



Vehicles



Policy A-IC-19

June 29, 2006
Revised October 14, 2013

Purpose: The use of Three Rivers District Health Department vehicles will be controlled by the Management Team and shall be restricted for official health department business only.

Policy: In order to ensure compliance with Policy A-IC-19, the Director/designee may periodically check with the Bureau of Motor Vehicles concerning an employee's driving record for purposes of determining insurability and suitability for driving a department vehicle. Drivers who use their own vehicles on TRDHD business must also comply with this policy. All drivers, regardless of whether they are driving a Board owned or leased automobile or not, are required to use safety belts.

Procedure:

I. Company Vehicles

- A. An employee is required to submit proof of valid driver's license to the Personnel Specialist for review and verification prior to receiving authorization to operate a vehicle. No employee is permitted to operate any TRDHD vehicle unless they have a proper, appropriate, and valid operator's license pertinent to the operation of that vehicle. If an employee does not possess a vehicle operation license that is pertinent to their job duties, they are subject to disciplinary action, including discharge. Employees are required to show proof of valid driver's license annually at the beginning of the calendar year. The Director may assign or reassign by his or her discretion a TRDHD leased vehicle to an employee for use in the performance of his or her duties. Such assigned vehicles may not be taken to and from the employee's place of residence unless expressly authorized and approved in accordance with Policy A-IC-21.
- B. When operating a TRDHD vehicle, employees must exercise caution and adhere to all rules, safety practices, regulations, and laws. Employees are expected to be courteous to other drivers and pedestrians. Careless, reckless, or destructive vehicle operation will result in disciplinary action. Traffic fines or arrests for illegal or improper use of agency vehicle are the sole responsibility of the employee. All employees are required to wear seatbelts or restraints as provided in the vehicle.
- C. Drivers with a conviction for D.U.I. or at the Director's discretion shall not be permitted to operate a TRDHD vehicle, unless, or until, the Director has issued

written approval. Administrative Reference for Local Health Departments, Personnel: ““Proof of Active Driver’s License””.

- D. Employees must promptly report all parking violations, moving violations, and accidents (regardless of fault), which occur during working hours to the Department Manager. Loss of driver’s privileges for any reason may result in disciplinary action up to and including dismissal.
- E. Employees are expected to comply with a regular maintenance schedule of vehicles driven for TRDHD business per Policy A-IC-20.
- F. Assigned drivers shall refuel their assigned vehicle each afternoon prior to the close of the business day when the tank is at or below half full.
- G. Tobacco use is not allowed in agency vehicles.
- H. Department vehicles may not be used as “Good Samaritan” vehicles, such as pushing, pulling, or jump-starting other vehicles, but the employee may offer to go for help.
- I. No employee who has consumed alcohol, prescription drugs or any other substance, which may cause drowsiness or could otherwise impair his or her driving abilities, shall operate a department vehicle.

District Director **Date**

Chairperson, Three Rivers District Board of Health **Date**