



Policy 8.3	Vehicle Usage		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12; 12/10/13			

VEHICLE USAGE

8.3

POLICY

It is the policy of DuPage County to ensure the safety of its employees and to provide guidance on the proper use of vehicles for those individuals who drive County or rented vehicles and/or personal vehicles to conduct County business. The County endorses all applicable state motor vehicle regulations relating to driver responsibility, and expects each driver to drive in a safe and courteous manner.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

- A. All employees driving a County vehicle, a rented vehicle or driving a personal vehicle to conduct County business must possess a valid Illinois driver's license of the proper vehicle classification.
- B. County vehicles are to be driven by qualified and authorized employees only. Spouses and children may not operate or ride in a County vehicle at any time.
- C. Only authorized passengers (county employees, County approved contractors, etc) are allowed in County vehicles. Passengers are limited to those individuals who may be required to ride in the vehicle to conduct County business.
- D. Use of assigned County vehicles for personal business, other than commuting to and from work, and de minimus usage while performing official business activities is strictly prohibited.
- E. All County vehicles are to be used exclusively for County business purposes. Personal use, or use of County vehicles for personal profit, is prohibited.
- F. Employees must ensure that all passengers including the driver are secured appropriately in the vehicle and wearing seat belts at all times.

- G. Employees are responsible for the security of any County vehicles being used by them. The County vehicle engine must be shut off, ignition key removed and vehicle doors locked whenever the County vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- H. Any emergency situation that occurs while an employee is driving a County owned vehicle, a rented vehicle or driving a personal vehicle to conduct county business, whether a vehicle emergency, or medical emergency involving the driver, animal or passengers, should be immediately reported to appropriate authorities (police, fire, ambulance, etc) and reported to the employee's supervisor.
- I. Any accident involving a County owned vehicle, a rented vehicle or a personal vehicle used by an employee to conduct county business should be *immediately* reported to the appropriate law enforcement authorities and the employee's immediate supervisor.
- J. Any damage to a County owned vehicle, noted by an employee, not attributed to an accident, must be reported to the employee's immediate supervisor, by the start of the next business day.
- K. Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor by the start of the next business day, and immediately ***discontinue operation of the County vehicle.***
- L. Employees driving a County vehicle, rented or personal vehicle on county business are responsible for maintaining a valid license, keeping current and adequate auto insurance, driving in a safe and courteous manner, obeying all traffic laws, and assuring safe operations of the vehicle.
- M. DuPage County reserves the right to run a driving record check on any employee while they are assigned a County vehicle for the performance of their job duties.
- N. An employee who fails to report any citations or an accident involving the county owned vehicle, may result in termination of employment, suspension, or loss of driving privileges for county business. Suspension of vehicle use may be enforced until the completion of any trial related to a citation or accident. In the event of suspension of use of a county vehicle, further disciplinary action not to exclude termination of employment may occur.
- O. Employees are required to follow all Illinois state traffic laws while operating a County vehicle. Employees who are ticketed for failure to follow Illinois state traffic laws will be solely responsible for the cost of the violation.
- P. Employees are expected to adhere to DuPage County Personnel Policy 6H- Smoking within DuPage County Facilities and Vehicles which states that smoking is not permitted in any vehicle owned, leased or operated by DuPage County Government.
- Q. Employees are required to adhere to DuPage County Personnel Policy 7.6: Drug Free Workplace. This policy requires that employees notify their supervisor if they are on any

prescription medication which may impact their ability to drive. In addition, DuPage County reserves the right to conduct pre-employment, random, reasonable suspicion, post-accident, and return to duty drug and alcohol testing. Failure to submit to testing, or positive test results will result in progressive disciplinary action not to exclude termination for a first offense.

- R. Employees who possess a Commercial Driver's License (CDL) are required to adhere to the DuPage County Policy 6F Drug and Alcohol Testing, which states that, any drug used that could affect performance of a safety-sensitive function is prohibited. This includes the use of any drug, except by doctors' prescription and only then if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform their job duties. Employees are expected to notify their supervisor immediately if they are on any prescription medication which may impact their ability to drive.
- S. No alcoholic beverages (whether opened or unopened), narcotics, weapons of any kind, or explosive materials may be transported, stored or carried in a County vehicle.
- T. Operating a County vehicle while under the influence of alcoholic beverages or non-prescription narcotics as identified by state statutes, is prohibited.
- U. Stickers and decals are not allowed on any County vehicles other than those required by law indicating inspection or registration renewals, and those required by the County.
- V. County vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores, unless the employee is on official county business. (Restaurants serving liquor are not included in this prohibition).
- W. Use of electronic devices, including but not limited to cell phones, by the driver when the vehicle is in motion is prohibited unless a hands free device is utilized or is specifically permitted by law.
- X. The I-PASS transponder is to be used for business purposes only, and must remain in the county vehicles at all times. Employees failing to pay tolls or utilize an assigned I-Pass transponder, resulting in violations attributed to the County owned vehicle, will be responsible for the costs.

PROCEDURES

1. Departments are responsible for the inspection, maintenance of assigned vehicles. In addition, each department may work with the Human Resources to establish driving safety training program to meet their specific operational needs.
2. Employees who take a DuPage County vehicle home are required to complete and submit a monthly detailed mileage report to the Payroll division of the Human Resources Department.
3. Any violation of this policy may be subject to progressive disciplinary action, not to exclude termination.

4. When transporting any other passenger, drivers must ensure the following:
 - a. All passengers are in a suitable/fit condition prior to securing them in the vehicle.
 - b. All passengers are in the ideal positioning in the wheelchair prior to securing them in the vehicle.
 - c. All passengers are accompanied by the appropriate assistant if applicable.
 - d. All passengers and equipment comply with weight limits for all lifts and ramps in the vehicle
5. Employees must maintain a current copy of a valid Driver's License on file with their supervisor demonstrating that they are licensed in the appropriate class for the type of vehicle they are to be driving.
6. All employees driving a County vehicle, a rented vehicle or driving a personal vehicle to conduct County business must complete the Employee Authorization for MVR Review form and have an acceptable Motor Vehicle Records check prior to operating a vehicle for County business.
7. Examples of unacceptable motor vehicle records check results include:
 - a. One or more of the following serious violations within the past three years:
 - Reckless or negligent driving
 - Driving while impaired by or under the influence of alcohol or drugs
 - Homicide, negligent homicide, or involuntary manslaughter by vehicle
 - Fleeing or attempting to elude police officers
 - Driving without a license or while license is suspended or revoked
 - Hit and run or failure to stop after an accident
 - Using a motor vehicle for the commission of a felony
 - Operating a motor vehicle without the owners authority (theft)
 - b. Two or more of the following occurrences in the past three years:
 - Major speeding (20 or more MPH over limit)
 - "At fault" accident
 - c. Three or more of the following occurrence in the past three years:
 - Speeding (less than 20 MPH over limit)
 - Any moving violation
 - Not "at fault" accident
8. Employees who are required to operate a vehicle as an essential function of their job and receive an unacceptable motor vehicle records check may be determined to be unqualified for their position and may be subject to termination.