

MACOMB COUNTY HUMAN RESOURCES POLICY

DRIVER SAFETY

OVERVIEW:

An authorized driver of a County vehicle or an employee driving a privately owned vehicle while conducting County business has certain privileges. When driving a County vehicle, or using a privately owned vehicle for County business, each employee must operate the vehicle in a safe and lawful manner, properly maintain the vehicle at all times and follow this Policy as outlined below. Certain employees, for example, drivers of some County vehicles or employees otherwise covered by Federal and State regulations, are subject to special rules regarding vehicle operation and use. In the event any provision of this Policy is less strict than these special rules, the special rules shall govern for these employees.

OBLIGATION FOR OPERATORS OF VEHICLES:

The following guidelines apply to employees while operating either County owned or privately owned vehicles for County business:

1. The employee shall have a valid Michigan operator's license, current vehicle registration, certificate of Michigan auto no-fault insurance and have the same in his/her possession while operating a vehicle.
2. The employee shall not drive while under the influence of alcoholic beverages, controlled substances, or any medication that adversely affects his/her ability to drive safely.
3. The employee shall abide by all rules, regulations and laws of the State of Michigan Department of Transportation guidelines and Michigan Motor Vehicle Code, as well as any rules and procedures adopted by the County of Macomb.
4. The employee must report, to his/her supervisor, any and all automobile accidents while on County business immediately after the accident. An employee involved in an on-the-job accident/injury requiring a clinic or emergency room visit, will be subject to drug and alcohol testing immediately following the accident/injury. In cases where the employee is taken to the Emergency Room, the employee must follow-up with the County's clinic as soon as the employee is able.
 - a. In the event that the operator of the vehicle is incapacitated due to injuries, the Elected Official/Department Head shall report said incident to Macomb County Human Resources and Labor Relations.

- b. An incident report must be completed within twenty-four (24) hours.
 - c. If property damage and/or bodily injuries were involved, a copy of a police report, if one is available, shall be submitted with said report.
5. Before driving a County owned vehicle or personal vehicle on County business, each employee shall complete a "County Vehicle Use Form" and/or a "Personal Vehicle Use Form".

USE OF COUNTY OWNED VEHICLES:

1. County vehicles are to be used only for County business. Use of County vehicles for personal business is prohibited.
2. Elected Officials and Department Heads who are assigned County owned vehicles may utilize these vehicles to and from their home. Other County employees may drive County vehicles assigned to them for travel to and from their home only after receiving Elected Official/Department Head approval.
3. Vehicles not taken home will be parked at County locations designated for overnight storage as directed.
4. Employees on vacation, personal leave or extended sick leave will park their County vehicles on County property as directed.
5. County vehicles driven home are to be legally parked.

USE OF PRIVATELY OWNED VEHICLES FOR COUNTY BUSINESS:

1. Any employee of the County using his/her own personally owned vehicle on County business shall maintain the vehicle in a safe operating condition.
2. The operator of said personally owned vehicle must ensure that the vehicle is properly titled, insured and licensed for operation in the State of Michigan.


TRANSPORTATION OF COUNTY'S CLIENTS:

Macomb County clients shall not be transported in vehicles other than those owned by the County unless specifically authorized by the Elected Official/Department Head. Clients are defined as persons who are receiving services from the County and are under the care, custody or control of the County.

DRIVING CRITERIA:

The following is the driving record criteria for employees being considered for promotions and candidates being considered for employment when driving is an essential function of his/her job:

1. An employee or a candidate for hire must possess a valid Michigan driver's license and a certificate of Michigan no-fault insurance, or such alternative as determined by Human Resources and Labor Relations.
2. An employee or a candidate for hire shall not have more than four (4) moving violations in the most recent two (2) year period.
3. An employee or a candidate for hire shall not have been cited by the State of Michigan for Unsatisfactory Driving Record (UDR) in the most recent two (2) year period.
4. An employee or a candidate for hire shall not have more than one driving conviction related to alcohol or controlled substances, or reckless driving in the most recent seven (7) year period.



Office of County Executive

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