

ER – 7: Vehicle Use/Driver Policy

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1. INTENT

This policy was written to establish terms by which employees and supervisors understand what constitutes acceptable use as it applies to all Fairfield County vehicles. Please carefully review the rules below. All drivers must sign to acknowledge the guidelines set forth in this policy.

2. COUNTY POLICY

Operation of a County vehicle is both a privilege and a responsibility. Drivers are responsible for operating the County vehicle according to state and federal laws and our County policy. Violation of these laws and rules may result in disciplinary action to include, but is not limited to, verbal warning, written warning, demotion, salary reduction, the removal of driving privileges, loss of leave or suspension without pay, up to termination, or any combination of both.

3. DRIVERS

Prior to receiving driving privileges, the Human Resources will obtain a Motor Vehicle Record (MVR) check on the prospective driver. A review of each drivers MVR will help managers determine if the criteria for driving a county vehicle has been met.

4. PERFORMANCE

The following is our County's Driver Performance Rating Chart

Number of Violations	Number of Preventable Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Poor	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

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- Any major violation is automatically considered "Poor."
- "Clear" and "Acceptable" Motor Vehicle Records (MVRs) will be monitored at least annually.
- "Borderline" MVRs will be watched closely and a warning will be given to the individual in that category.

Drivers are required to immediately notify management if their driving status changes (i.e. suspensions, loss of license, etc.).

Any driver falling into the "poor" category will immediately be relieved of his/her County vehicle driving privileges. In addition to the MVR criteria outlined in the above Driver Performance Rating, the following list includes but is not limited to violations that will automatically place that individual in the "poor" category:

A. MAJOR VIOLATIONS

The following are defined as major violations:

- Felony DUI or DWI conviction in past three years
- Failure to report an accident
- Six or more points against your license in a 12 month period
- Reckless driving/speeding contest conviction
- Making a false accident report
- Homicide, manslaughter or assault conviction arising from the use of a vehicle
- Driving while license is suspended/revoked conviction
- Careless driving conviction
- Attempting to elude a police officer conviction
- Leaving the scene of an accident conviction
- Any employee permitting fellow employees, dependents or any other person not listed on the driver list to operate vehicles under their control or assigned to them
- Suspension of driver's license
- Failure to consistently drive in a safe manner as determined by management
- Failure to pass a drug test
- Refusal to take a drug test
- Failure to notify management within one business day of any moving violation and/or accident

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B. SCOPE OF USE

- Assigned Driver — No person other than the employee assigned to the vehicle shall operate the vehicle unless that person is an employee of our County, is listed on the Qualified Drivers List, and has the permission from the person to whom the vehicle is assigned or from a supervisor. Work release inmates may not operate County vehicles.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to police and your manager.

C. PERSONAL USE OF COUNTY VEHICLES

County-owned vehicles are to be used for official business only. County vehicles may be driven home and used as transportation to and from work **only if approved by management**. Employees who drive or take home a vehicle are responsible for all fines and parking expenses and are responsible for income taxes on all personal miles according to IRS guidelines. The driver must make sure that the truck and tool boxes remain locked and equipment in the bed is reasonably stored or secured as to prevent theft. Personal trailers, including boat and recreational vehicles, are not to be pulled by County vehicles.

Additionally, taking a County vehicle beyond the South Carolina state line is prohibited UNLESS explicitly authorized by the **both** the Department Director, Deputy County Administrator, and or the County Administrator.

D. DRIVER QUALIFICATIONS

The minimum qualifications for drivers/operators of County Vehicles are as follows:

- Must be at least 21 years old
- Must have valid license for the vehicle to be operated, which may include a Commercial Driver's License (CDL)
- Must be on the County's 'Qualified Drivers List' (QDL)

E. MAINTENANCE & UPKEEP

Drivers are responsible for ensuring the vehicle is well maintained. The assigned driver is responsible for taking the vehicle to the Vehicle Maintenance Shop for scheduled fluid changes, brake jobs, tire changes and other repairs. The employee is responsible for reporting any damage, faulty equipment or other items needing repairs to his/her supervisor. The employee is responsible for keeping his/her vehicle as clean and orderly as job conditions permit.

F. VEHICLE INSPECTIONS

- County vehicles will be subject to a spot-check by management
- County vehicles must have the following standard items:
 - o Current insurance & registration verification
 - o Safety belt ready for use

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- Usable spare tire, jack and lug wrench
- Binder with the following forms and information:
 - Emergency phone numbers
 - Accident investigation form
 - Operator's manual

G. AT-FAULT ACCIDENTS/INCIDENTS

If an employee is involved in an at-fault accident while operating a County vehicle, he/she will be responsible for paying ten percent of the \$1,000 deductible for repairs. If the cost of repairs does not meet the \$1,000 minimum threshold for filing a Property & Liability claim, an employee would be responsible for ten percent of the estimated repair costs. The money paid by the employee will be used to defray the cost of repairs. Upon notification of the repair estimate or appraisal each employee will be given **ten business days** to pay their penalty. If a payment is not turned in to Human Resources by 5:00 pm on the tenth day, the employee will be subject to termination.

H. DRUG TESTING

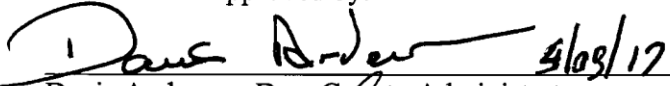
Any employee who will drive a County vehicle may be drug-tested for cause following an accident. The drug testing procedure will follow the established County drug policy.

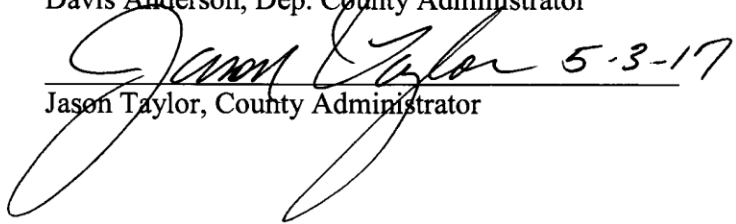
I. MANAGEMENT RESPONSIBILITY

- Each supervisor is responsible for all vehicles and drivers under their control.
- Each supervisor will perform random spot checks of vehicles on a monthly basis.
- It is the responsibility of each department with the assistance of HR to follow up on all vehicles and all drivers to make sure this policy is implemented and enforced.
- Keeping an updated QDL is the responsibility of the Department Supervisors in conjunction with Human Resources. It should be annotated on the QDL if an employee is authorized to take their vehicle home. Departments must notify Human Resources of any changes made to their QDL.

ADMINISTRATION:

Reviewed & Approved by:

 4/09/17
Davis Anderson, Dep. County Administrator

 5-3-17
Jason Taylor, County Administrator

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5. FOR PERSONNEL FILE

This is to confirm that I have received the Vehicle Use/Driver Policy of our County and agree to abide by the rules and regulations set forth. I understand these policies in no way constitute a contract and cannot be construed as such, either in whole or in part. Furthermore, I understand that management reserves the right to change, modify or cancel the contents of these policies in whole or in part at any time.

Employee Signature: _____

Date: ____ / ____ / ____

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