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RESOLUTION

RE: Vehicle Use Policy

WHEREAS, the County Board of Vermilion County, Illinois has previously established a vehicle use policy; and,

WHEREAS, it is necessary to update the policy to recognize the need to limit our liability and cost with regard to use of county vehicles; and,

WHEREAS, any ability to save costs and limit liability, even if incremental, will over time assist our ability to serve the public and maintain appropriate wage levels and any opportunity to review the need of some expenses is useful to that end.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the amended vehicle use policy is adopted as set forth in the attached policy.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the January 9, 2018 A.D. Session.

DATED this 9th day of January 2018 A.D.

AYE 22 NAY _____ ABSTAIN _____

ABSENT 5

Michael T. Marron
Chairman, Vermilion County Board

ATTEST:

Cathy Jenkins
Clerk of the County Board

RESOLUTION 18-0103

Vehicle Use Policy

Policy

The purpose of this policy is to ensure the safety of employees who drive county vehicles and personal vehicles used for county-designated business and to provide guidance on the proper use of those vehicles. The county provides vehicles for business use to those employees holding jobs that regularly require driving as an essential job function. County designated business is defined as work related to the day to day operations of the various County departments. The guidelines below are for those employees assigned a vehicle to drive for county-designated business and for those employees who may occasionally use their personal vehicle for county-designated business. The Sheriff's Department is not covered by this policy. The reimbursement policy for employees using their personal vehicles for county-designated business can be found in Section 20 – Business and Transportation Policy of the Personnel Policies and Procedures Manual. The following guidelines include, but are not limited to cars, trucks, equipment vehicles, tractors, backhoes, front-end loaders, and graders.

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the county endorses all applicable state laws and motor vehicle regulations relating to driver responsibility.

Authorized Personnel, Personal Use and Passengers of County Vehicles
Employees may not drive county vehicles without prior approval from their supervisor. Employees who drive for county-designated business must show proof of a valid and current driver's license and, if using a personal vehicle, must provide proof of auto insurance coverage. Annually, each supervisor should verify the existence of a valid driver's license and, for employees using personal vehicles, proof of insurance coverage. Employees driving county vehicles or personal vehicles for county-designated business are required to inform their supervisor of any changes immediately that may affect their legal or physical ability to drive or their continued insurability.

Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment.

County vehicles are to be driven by authorized employees only. Passengers are limited to those individuals who need to ride in the vehicle to conduct county business and then only if authorized by the

supervisor. Spouses, other family members or other non-employees are not authorized to drive county vehicles.

Department Heads or employees who are on-call on a 24-hour basis may be allowed to take a county vehicle home in order to respond as soon as possible to emergency events requiring their presence. Departments under direct authority of the County Board must discuss and demonstrate the need with the County Board Chairman to obtain permission in writing. Other departments are encouraged to follow this same practice as the County will no longer budget for vehicles used in violation of this policy. Such employees need to provide a written acknowledgment that they fully understand that the vehicle is used only as part of emergency response and not for personal use.

Any employee authorized to take a vehicle home should drive the vehicle directly home and not use that vehicle unless responding to a call or traveling on County business at the direction of their supervisor. A short stop on the way to or from work is permitted so long as it does not unduly prolong the use of the vehicle and is not a great distance from a route directly to and from the jobsite and home.

Transporting animals, responding to calls during or after hours, plowing snow, picking up supplies during the work day, constitute County business. Examples which do not constitute County business include traveling for groceries or shopping, running errands for personal needs or travel done on non-work hours for personal needs.

If you have questions about appropriate need-based personal use, please ask your supervisor.

To provide accommodation for restricted, need based personal use of county vehicles, it should be noted that while dropping off or picking up children on the way to and from the jobsite, it is expected that all state laws and regulations concerning child safety be followed.

Driver Guidelines, Driver Safety and Reporting Requirements

If an employee receives a traffic citation or is in any kind of accident while driving a county vehicle, or while using personal vehicle for county-designated business, it must be reported immediately to their supervisor and the County Board Office as soon as practicable if same day reporting is not possible. This also applies to county vehicles during off-duty hours as it may affect our insurance rates. If there is an accident with any injury, that should be reported immediately if possible. Failure to report

an accident or a traffic violation may result in disciplinary action, up to and including termination of employment.

The use of a county vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden. There shall be no alcohol or illegal drugs present in the vehicle at any time. Violations of this paragraph are sufficient cause for discipline, up to and including termination of employment.

Drivers are expected to park county owned vehicles in legal areas intended for such.

Drivers are responsible for the security of county vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unattended.

Drivers who are assigned a county vehicle are expected to keep the vehicle clean and shall be fully responsible for the general maintenance and proper care of the vehicle. Drivers will be held accountable for maintaining proper fluid levels and tire air pressure.

There shall be no smoking in any county vehicle.

Headlights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

All state and local laws must be obeyed.

The driver must not operate the company vehicle if they have:
- Consumed any alcoholic beverages
- Taken any prescription, over the counter or illegal drug or substance that may impair driving ability
- Become intoxicated or are under the influence of any prescription, over the counter or illegal drug or substance

The following uses are not allowed with company vehicles:
- Towing of trailers, campers or boats
- Transporting of hazardous materials
- Traveling into any foreign country (Canada or Mexico)
- Attaching equipment such as luggage carriers, winches, or plows (unless that is the purpose for which the vehicle was intended, e.g. Highway Department snowplow.)
- For hiring to others or transporting others to generate income

- Giving rides to hitchhikers
- Using for any other purpose not approved by the County.

Safe Driving

Safe driving of Vermilion County vehicles, or your own vehicle, while conducting county business is important for your safety.

To prevent vehicular accidents, Vermilion County prohibits the following acts while driving County vehicles or while driving a vehicle while performing your job duties:

- Driving under the influence of alcohol or drugs;
- Operating any vehicle without proper license;
- Speeding;
- Operating a vehicle carelessly, negligently, improperly, illegally or outside recommended safety protocols;
- Driving a vehicle without using a seat belt, shoulder belt or other safety harness;
- Operating a vehicle while holding or physically operating a cellular phone or other device unnecessary to the operation of the vehicle; and
- Turning off or dismantling vehicle safety devices, like airbags.
- Driving carelessly, negligently or recklessly

Any decision requiring whether or not a vehicle is driven carelessly is at the sole discretion of the County. While not an exclusive list, an operator is considered to have operated a vehicle carelessly if he or she:

- Is operating a vehicle while holding or physically operating a cellular phone or other device unnecessary to the operation of the vehicle;
- Operating a vehicle while eating, writing, reading or performing other functions that reduce the driver's awareness or ability to control the vehicle;
- Looks away or down while driving or otherwise becomes distracted while operating a vehicle;
- Passes another vehicle in a no pass lane or in the wrong lane;
- Tailgates another vehicle;
- Drives too fast or aggressively during poor conditions, like rain or snow;
- Is ticketed by law enforcement after an accident; or
- Operates a vehicle while overly tired or with an illness or condition that impairs or could impair motor skills and judgment.

It is not considered careless to drive and speak to a hands-free device for a cellular phone so long as the employee is not distracted while using that device, both hands are on the steering wheel, and eyes are focused on the road.

Driving a vehicle carelessly is not permitted and may result in discipline including, but not limited to, termination of employment.

Reporting Careless Driving

If you know or suspect another employee or workplace participant is violating this policy, you must report it immediately to your manager, your supervisor or the County Board Chairman.

If you do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to Human Resources Department.

If for any reason you do not want to discuss the matter with the persons or departments listed above, you may report the matter to the State's Attorney's Office-Civil Division.

Please note that you are not required to confront the person or persons that have given you reason to report. Discussing or reporting acts of careless driving to any person not listed above does not constitute a report of wrongdoing.

Retaliation Prohibited

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of a violation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant that retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to, harassment, discrimination, bullying or any other unfair treatment or abuse of power.

False Claims Prohibited

Any employee or workplace participant that makes a knowingly false claim of a violation of this policy will be subject to discipline or termination.

Questions about This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to your manager, your supervisor or the County Board Office.

Accident Review Panel

For all Departments, other than the Sheriff's Department which has their own review process, any accident involving a county vehicle must as noted above be reported to the County Board Office. The County Board Chairman, Department Head, Human Resources Director, Civil Attorney and any other person designated by the Board Chairman will review the facts and circumstances of the accident and make recommendations to the Department Head concerning any changes in policy or the need for any discipline based upon the incident.

APPROVED BY EXECUTIVE/LEGISLATION COMMITTEE:

Michael Marron	(Y) N A	01-02-2018
Chairman		Date
Todd Johnson	(Y) N A	
Steve Fourez	(Y) N A	
Kevin Green	(Y) N A	
Crisi Walls	Y N (A)	
A.J. Wright	(Y) N A	
Becky Stark	(Y) N A	