

Motor Vehicle Policy

I Standard Procedure for Vehicle Operation

Purpose: The purpose of this policy is to outline drivers license requirements, as well as vehicle safety rules and regulations in order to reduce preventable accidents, injuries, property damage and maintenance costs.

Policy

- A. A valid drivers license for the type and class of vehicle to be driven shall be required for all employees operating County vehicles, and employees operating privately owned vehicles on County business.
- B. County employees shall comply with the Vehicle Safety Program rules and regulations outlined in this procedure while operating a County vehicle.
- C. Employees working in certain job classifications may be required to have a Commercial Drivers License (CDL) to operate designated vehicles and/or equipment. Successful job applicants, which may include current employees that are promoted or re-assigned to positions requiring a CDL, shall comply with one of the following:
 - D. Have a current CDL at time of employment, promotion or re-assignment, or within 90 days of hiring, promotion or re-assignment, obtain a CDL as a condition of continued employment.

II Vehicle Safety Program Rules:

All employees driving County vehicle or personal vehicles on County business, shall drive in a courteous manner observing the following vehicle safety program rules and regulations:

- A. Employees shall remain knowledgeable and comply with all Federal, State and County motor vehicle laws and regulations.
- B. Employees shall practice effective defensive driving techniques. Employees shall exercise special precautions when children, joggers or pedestrians are in the roadway, driving during inclement weather or when negotiating around heavy equipment.
- C. The driver and all occupants shall wear seat belts as required by law.
- D. No person other than employees or appropriate persons engaged in business with the County and approved by the department head or designee shall ride in a County vehicle.
- E. County vehicles shall be used for work related duties only.

- F. Employees assigned vehicles are responsible for scheduling routine maintenance and service of the vehicle unless a specific individual is designated within the department. Areas of highest concern included oil, tires, lights, and seatbelts. All mechanical problems shall be reported to the supervisor immediately.
- G. Only county issued equipment needed to perform the specific work function may be stored in a County vehicle. No additional equipment or personal items will be carried or stored unless the supervisor grants permission.
- H. Unsecured items shall not be placed on the dash of a County vehicle. Tools, equipment and materials carried in the truck bed shall be secured by using rails and tailgate. Cargo transported on trailers shall have at least one tie down for each 10 feet of cargo
- I. Vehicle shall not be left unattended while the engine is running. If it is necessary to leave the vehicle running while it is unattended, the transmission shall be placed in Park and the parking brake activated.
- J. All employees with an assigned County vehicle will take a defensive driving training course within two years of employment. If an accident occurs and the employee is at fault he/she will retake the course.
- K. Except under extreme emergencies, keys shall be removed from the ignition and the doors locked on an unattended vehicle.
- L. Drivers of assigned vehicles should visually examine the vehicle at the beginning and end of their shift/day. Areas to inspect include: any physical damage, functioning signals and lights, and tire inflation.
- M. Employees shall not alter or tamper with vehicle safety features.
- N. Gas cards issued to county vehicles are to only be used in providing gas to the specific vehicle. Employees will utilize the fueling locations supporting the specific card.

III Driving Record Standard for Applicants

Purpose: This policy applies to all applicants including employees applying for positions requiring a valid drivers license as a condition of employment.

- A. Applicants must have in their possession a valid drivers license and obtain a North Carolina license within 30 days after hiring as a condition of employment. A review of the driving history of each selected applicant will be conducted prior to hiring.

- B. Applicants will not be selected for positions requiring a valid drivers license if their driving record contains any of the following:
 - 1. Conviction of driving while impaired (DWI) within the last five (5) years.
 - 2. Conviction for death by vehicle, hit and run, racing, careless and reckless or other major offenses within the last three (5) years.
 - 3. Suspension or revocation of driving license within the last five (5) years.
 - 4. When an applicants overall driving history reveals a pattern of convictions of traffic offenses and the applicants capacity to safely operate a County vehicle or heavy equipment is questionable, the County may approve or disapprove the applicant based on their overall driving record and the position for which the applicant has applied.
- C. When an applicant has been recommended for a position requiring a valid drivers license, the hiring department will complete a "Drivers License Record Check" form. A copy of the applicant driver's history will be requested from Emergency Communications for review.

IV Driving Record Standards for Current Employees

Purpose: To establish minimum driving standards which must be met for all classifications requiring a valid drivers license. Departments may elect to enforce more stringent driving record requirements.

Policy:

- A. The County will periodically check the driving record of randomly selected employees holding positions for which valid drivers license are required.
- B. When an employee's overall driving record reveals a pattern of convictions for traffic offenses and the employees capacity to safely operate a County vehicle or heavy piece of equipment is questionable, the County shall reserve the right to approve or disapprove the continued operation of a County vehicle or heavy piece of equipment by the employee based on their overall driving record.
- C. Employees will not be permitted to operate County vehicles or heavy equipment if their driving record contains any of the following:
 - 1. Conviction of driving while impaired (DWI) for which their driving privileges have been suspended or revoked.
 - 2. Conviction of death by vehicle, hit and run, racing, careless and reckless or other major offenses for which their driving privileges have been suspended or revoked.

D. Any employee in a position requiring a valid drivers license is subject to disciplinary action up to and including dismissal for violations in accordance with Standard Procedures. Any employee who has their state drivers license suspended or revoked shall not operate a County vehicle and shall immediately report such suspension or revocation to their supervisor.

V Vehicle Accident Reporting

Purpose: To establish a standard procedure to report vehicle accidents involving county vehicles.

Procedure

In the event of an accident involving a County vehicle, the following procedure shall apply:

- A. Notify law enforcement officials immediately by calling 911. The vehicle should not be moved until law enforcement has arrived, unless necessary for safety reasons.
- B. Offer no information at the scene regarding the responsibility of the accident. Present insurance information to the responding officer.
- C. Complete the *Vehicle Accident Report*, which describes the accident. The reporting law enforcement officer will complete an in depth report. Inquire from the officer where and when a copy of the report may be obtained.
- D. Contact the supervisor immediately and submit the report
- E. The supervisor will forward the report to the County Manager's Office the day of the accident. The supervisor will ensure that the law enforcement report is picked up upon availability and will forward to the County Manager's Office.
- F. All drivers of county vehicles involved in a motor vehicle accident must submit to a post accident drug test. If injured this will take place at the medical provider. If there is no injury the employee will report to PDSS on Tarboro Street.