

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

SAFE OPERATION OF COUNTY VEHICLES

POLICY NO.	7.2	EFFECTIVE:	01/02/2024
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- A. Purpose: The purpose of this policy is to provide operational guidelines and procedures to the operations of motor vehicles owned by Madison County for the protection and safety of human life and providing for the protection of private and County property and equipment.
- B. Scope: This policy applies to County employees, volunteers, and agents who drive on County business. Supervisors of employees, volunteers and agents are responsible for enforcing this policy and shall ensure all persons who drive are notified of these policies, and the potential consequences of violating them.
- C. Eligible Drivers. Supervisors of employees, volunteers and agents shall allow only those drivers who meet the following eligibility criteria to drive on County business. The supervisor is responsible to see these criteria are met before authorization to drive is granted to an individual:
 - 1. Be at least 18 years old.
 - 2. Possesses a valid Virginia driver's license.
 - 3. The license must have the proper classification based upon the type of vehicle the employee is driving and the state requirements (cars, trucks, and other equipment requiring a license to drive).
 - 4. Emergency medical personnel must successfully complete an Emergency Vehicle Operators Course prior to driving County emergency vehicles both emergent and nonemergent.
 - 5. A Department of Motor Vehicles driving record request ("MVR") is required for each prospective driver whose position requires driving. Prospective drivers must cooperate by completing the necessary forms to obtain their driving records. The MVR will be reviewed prior to the driver performing the required driving duties. The MVR will continue to be monitored throughout the driver's affiliation with the County.
 - 6. Drivers including but not limited to public safety employees such as firefighters, law enforcement officers, and emergency services personnel

(career and volunteer), may be subject to alcohol and drug testing in accordance with applicable federal, state, or County regulations.

7. Non Employee Drivers: Officers or agents representing the County, and volunteers or other persons acting on behalf of the County, are only authorized to drive vehicles on County business if they obtain written permission from their supervisor within the area to which they are assigned.
- D. Driver Responsibilities. The following responsibilities apply to anyone who drives any County vehicle on County business:
 1. Drivers shall report mechanical problems to their supervisors as soon as possible.
 2. Drivers shall understand and comply with all applicable federal and state driving laws, parking regulations, and all County and departmental safety policies and rules.
 3. Except as may be required for patient care provided by emergency services personnel, all drivers and passengers shall wear safety belts when the vehicle is in motion.
 4. Except as may be required for the performance of the official duties of an operator of any emergency vehicle all drivers shall refrain from using devices such as PDAs and cellular phones, either hand-held or hands-free, while operating a motor vehicle.
 5. Drivers shall be held personally responsible and liable for any failure to comply with the rules of the road for drivers while driving a vehicle on County business.
 6. Driving while impaired or possibly impaired by drugs, medication, alcohol, regardless of whether the substance is prescribed or otherwise consumed is strictly prohibited.
 7. Drivers shall notify their supervisor as soon as possible of any accident involving damage to County vehicles or to any other property, injury to any individual, or any violation of moving vehicle laws (citations or arrest).
 8. A fleet fuel card is provided with all county vehicles. The card may be utilized for fuel only. The employee utilizing vehicles shall retain receipts and submit them to his supervisor for reconciliation. Misuse of fuel cards may subject an employee to disciplinary action up to and including termination.
- E. Passengers. Only authorized passengers are allowed to ride in County vehicles in use for County business. Authorized passengers are:

1. County employees conducting County business;
2. Officers and agents representing the County;
3. Volunteers acting on behalf of the County;
4. Participants in official County business and programs;
5. Representatives of other governmental agencies working with the County;
6. Anyone with prior authorization by the driver's supervisor or with specific authorization by the County Administrator.

F. Incidental Use of County Owned Vehicle for Non-Business Purpose. When operating the County's vehicles, drivers may:

1. Make stops for meals if appropriate to the time of day.
2. Make stops for restroom breaks as needed.

Any stops or other uses of County vehicle equipment is prohibited in all instances if it would expose the County to public perception of misuse or abuse of the driving privilege. County employees or volunteers may not purchase or transport alcoholic beverages at any time, nor transport unauthorized passengers at any time, in a County vehicle.

G. Vehicle Accident Procedures

1. All accidents and property damage to vehicles must be reported as soon as possible to the driver's supervisor.
2. The appropriate law enforcement authority must be promptly notified and an ambulance requested, as necessary.
3. Except as may be necessary for the preservation of life or property or the prevention or treatment of personal injury, the driver should not make any statements to anyone except the driver's supervisor and any law enforcement or emergency services personnel on the scene.
4. If the vehicle is disabled, the driver must contact his or her supervisor for instructions.
5. Failure to report damage or accident involving County vehicles in accordance with this policy may be subject to disciplinary action up to and including termination.

H. Maintenance of Vehicle Purchase and Title Records

1. The County Administrator shall maintain a current listing of all county-owned vehicles and the County department where each is assigned.
2. All original vehicle titles shall be filed with the County Administrator.

The County Administrator shall serve as the County's primary representative to the Department of Motor Vehicles and shall have the authority to execute title acquisition and disposal records and other Department of Motor Vehicles documents subject to all County procurement and disposal policies, departmental needs and budget constraints.