driving a municipal vehicle are safe and properly licensed operators.

Livingston County has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the right to drive for failure to meet the standards. This policy defines the minimum standards for all municipal employees. Nothing herein shall limit individual departments from setting higher standards that may be needed to meet their particular needs.

2. RESPONSIBILITIES:

Livingston County safe driver program depends on the participation and cooperation of employees at all levels of the organization. The specific responsibilities of the employees are identified below.

DEPARTMENT DIRECTORS/ELECTED OFFICIALS

- Ensure that all employees are informed of this policy.
- Ensure the safe maintenance and operation of all municipal vehicles.
- Ensure that all vehicle operators are trained in the safe operation of all assigned motor vehicles.
- Enforce municipal-wide departmental vehicle operating standards and procedures.
- Ensure that all assigned vehicles are inspected for safe operation before use.
- Ensure that thorough and timely accident investigations are conducted and reported.
- Identify all employees who operate a vehicle on the job and include those employees in the municipality's Driving Record Subscription Service from the State of Michigan.
- Ensure that any individual departmental policies that define how unsafe vehicle operators will be disciplined are consistent with the overall intent of this policy.

SUPERVISORS

- Ensure the safe operation of assigned municipal vehicles
- Administer and enforce all municipal-wide and departmental policies and procedures regarding vehicle operation

NOTE: Any Supervisor who fails to report the information outlined herein will be subject to appropriate disciplinary action, up to and including discharge.

EMPLOYEES

- Safely operate their assigned municipal vehicles.
- Maintain a valid driver's license (correct license/endorsement for the type of vehicle driven).
- Advise the duty supervisor immediately of the loss of a valid driver's license by suspension, revocation, or expiration, including being issued a Breath, Blood, Urine Test Report Temporary Driving Permit. Failure to comply may result in discipline up to and including dismissal.
- Perform safety checks of vehicles at the beginning of each work shift as described in the unit work rules.
- Promptly report to an on-duty supervisor any vehicle safety defect found during inspection. Failure to report safety defect found during inspection may result in discipline up to and including employee dismissal.
- Maintain an assigned municipal vehicle's cab, bed, and/or body in a clean and safe condition.
- Properly use furnished seat belts and/or other vehicle safety restraints.

COUNTY ADMINISTRATORS

- Establish and maintain the Driving Record Subscription Service to monitor employee driving records (currently maintained by Carpool).
- In cooperation with other departments, ensure that all employees who operate vehicles have a valid driver's license for the vehicle types driven.
- Report driving record activity to employees' departments for review of policy compliance (currently Carpool reports driving record activity to Human Resources and the affected department head).
- Provide consultation and training to the departments as needed.

3. STANDARDS AND PROCEDURES:

All individuals who operate Municipal vehicles, who operate personal vehicles on employer-related basis, who receive payment related to vehicle expenses, and/or are required to drive as a necessary part of their job must possess and maintain a valid driver's license.

Individuals who drive municipal vehicles or are required to drive as a necessary part of their job must notify their immediate supervisor if they receive a ticket/citation that affects and/or restricts their right to operate a motor vehicle,

including being issued a Breath, Blood, Urine Test Report Temporary Driving Permit. Such notification must take place immediately upon reporting for work after receipt of the citation.

Individuals are prohibited from operating a municipal vehicle or personal vehicle on business when their driving ability has been impaired for any reason, including but not limited to the ingestion of drugs, medication, or alcohol beverages; physical impairment or restrictions; or other situations/conditions within the individual's control. Any illegal use of controlled substances is strictly prohibited.

No employee shall knowingly operate a vehicle found to be in violation of a state safety code or the laws of the State of Michigan

All employees shall use seatbelts or other safety restraints provided whenever they are operating or riding in a vehicle

Only those employees who are determined to be safe operators will be allowed to drive a vehicle on behalf of the municipality.

4. CORRECTIVE ACTION, INCLUDING DISCIPLINE:

Each department is encouraged to develop and implement a plan for reviewing vehicle accidents and administering appropriate corrective action. The following are minimum standards which should be included in departmental plans:

The goal of corrective action is to ensure that employees who are entrusted with the operation of vehicles are safe drivers. Awareness and knowledge through training are the keys to safe driving. Whenever possible, training should be a first step in a corrective action program. Discipline up to and including discharge may also be an appropriate form of corrective action, depending on the infraction.

An unacceptable motor vehicle driving record is one indication that an employee may not be a safe driver. The administration will identify employees who develop unacceptable driving records and notify the appropriate department. Departments are encouraged to immediately enroll these employees in municipal-sponsored driver's training programs, or consult with the Human Resources department about other appropriate training opportunities, or other corrective actions, depending on the infraction.

Accidents involving stationary objects are the most frequent and preventable type of vehicular accident. Preventable accidents involving stationary objects may result in disciplinary action up to and including dismissal. Involvement in a preventable accident shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including discharge.

Failure to comply with any part of this policy shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including discharge.

5. **INSPECTIONS:**

All vehicles shall be safety-checked at the beginning of each shift by the assigned vehicle operator to ensure safe operating condition according to unit work rules.

Report vehicle deficiencies according to department policies

Each department shall be responsible for ensuring that quarterly safety inspections of all assigned vehicles occur and are properly documented.

6. **DEFINITIONS:**

Driving Record Subscription Service: A program provided by the Michigan Department of State by which a driving record can be automatically produced and sent to an enrolled municipality when a conviction is posted to an employee's driving record.

Preventable Accident: Any vehicle accident in which the driver/operator failed to do everything he/she reasonably could have done to prevent the accident.

Vehicle Accident: Any occurrence involving a county-owned, rented, leased, or travel-reimbursed motor vehicle or trailer which results in a death, personal injury or property damage.

Employee: Any regular full-time or part-time or temporary full-time or part-time employee, elected officials, volunteers, or any other person who has reason to operate a municipal vehicle.

Municipal Vehicle: Any municipal-owned, rented, leased, or travel-reimbursed motor vehicle or trailer, including personal vehicles, used by an employee for municipal business.

7. **APPLICANT/EMPLOYEE SCREENING GUIDE**

Conviction of law violations or civil infractions may serve as a basis for disqualification or discipline. The applicant's/employee's total record will be evaluated; the applicant/employee must have at least two years of documented driving experience. The pattern of law violations, the seriousness, the surrounding circumstances, and the number and recency of violations will be considered. For example, multiple convictions for the same offense can be disqualifying, as they indicate a pattern of inadequate responsibility and disregard for law and order, which may affect safety. Likewise, traffic misdemeanors which do not carry points

(i.e. improper plates, expired plates) or civil infractions may indicate an inability to follow rules and a disregard for the law.

For purposes of determining disqualifying violations, the County may consider only those offenses followed by a conviction (forfeited bond, jailed, fined, ordered to attend traffic school). For purposes of establishing time frames for disqualification, the County may use the date of the actual violation. Here are disqualifying guidelines:

The circumstances noted below will be cause for automatic disqualification of an applicant and discipline of an employee:

- (1) Conviction of a driving-related felony
- (2) Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.

EXCEPTION: Applications from those who maintain a driving record free of license suspension or revocation and moving violation conviction(s) in the five (5) years previous to making application to the municipality may be accepted.

- (3) An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the applicant has been fined, sued, and received an adverse judgment, applicant's insurance company settled for damages to other party, or applicant settled out of court or otherwise was determined to be liable).
- (4) Accumulated six (6) points or more on the driving record.
- (5) Convicted of any alcohol/drug related offense.
- (6) Convicted of driving while license was suspended or revoked.

For new applicants, in the year prior to application, the following circumstances will be cause for automatic disqualification:

- (7) Accumulated more than three (3) points on the driving record.

8. SUPERSEDES:

Resolution #: N/A

9. APPROVED BY:

Personnel Committee: April 19, 2017
Finance Committee: April 26, 2017
Board of Commissioners: May 1, 2017

10. RESOLUTION: No. 2017-05-081

11. REVIEW HISTORY: N/A

ADOPTED	#2017-05-081	5/1/17
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