

## *Hanover County*

### *Motor Vehicle Safety Policy*

#### *I. Purpose*

- A. To establish eligibility criteria, including appropriate training, for assignment of employees to positions in which the operation of vehicles is required.
- B. To establish a mandatory review of driving records of certain applicants and of employees of Hanover County to whom vehicles are assigned, who operate County vehicles (including “pool” vehicles) or whose job descriptions require driving or a valid driver’s license, to ensure continued compliance with established criteria.
- C. To provide for the review of circumstances relating to motor vehicle accidents occurring during the operation of vehicles in the course of conducting County business.
- D. To authorize the County Administrator to issue and enforce additional regulations consistent with this Policy promoting vehicle safety, including details of acceptable procedures for vehicle assignment, use and operation, education of drivers, and accident reporting and investigation.

#### *II. Applicability*

- A. This Policy applies to employees of Hanover County to whom vehicles are assigned, who operate County vehicles (including “pool” vehicles) or whose job descriptions require driving or a valid driver’s license.
- B. Employees of the Department of Social Services, Community Services Board and constitutional officers meeting the criteria set out in paragraph A above, with the exception of the Sheriff’s Office, shall be subject to this Policy. This Policy shall not apply to the Hanover County Public Schools.

#### *III. Driver Eligibility Criteria and Record Review*

- A. *Prospective Employees*  
Candidates selected for interviews for positions to which a vehicle is assigned or which require driving or the possession of a driver's license shall give authorization for access to their driving records from the Department of Motor Vehicles (“DMV Record”). Those prospective employees must meet the criteria set out below as reflected by the DMV Record; provided that, if the department head deems it advisable to recommend hiring of a candidate who does not meet the criteria, the department head shall present a request and written statement to the Director of Human Resources (“the Director”). The statement shall detail the reasons for a recommendation that the candidate be hired and indicate how the

individual's ineligibility may be accommodated on a temporary basis. The Director shall review and approve or disapprove the request.

B. Current Employees

Current employees to whom a vehicle is assigned, who operate County vehicles (including "pool" vehicles) or whose job descriptions require driving or a valid driver's license, must meet the criteria set out below, as reflected in the DMV Record.

C. Criteria for Eligibility

1. Prospective and current employees subject to this Policy shall be required to meet the criteria set out in this Section.

2. Employees subject to this Policy shall have a valid Virginia driver's license appropriate for the class of vehicle operated by the employee. The privilege of being assigned a vehicle, driving a County vehicle, or operating a vehicle in a position requiring a driver's license shall be denied in the case of applicants, or suspended or terminated, for those individuals with any conviction of a felony involving the operation of a motor vehicle, or with a current DMV Record reflecting accumulation of DMV demerit points in excess of six, or whose pattern of driving or convictions or physical condition is found by the department head and the Director to jeopardize the safe performance of County operations. Additional actions may be taken regarding any employee who fails to meet this standard, as determined appropriate by the department head and the Director, in accordance with the regulations governing personnel management.

3. The County Administrator may suspend or terminate driving privileges of any employee charged with an offense involving operation of a motor vehicle, if the Director determines after suitable investigation that continued driving would jeopardize the safe conduct of County operations.

**IV. *DMV Record Reviews***

A. The Director shall obtain and review the record of all employees subject to this Policy, at least annually. The employee and the department head shall be notified of either continued eligibility or failure to meet the applicable criteria, and the employee shall be provided with a copy of the DMV Record upon request.

B. The Director shall also obtain and review the DMV record of any employee subject to this Policy who is involved in an accident while driving an assigned or other County vehicle, and when an employee subject to this Policy is involved in an accident in the course of conducting County business.

C. At the time of hire new employees subject to this Policy shall provide authorization for access to DMV records. Current employees shall also provide

authorization. Employees' authorization forms shall be maintained in the personnel files.

- D. All records obtained pursuant to this Policy shall be confidential personnel records.

#### **V. *Guidelines for Maintaining Eligibility***

- A. *Driver Training Requirements* - All employees subject to this Policy shall complete a driver training course approved by the Safety and Risk Manager at the time of initial employment and a minimum of once every 36 months, to maintain eligibility to drive. This program will be offered by the County at no expense to the employee. Employees shall also complete any additional training required for operation of specific types of vehicles or other special purposes or prescribed as a remedial measure. The employee may be required to pay for training prescribed as a remedial measure.
- B. *Suspension/Revocation/Ineligibility* - Upon the suspension or revocation of an employee's license by any court or by the Department of Motor Vehicles, the privilege of the employee subject to this Policy to operate a County vehicle or to drive in the course of carrying out job duties shall be immediately suspended. Such suspension shall last for the duration of suspension or revocation of the employee's license.
- C. *Accommodation* - The department head, in consultation with the Director, may elect to alter an employee's responsibilities or otherwise accommodate the employee during the period of a suspension or other ineligibility, for failure to meet the criteria established by this Policy. Prior to the end of any suspension or period of ineligibility, the employee must complete any training required by the Director, at his/her own expense. The employee must send proof of successful completion to the Director.
- D. *Further Action* - If the employee's eligibility to operate a motor vehicle is suspended or revoked or if he/she becomes ineligible to drive pursuant to this Policy and the employee's restrictions cannot be accommodated within his/her responsibilities, the department head, after consultation with the Director, will determine whether further disciplinary action up to and including termination is required.

#### **VI. *Responsibility for Compliance; Reporting Requirements***

All employees subject to this Policy shall be responsible for conducting themselves in accordance with this Policy and any Regulations adopted pursuant to the Policy.

All employees subject to this Policy shall immediately report all accidents involving a County vehicle or occurring during the course of County business, to the supervisor, and shall adhere to

the Accident Reporting Policy prescribed by the Safety and Risk Manager. All employees subject to this Policy shall immediately report the following to the supervisor who shall consult with the department head as to appropriate action:

- all license suspensions and revocations;
- all traffic and motor vehicle related charges and convictions.

### ***VII. Accident Investigation***

When an accident occurs involving an employee subject to this Policy, while the employee is carrying out County business or driving a County vehicle, the Safety and Risk Manager shall obtain information from the investigating officer and other appropriate sources, and shall forward a report to the Director, who shall also obtain the current DMV Record and conduct any further investigation deemed necessary. The Director and the department head shall review the circumstances of the accident and any appropriate personnel actions shall be conducted in accordance with the Regulations governing personnel management.

### ***VIII. Regulations***

In order to promote the purposes of this Policy, the County Administrator shall have the authority to promulgate and enforce Regulations consistent with this Policy, governing implementation of this Policy and prescribing additional requirements and procedures for the assignment, use and operation of vehicles in the course of the conduct of County business, for the investigation of accidents occurring during the course of the conduct of County business, and for the purpose of promoting vehicle safety. This Motor Vehicle Safety Policy shall not be construed to supercede or limit the Regulations governing personnel management, nor the authority of the County administration to take all actions necessary, including termination of employees, to promote the safe conduct of County business.

### ***IX. Other Regulatory Requirements***

County operations shall be conducted in accordance with all federal, State and local laws and regulations pertaining to motor vehicles, including those applicable to employees possessing commercial driver's licenses.