

MOTOR VEHICLE & MOBILE EQUIPMENT SAFETY

PURPOSE

The purpose of this section is to relay to Davie County employees the importance of responsible vehicle operation. Employees will be responsible for ensuring safe operation, maintenance, and when required, inspection of the vehicle as detailed in this policy. **Employees must not operate an unsafe vehicle or operate a vehicle in an unsafe manner.**

MOTOR VEHICLE POLICY- MAINTENANCE

All vehicles must be properly maintained in conformity with the vehicle manufacturer's suggested schedule. No employee is to operate a vehicle that is not in safe operating condition. For assigned automobiles, the assignee is responsible for proper maintenance. For mobile equipment, the Department Directors will designate someone to be responsible for maintenance of each individual vehicle. The person(s) responsible will see that the maintenance schedule is followed, see that other needed repairs are made in a timely manner, and keep a file documenting all maintenance and repair records.

MOTOR VEHICLE POLICY - DRIVER SELECTION

Careful driver selection is the key to overall fleet safety. No new employee is to be allowed to drive a County vehicle until the employee has completed the normal application procedure, references have been checked, possession of a valid drivers license has been verified (photocopy in personnel file), and a motor vehicle record (MVR) has been obtained and reviewed. Vehicle Policy further states:

- A. COUNTY VEHICLES ARE TO BE OPERATED ONLY BY THOSE INDIVIDUALS AUTHORIZED BY MANAGEMENT TO DO SO, and are not to be operated by unauthorized individuals.**
- B. No employee is allowed to operate a county vehicle unless properly licensed to do so.
- C. Operating a county vehicle with an expired or revoked driver's license is grounds for termination.
- D. The Human Resource Department will review the driver's license of every employee who is authorized to operate a county vehicle. Any problems identified will be passed on to Department Directors for review.
- E. The Human Resources Department will obtain state Motor Vehicle Record (MVR's) updates on all employees. The Human Resources Department will review these records carefully and advise the County Manager of any record showing a poor driving record. As a minimum, the County Manager is to be advised of any record showing:
 - Suspension, revocation or expiration of license
 - two or more moving violations, two or more chargeable accidents, or a combination of two or more moving violations and chargeable accidents over a 24 month period
 - Driving while intoxicated (DWI), reckless driving, leaving the scene of an accident, hit and run, vehicular homicide or assault, participating in an unlawful speed contest, or eluding or attempting to elude a police officer.
 - Any other violation or accident indicating careless disregard for public or personal safety, or the abuse of a county vehicle.

The County Manager will review any record showing driving problems outlined above to decide whether or not to allow the employee to continue to operate a County vehicle. Violations as listed above may disqualify an employee from operating any County vehicle.

MOTOR VEHICLE POLICY - VEHICLE USE

- A. Drivers are to abide by all traffic regulations, laws and ordinances while driving for the County. The Safety Committee will periodically provide appropriate fleet safety information to County vehicle drivers.
- B. All occupants of a County-owned vehicle shall wear seat belts while it is in operation. In the interest of safety, employees are encouraged to always use seat belts, whether or not they are on County business.
- C. Each Department Director is responsible for maintaining the following information in the glove box of each county owned vehicle:
 - 1) Insurance Policy Card that includes accident reporting information
 - 2) Vehicle registration information
- D. Drivers will not drive after having consumed alcohol and/or drugs, including legal drugs that may impair their ability to operate a motor vehicle. Passengers other than business associates on County business are not to be carried in any County vehicle. Under no circumstances are drivers of County vehicles to pick up hitch-hikers or give rides to strangers.

MOTOR VEHICLE POLICY - GENERAL SAFETY RULES

The following safety procedures apply to operation of all county vehicles:

- A. Employees are required to complete safety checks at least once per year on any vehicle they are assigned to drive. Regular preventative maintenance is also required. Vehicle safety checks include but are not limited to:
 - Windshield washers and wipers
 - Directional signals
 - Power steering
 - Fluid reservoir
 - Brakes and brake fluid
 - Hydraulic systems
 - Clutch (if applicable)
 - Lights
 - Tires
 - Horn
 - Motor oil
 - Registration, Inspection, and License Tag
- B. Employees should adjust the seat, inside and outside mirrors, and steering wheel tilt for safe driving before putting the vehicle into gear.
- C. Emergency vehicles: **The fact that an employee is operating an emergency vehicle does not absolve him or her from civil or criminal liability for the consequences of wantonly reckless driving.** The driver must be in the position to satisfy a jury that reasonable care and prudence was used in operating emergency vehicles. Even though emergency equipment has warning devices, the drivers are expected to **PROCEED WITH ALL CAUTION.**

- D. Never take drugs or strong medication before operating a vehicle. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distance, speed, and driving conditions. This includes prescription drugs.
- E. All persons who drive or ride in public entity vehicles are to wear the installed seat belts at all times. Supervisors are responsible for insuring that all of their employees are utilizing the installed seat belts.
- F. Not more than three persons are permitted to ride in the front seat of any vehicle. Persons may not be transported in any vehicle unless safe and secure seating is provided for each person.

VOLUNTEERS OPERATING COUNTY VEHICLES

Volunteers driving County vehicles or conducting County business in their personal vehicles are required to abide by all the above safety rules and restrictions. Copies of **volunteers' drivers' license and proof of insurance** on their personal vehicle should be kept on file in the department where they volunteer.

