

PROCEDURE 403-1 USE OF VEHICLES FOR COUNTY BUSINESS

Effective 05-01-2021, Resolution No. 014-21

Authorized Use

Employees driving on County business may operate the vehicle only for the authorized purpose and may not allow unauthorized persons to ride in the vehicle. Employees may not use County vehicles for personal use.

Driver's License and Insurance

Employees must possess a valid driver's license for the vehicle being operated. Employees may not drive any County vehicle and may not drive a personal vehicle on County business if their driver's license has been suspended or restricted or has expired or if they do not have the minimum amount of automobile insurance required by law. Employees must notify their supervisor of any change in the status of their driver's license or if they do not have the minimum required insurance.

Driving Record

The County will annually review the motor vehicle records of employees required to drive on County business. Points will be assigned for moving violations and license suspensions as described in the Fleet Safety Manual. Employees with six or more points are not eligible to drive any County vehicle or any personal vehicle on County business.

Age Requirements

Employees must be 18 years of age or older to operate a vehicle on County business unless otherwise authorized by the employee's department/agency/office leader after consultation with the Department of Human Resources or, if the employee is employed by the Johnson County Park and Recreation District, by its Human Resources Department.

Citations and Fines

Employees are responsible for payment of fines for parking and traffic violations. The County will not reimburse employees for fines. Employees must notify their supervisor of any traffic citation received while driving a County vehicle or while driving a personal vehicle on County business as soon as possible but no later than 24 hours after receiving the citation.

Accidents

Employees who operate personal vehicles on County business are responsible for any damage to or caused by operation of their personal vehicle on County business.

Employees must notify their supervisor or other person designated by their department/agency/office of any on duty traffic accident and any off duty traffic accident in a County vehicle in the time and manner described in the Fleet Safety Manual in effect at the time of the accident. That person is responsible for taking the steps outlined in the Fleet Safety Manual for reporting the accident to Risk Management and

taking making arrangements for drug and alcohol testing where required. Refer to Human Resources Procedure 407-1 for post-accident drug testing requirements.

Safety

Employees must comply with all laws, rules, and regulations, including seatbelt laws, and must exercise due care while operating a vehicle on County business.

Employees should avoid distractions while driving. Employees may not use wireless communication devices to read or write messages while operating a vehicle on County business. These restrictions do not apply to law enforcement personnel or emergency service personnel acting within the scope of their employment.

Maintenance

Employees operating County vehicles must properly maintain the vehicle or report maintenance issues as is appropriate to the circumstances.