

Effective: May 1, 2007

Date: March 21, 2007

Adopted: March 21, 2007

Last Revised:

Subject: Driving Policy

Flathead County has made a commitment of safety, service, and quality to both our employees and our customers. Flathead County mandates that our employees operate all vehicles owned by or used by the County in a safe and economical manner.

All Flathead County employees will adhere to the following Driving Policy guidelines. They are summarized by the following:

1. Vehicles are not to be operated unless in a safe operating condition.
2. Drivers must be physically and mentally able to drive safely and defensively.
3. Drivers must conform to all traffic laws with allowances made for adverse weather conditions.
4. Respect the rights of other drivers and pedestrians. Courtesy is contagious.
5. Drivers may not use drugs or alcohol while operating a vehicle owned by or used by the company.
6. Using your own personal auto on County business is highly discouraged, as the County's auto insurance policy protects you on an excess basis only. You must rely on your own personal auto insurance policy for primary insurance coverage. If a driver uses his or her personal vehicle, ~~\$300,000 CSL (Combined Single Limit)~~ coverage must be in effect and on file.

ACCIDENTS

All accidents are to be immediately reported to the employee's supervisor, its insurance agent, and the Human Resource office. All accidents will be reviewed by the department head and by the Risk Management Committee if bodily injury or property damage occurs. The accident will be classified as either preventable (where the employee was cited) or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

MOTOR VEHICLE RECORDS

Motor Vehicle Records (MVR) will be checked annually on all employees where driving is part of their job description. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by the County.

The following are examples of MVRs violations that may cause revocation of driving privileges for County business and thereby termination if the employee's job duties require driving:

- Conviction for driving while impaired within the last three years
- Any conviction for death by vehicle, hit and run, racing, careless/reckless driving or other **Serious** offenses.
- Conviction of more than three **Non Serious or Other** traffic violations, or two chargeable accidents, in past twelve month period.
- Suspension or revocation of driver's license within the last three years.

The following are examples of Serious, Non Serious, and Other Violations:

SERIOUS OFFENSES

- Driving under the influence of alcohol or drugs
- Refusal to take a breath analyzer test;
- Two or more moving violations within a twelve (12) month period;
- Leaving the scene of an accident;
- Homicide or assault arising out of the operation of a motor vehicle, or criminal negligence in the operation of a motor vehicle resulting in death;
- Driving while license is suspended or revoked;
- Reckless or dangerous driving which results in injury to a person;
- Racing
- Speeding over 25 MPH of posted limit
- Passing a stopped school bus with lights flashing
- Use of a vehicle in drug trafficking

NON SERIOUS OFFENSES

- Stop Sign and traffic signal offenses
- Speeding under 25 MPH of limit or conditions
- Improper passing, improper lane, following too closely, improper turns,
- Failure to signal, failure to yield, improper backing
- Operating a defective vehicle
- Weight violations

OTHER OFFENSES

- Failure to observe a funeral procession, crossing a fire hose
- Seat belt violation
- Registration violation
- Failure to provide proof of insurance if in personal auto

RADAR DETECTORS

The use of radar detectors is forbidden in all vehicles owned or used by the County. Drivers using radar detectors will have county driving privileges revoked.

PASSENGERS

Hitchhikers and passengers, other than County employees, are not permitted. You must receive permission from the County Administrator for any spouse or dependents to ride in a County vehicle on County business. If you receive this permission, spouses and dependents must sign waivers.

Incidental passengers necessary to conduct County business such as other governmental agency representatives, consultants performing operations for Flathead County etc need to be approved by your department head before they ride in a county owned vehicle.

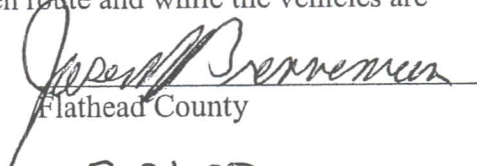
Your department supervisor must approve outside government agency employees occupying County vehicles on County business.

SEAT BELTS

All persons in the vehicle must wear seat belts whenever the vehicle is in motion.

SECURING CARGO

Cargo will be secured, and all doors locked, while en route and while the vehicles are parked.


Flathead County

3-21-07
Date