

ATTACHMENT B CURRY COUNTY FLEET POLICY

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult with your supervisor if any of them are not clear to you. These rules apply to County employees and volunteers who drive on behalf of the County with the exception of those in the Sheriff's Office.

QUALIFICATIONS

To qualify as a driver for Curry County business, drivers must meet the following conditions:

1. Must be at least 18 years of age.
2. Must have a valid Driver License.
3. Must have in effect a current liability insurance policy for his/her personal vehicle.
4. Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving for Curry County.
5. Must have valid Driver License in possession while driving vehicles.
6. Must be approved by your supervisor to drive on Curry County business.
7. Must attend a Curry County sponsored defensive driving class at least once every three years.

DRIVER ELIGIBILITY GUIDELINES

Employees for whom driving is an essential part of their job duties found to have an unacceptable driving record may be subject to appropriate disciplinary action, up to and including, termination. Typically, in order to be eligible to drive, an employee must meet the following criteria. Accidents and citations involving off-duty driving in a personal vehicle, as well as on County business in a personal or County vehicle, count for the purpose of these rules.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other "prohibited" action may result in disciplinary action, up to and including, termination.

1. **No convictions for traffic crimes in the previous three years.** Traffic crimes include:
 - Driving under the influence of alcohol or drugs or on a DUII Diversion
 - Driving while license in suspended or revoked

- Leaving the scene of an accident
 - Reckless driving
 - Vehicular manslaughter
 - Attempting to elude a police officer
 - Other similar traffic crimes
2. **No more than two traffic violations in separate incidents in the previous year.**
Traffic violations include:
- Speeding
 - Failure to obey a traffic control or signal
 - Improper lane change
 - Failure to signal
 - Failure to yield the right of way
 - Failure to wear a seat belt
 - Cell phone or texting violation
 - Other similar traffic violations
3. **No more than one at-fault DMV reportable accident in the previous three years.** All accidents are considered at-fault unless proven otherwise.

Volunteers who are required to drive for the County that have an unacceptable driving record shall be terminated from volunteer status that requires driving.

DRIVER SUPERVISION

1. Motor Vehicle Records: Driving records will be checked annually for all employees operating vehicles. Oregon DMV's Automated Reporting System provides updates when an employee's Driver License is modified.
2. Accident Review: All vehicle accidents will be reviewed by the Safety Committee to determine preventability.
 - a) A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident.
 - b) A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.
 - c) The involved driver will be advised of the decision and will be subject to a driving performance review with management.

MISCELLANEOUS PROVISIONS

COURTESY

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon Curry County.

PERSONAL USE OF CURRY COUNTY VEHICLES

Curry County prohibits the personal use of County vehicles unless approved by supervisor as outlined in the Curry County Personnel Rules.

VEHICLE APPEARANCE

Curry County vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum.

SUGGESTIONS

Curry County will appreciate any suggestions that may improve our safety, service, and working conditions to make our operation more efficient and safe.

VIOLATIONS

You will be responsible for all traffic and parking violations.

CELL PHONES AND TEXTING

Oregon law prohibits the use of cell phones while driving, unless employees are using a "hands-free accessory". Texting and use of "apps" while driving is prohibited.

PASSENGERS

Your supervisor must approve all passengers. Generally it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

MEDICATIONS

An employee using medications that limit or affect the employee's ability to operate a motor vehicle must report the use of the medication to the supervisor or appointing authority prior to operation of a vehicle. With the signed written consent of the employee the supervisor or appointing authority may request a written recommendation from the employee's doctor before determining whether the employee can safely operate a motor vehicle while on County business.

SECURITY

When not in use, a vehicle shall be locked.

OTHER DRIVERS

No authorized driver shall relinquish to a non-authorized individual the operation of a County vehicle unless an emergency exists.

PERSONAL VEHICLE USE

When a personal vehicle is used for County business, the owner of the vehicle shall assure the supervisor that the vehicle is in operable mechanical condition.

COMMUTING

Employees may only take County vehicles home when approved by the appointing authority and when required by the job. Employees should check with the IRS to ascertain whether the commuting value of the vehicle is a taxable fringe benefit.

PETS

Pets are not allowed in County vehicles. This prohibition does not apply to service animals.

SAFETY

INSPECTIONS

A pre-trip inspection will be made at the start of each shift to ensure vehicle is in safe operating condition. A post-trip inspection should be made at the end of each shift to effectively report any damage or concern at the completion of the trip.

SAFE DRIVING

Be a defensive driver! A defensive driver is defined as, "One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident."

Speed: The maximum speed limit is the "posted speed limit". Your speed at all times **shall** be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Striking fixed objects: In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as

abutments, parked cars, loading docks, overhead pipes or hydrants is generally classified as the fault of the driver.

Passing or meeting a school bus: When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped, with red lights flashing, to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians: Pedestrians always have the right-of-way. Never take it for granted that they can see you.

Safety belts and other safety policies:

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions. Exceptions to this should be stated in separate policy by the department.
2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications.

ACCIDENTS AND INCIDENTS

1. **YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR.**
2. In case of an accident, contact County Counsel's Office as soon as possible. Be specific about location, time, extent of injury and damage, and where you can be reached.
3. When appropriate, be sure to get the names of witnesses. If a witness refuses to give his/her name, record the license number of his/her vehicle. Regardless of the facts, admit nothing, promise nothing, and **DO NOT ARGUE**. Give your name, your entity's name and offer to show your license.
4. When appropriate, have pictures taken if possible. If reasonably appropriate do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length and position of the skid marks, and lights on the vehicles if at night.
5. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and entity's name and address.

6. Information needed to properly complete accident reports are:
- a) Location, time, and date.
 - b) Make, model, type and license of other vehicles involved.
 - c) Registered owner of the other vehicles involved.
 - d) Driver's name and address of other vehicles involved.
 - e) All occupants' names and addresses in other vehicles involved.
 - f) Names and addresses of all possible witnesses.
 - g) Name of police station to which accident was reported.
 - h) Name of the police officers at the scene.
 - i) Name of the insurance company which covers the other vehicles involved.
 - j) Names and address of persons injured and the extent of the injury.

EQUIPMENT PROTECTION AND MAINTENANCE

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. This includes adhering to the schedule for routine service that is posted in the windshield of all county vehicles. Drivers are expected to inspect their vehicles.

Inspections should include the following items:

- Brakes – inadequate brakes are no excuse for an accident
- Steering
- Oil level
- Coolant
- Windshield wipers
- Tires
- Wheels
- Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- Mirrors
- Warning devices
- Glass (for cracks and defects)
- Horns
- Under vehicle for oil and water leaks