

**SECTION 30
DRIVING**

A. Continued employment in a position with driving duties requires the employee to constantly maintain a borderline or acceptable driving record as set forth in Subsection b. An employee may lose driving privileges, be reassigned to a non-driving position, be demoted, and/or be terminated from employment if within a two-year period of time the employee:

1. commits a major violation;
2. while driving in the course of employment, causes two or more vehicle accidents as determined by the Accident Review Board; or
3. while driving in the course of employment, has a poor driving record as set forth in Subsection b.

The elected official or department head shall determine the appropriate driving related discipline to be imposed on the employee.

B. Driving Record Grading Criteria (most recent two years):

	Number of At-Fault Accidents			
Number of Violations	0	1	2	3
0	Acceptable	Acceptable	Poor	Poor
1	Acceptable	Acceptable	Poor	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

C. Major violations include:

1. driving under the influence of alcohol or drugs;
2. failure to stop or report an accident;
3. reckless driving or engaging in a speed contest;
4. making a false accident report;

5. homicide, manslaughter, or assault arising out of the use of a vehicle;
 6. driving while license is denied, suspended, or revoked; and
 7. evading a police officer.
- D.** Driving records may be required of an employee or volunteer by a department head at any time but shall be checked at least every four years. The record shall be provided at County expense. The County shall provide a written statement to its insurance provider by July 1 of each year stating that it has checked the driving record of each employee or volunteer who is expected to drive on County business and shall provide to its insurance provider a copy of the driving record of any employee who within a one-year period has two or more moving violations, two or more at-fault accidents, or any major violation.
- E.** An employee who within a one-year period has two or more moving violations, two or more at-fault accidents, or any major violation, shall complete a driver training course which is approved by or offered by the County or its insurance provider within 90 days.
- F.** All drivers and passengers in County vehicles shall use seat belts.
- G.** All accidents involving County vehicles are to be reported immediately by the employee to the applicable department head or elected official. The department head or elected official shall immediately report the accident to the risk manager.