

BLAIR COUNTY POLICY



TITLE: Use of County Vehicles

BLAIR COUNTY POLICY NO.: 308

November 28, 2011

POLICY APPROVAL BY:

COMMISSIONERS:	Initials	Date
Terry Tomassetti	TT	12-29-11
Diane L. Meling		
Donna D. Gority	DDG	12/30/11
HR DIRECTOR:		
Dianne Carland	DC	12/29/11

1. Purpose

The County provides vehicles for business use. Operating a County vehicle is a privilege, not a right. It is the responsibility of each vehicle operator to use County vehicles in a safe manner and in compliance with all applicable laws. The purpose of this policy is to prescribe the procedures and requirements to be followed by all County employees, including Elected Officials, when operating a County vehicle.

2. Policy

County vehicles may not be used for personal business. It is forbidden to transport anyone, including family, when not on official County business.

Only individuals engaged by the County, prisoners, jurors, and clients of the various County Departments may be transported in a County vehicle and only when on official County business. No other passengers are permitted. Hitchhikers and other riders are expressly forbidden.

Employees who need transportation in the course of their normal work will be required to use a County vehicle assigned to their department if available. If a County vehicle is not available, employees may use their own vehicles for business purposes, but only with the prior approval of their supervisor.

Any employee assigned "on-call" duty may drive a County vehicle to his or her home, with prior permission of their supervisor, for use only when responding to business-related calls. In addition, County vehicles may be taken overnight for any good and sufficient reason with prior supervisor approval.

Any employee operating a County vehicle must possess a valid Pennsylvania driver's license and shall maintain a Department of Motor Vehicles record that is free from offenses which create reasonable safety concerns.

Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the standards of this policy at all times, must possess a valid Pennsylvania driver's license, and must satisfactorily complete a Department of Motor Vehicles check at time of hire and annually thereafter.

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An employee required to operate a County vehicle as an essential job function must report any traffic citations, suspension or revocation of driver's license, and major violations, such as D.U.I. arrests, to his/her Department Head or Elected Official, who in turn will notify the HR Department.

Any employee whose license has been suspended or revoked or whose Department of Motor Vehicle history creates reasonable safety concerns may be terminated if it is deemed he or she is unable to legally and safely perform the essential job function of driving.

Employees operating a County vehicle are expected to obey and observe all traffic laws. Drivers are personally and financially responsible for any traffic violations and citations received while operating a County vehicle. If a citation is received by the County, the fine will be deducted from the pay of the employee responsible.

All employees involved in an accident while driving a County vehicle shall report the accident as soon as immediately possible to their Elected Official or Department Head, who in turn will notify the Chief Clerk, Highway Department and HR. An accident form will be required to be completed and returned to the Chief Clerk. In cases where the driver is determined to be at fault, the driver may, after review of the accident, be held personally responsible for an insurance deductible amount.

To prevent further damage or injury to others, all operators must immediately report any vehicle that is damaged, defective, or in need of repair to their Elected Official or Department Head, who in turn will notify the Highway Department.

No employee may operate a County vehicle under the influence of alcohol or any controlled substance (this includes prescription narcotics). If a driver violates this policy, or has an accident during the unauthorized use of a County vehicle, he or she will be, to the fullest extent possible, held personally responsible for any damages or injuries to the employee, the vehicle, its occupants and contents, and any personal property, regardless of whether the accident is determined to be the fault of the employee. Further, the driver will be subject to disciplinary action, up to and including termination, and will be required to make financial reimbursement to the County, its insurance carriers and/or third parties.

Smoking is prohibited in all County vehicles.

The use of seat belts is mandatory for all occupants. It is the responsibility of the vehicle operator to ensure that all occupants are buckled before operating the vehicle. Children under the age of 13 must never ride in the front seat. When transporting children and infants, current child transportation regulations must be adhered to, including the use of an approved infant/toddler car seat/booster seat.

The vehicle interior will be kept free of debris and litter.

Under no circumstances will the keys be left in an unattended vehicle. Unattended vehicles will be locked at all times.

3. Violations

Violation of this policy shall be grounds for disciplinary action, up to and including termination.

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Written Acknowledgement of County Vehicle Policy Blair County Policy No. 308 Revision 2 dated November 28, 2011

The signature below indicates that the County of Blair has provided me with a copy of the above mentioned policy.

Name (please print)

Signature

Date