



# 03.001: VEHICLE OPERATION & DRIVING FOR WORK POLICY

Effective: xx/xx/yyyy – RES-2024-1184

## **Purpose:**

This Policy establishes procedures for the use of county owned, rented or leased vehicles. The purpose of this policy is to promote the safe and proper use of county vehicles, to facilitate the safety of drivers and passengers, and to minimize potential loss and damage.

## **Authority and Responsibility:**

The Board of County Commissioners assigns implementation of this policy to the Director of Administration (the Administrator). The Administrator will consult with Human Resources (HR) and Risk Management (RM) regarding vehicle and equipment operation in which Genesee County has an interest and liability exposure. The Administrator will work with Human Resources and Risk Management in all the following steps regarding driver's license requirements, and vehicle fleet safety rules and regulations, auto liability and auto physical damage claims.

## **Application:**

This Policy applies to all drivers of County vehicles and those operating personal vehicles within the scope of their employment.

## **Definitions:**

1. **Authorized Driver:** Only drivers that meet all of the criteria listed in section 1 are authorized to drive County vehicles.
2. **County Vehicle:** any vehicle that is owned, leased, or rented by Genesee County and designed for use on public highways and any personal vehicle used for county business purposes.
3. **Personal Use:** Commuting to and from work, running a personal errand, vacation or weekend use, use by a spouse or dependent, family member, etc. are considered as personal use of a county vehicle.



**4. Acceptable Driving History:**

- a. No major violations in the past five (5) years of the following:
  - i. Manslaughter, negligent homicide, or other felony involving the use of a motor vehicle.
  - ii. Operating under the influence of liquor or drugs, DUI, etc.
  - iii. Operating while visibly impaired.
  - iv. Failing to stop and give identification at the scene of a crash.
  - v. Reckless driving
  - vi. Refusal to take a chemical test
  - vii. Fleeing or eluding a police officer
  - viii. Drag racing
  - ix. Failure to yield/show due caution for emergency vehicles
  - x. Driving at 16 mph or more over the legal speed limit
- b. Not more than one violation assigned three (3) points under the Michigan Motor Vehicle Code in the past three (3) years – examples include:
  - i. Careless driving
  - ii. Disobeying a traffic signal or stop sign or improper passing
  - iii. 11-15 mph over the legal speed limit
  - iv. Failure to stop at a railroad crossing
  - v. Failure to stop for a school bus or for disobeying a school crossing guard
- c. Not more than two violations assigned two (2) points under the Michigan Motor Vehicle Code in the past two (2) years – examples include:
  - i. Six (6) to ten (10) mph over the legal speed limit
  - ii. Open alcohol container in vehicle
  - iii. All other moving violations of traffic laws

5. **Unauthorized personnel:** Non-County employees, spouse, dependents, friends, family, and employees with unacceptable driving records.

6. **Hazardous Substance:** Any biological agent and other disease-causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions...or physiological deformations in such persons or their offspring.

**Policy:**

1. **Driver Criteria & Administration:** Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. Risk Management will review county employee motor vehicle records to determine driving record prior to an employee driving a county vehicle. Annually, Risk Management shall acquire employee driving records from the State of Michigan Secretary of State Office to verify status of valid driver's license and acceptable driving history. Contractors or other individuals who are not Genesee County employees, or official County volunteers, are prohibited from the operation of County vehicles, unless expressed in a written contract.



**2. Authorized Driver Responsibilities:**

- a. Employees must display the highest level of professional conduct while operating a county vehicle.
- b. Employees must have a valid and current driver's license in their possession while operating a county vehicle.
- c. When using a personal vehicle, employee must have current auto insurance while on County business.
- d. Employee must have an acceptable driving history as defined in this Policy.
- e. Employees must take time to familiarize themselves with the county vehicle.
- f. Employees must ensure that both an insurance certificate and vehicle registration are always present in the county vehicle.
- g. Drivers and passengers operating or riding in a county vehicle must always wear seatbelts.
- h. Employees must drive within the legal speed limits, including driving for the road and weather conditions while operating a county vehicle.
- i. Employees must manage their environment to minimize distractions that could negatively affect their ability to drive safely and must comply with the [State of Michigan Distracted Driving Law](#).
- j. No unauthorized personnel are allowed to ride in county vehicles.
- k. Employees must stop after a collision, assess for injuries, and secure the scene.
- l. Drivers are required to always maintain a safe following distance. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
- m. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- n. Drivers must be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- o. Employees must notify their supervisor if their driver's license is cancelled, expired, refused, revoked, suspended, restricted, or if they have experienced any other change in status of their driver's license (such as the addition or deletion of endorsements).
- p. Employees must notify their supervisor if they are arrested or cited for a violation of any part of the Michigan Vehicle Code concerning driving while intoxicated or reckless driving.
- q. Employees shall not drive a County Vehicle after there has been a change in status of their driver's license. Proof of reinstatement shall be provided to the supervisor and Risk Manager before driving a County Vehicle.
- r. Employees shall not operate a County Vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.



- s. Employees shall not operate a County Vehicle while under the influence of intoxicants and other drugs (which could impair driving ability). Doing so is sufficient cause for discipline, up to and including termination of employment.
- t. Employees shall not transport any hazardous substances without prior approval from their supervisor and only then in full compliance with relevant regulations.
- u. Employees are responsible for the security of County Vehicles assigned to them. The County Vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- v. Employees shall report any County Vehicle defects upon returning the vehicle to Motor Pool.
- w. Employees shall comply with all applicable federal, state, and local statutes when operating County Vehicles.

These responsibilities are not intended to be all-inclusive. Each department may have additional departmental rules and/or regulations which are applicable to County Vehicle use.

- 3. **County Vehicle Use Restrictions or Revocation:** Failure to comply with the Acceptable Driving History requirements, as described in this Policy, will result in restriction or revocation of County Vehicle use privileges.
- 4. **Accident Procedures:** All employees are required to promptly report all accidents to their immediate supervisor. Reports should be made using the County Motor Vehicle Accident Report form which is available on the Risk Management [website](#) (attached as appendix A). All County Vehicles will include the [Motor Vehicle Accident Reporting Procedures](#) (attached as appendix B) to provide direction to employees involved in motor vehicle accidents.
- 5. **Employees Taking County Vehicles Home:** County employees must seek approval from their supervisor prior to taking a County Vehicle home. County employees will be deemed a permissive user by the County as follows:
  - a. County employee must have an Acceptable Driving Record as detailed in this Policy. Risk Management must provide authorization before a County Vehicle can be taken home.
  - b. County employee must follow all Authorized Driver Responsibilities as detailed in this Policy.
  - c. County employee must provide a copy of their driver's license to Risk Management prior to taking vehicle home.
  - d. County employee must provide a copy of their personal automobile insurance policy, including carrier declarations that include unlimited PIP coverage, prior to taking vehicle home. Coverage must be valid/in-force.
  - e. County employee must review, complete, sign, and date a written request as follows: (Request Form Appendix C)
    - i. The County employee will be the only person to operate the County Vehicle.



- ii. The County employee will provide a start date and end date for usage of the County Vehicle.
- iii. The County Employee is to confirm if any other county employees or non-county employees being passengers and description of usage of county vehicle. (I.e. business meeting, location of business meeting, etc.).
- f. Personal use of unmarked law enforcement vehicles is prohibited, unless the officer needs to directly report from home to stakeout or surveillance site, or to an emergency, and if the use is officially authorized.
- g. Personal use of marked county vehicles is prohibited and should not be taken home.

**6. IRS Guidelines for Personal Use of County Vehicles:** Personal use, as defined by this policy, is a taxable non-cash fringe benefit

- a. Mileage for permitted personal use of vehicles must be reported. The value of using the vehicle for personal reasons will be included in the employee's income and tax withholding.
- b. Personal mileage use must be reported to the Payroll Department December 1<sup>st</sup> of each year. (Reporting period: *December 1st of the previous year to November 30th of the current year*.)

**Failure to comply with the IRS reporting guidelines may result in the forfeiture of county vehicle use privileges.**

**Employee Acknowledgment:** I acknowledge that I have read and understand the Vehicle Operation & Driving for Work Policy and County-Owned Vehicle Accident Reporting Policy. I agree to comply with its provisions and understand the consequences of non-compliance.

County Employee Name (Print) \_\_\_\_\_

County Employee Signature \_\_\_\_\_

Date of Signed \_\_\_\_\_



# GENESEE COUNTY

MICHIGAN

## Appendix A

GENESEE COUNTY MOTOR VEHICLE ACCIDENT REPORT		GC CLAIM # RM USE ONLY	
<b>SEND ORIGINAL TO RISK MANAGEMENT OFFICE AND COPY TO MOTOR POOL OFFICES WITHIN 24 HOURS OF ACCIDENT</b> <b><u>PRINT ALL INFORMATION</u></b>			
COUNTY VEHICLE: CO. VEHICLE NUMBER _____	DATE OF ACCIDENT _____	TIME OF ACCIDENT _____ AM/PM	
DRIVER OF CO. VEHICLE _____	DEPARTMENT _____ i.e.: GCARD	ASSIGNED UNIT _____ i.e.: WORK FIRST	
PASSENGERS _____	DRIVER'S WORK PHONE # _____		
SPEED AT TIME OF ACCIDENT _____ MPH	TYPE OF ROAD SURFACE _____	WEATHER CONDITION _____ PAVED/NON-PAVED RAIN, FOG, SNOW, WET, CLEAR ETC.	
DRIVER LICENSE # _____	EXPIRATION DATE _____	ON COUNTY BUSINESS YES OR NO _____	
CO. VEHICLE YEAR: _____	MAKE: _____	MODEL: _____	LIC. PLATE # _____
VIN # _____	YOUR ESTIMATE OF DAMAGE _____		
DAMAGE DONE TO COUNTY VEHICLE _____			
IF THE DRIVER SUFFERED INJURIES IN THIS ACCIDENT, NOTIFY THE SUPERVISOR AND ALSO COMPLETE WC FIRST REPORT OF INJURY AND MEDICAL RELEASE FORM. NOTIFY RISK MANAGEMENT AS SOON AS FEASIBLE: 810-257-2628			
<b>OTHER VEHICLE (S):</b> DRIVER OF OTHER VEHICLE: _____ DRIVER LICENSE # _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ HOME PHONE: _____ BUSINESS OR OTHER PHONE: _____ VEHICLE REGISTERED TO: _____ PHONE #: _____ OWNER ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ INSURANCE COMPANY: _____ POLICY NUMBER: _____ AGENT: _____ PHONE NUMBER: _____ VEHICLE: MAKE: _____ MODEL: _____ YEAR: _____ LICENSE PLATE: _____ DAMAGE TO THIS VEHICLE: _____ DESCRIBE ANY EVIDENCE OF PREVIOUS DAMAGE: _____ IF MORE THAN ONE OTHER VEHICLE, PROVIDE SAME INFORMATION ON SUPPLEMENTAL SHEET			
<b>OTHER PROPERTY DAMAGE OTHER THAN VEHICLE:</b> DESCRIBE DAMAGE: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ OWNER'S NAME: _____ PHONE: _____			
<b>WITNESSES:</b> NAME: _____ ADDRESS: _____ CITY: _____ PHONE: _____ NAME: _____ ADDRESS: _____ CITY: _____ PHONE: _____ NAME: _____ ADDRESS: _____ CITY: _____ PHONE: _____			
DID DRIVER NOTIFY SUPERVISOR: _____		POLICE CALLED: _____	TIME: _____ DATE: _____
WAS REPORT TAKEN: _____		REPORT NUMBER: _____	CITATION ISSUED: _____ TO?: _____



## Appendix A

### GENESEE COUNTY MOTOR VEHICLE ACCIDENT REPORT

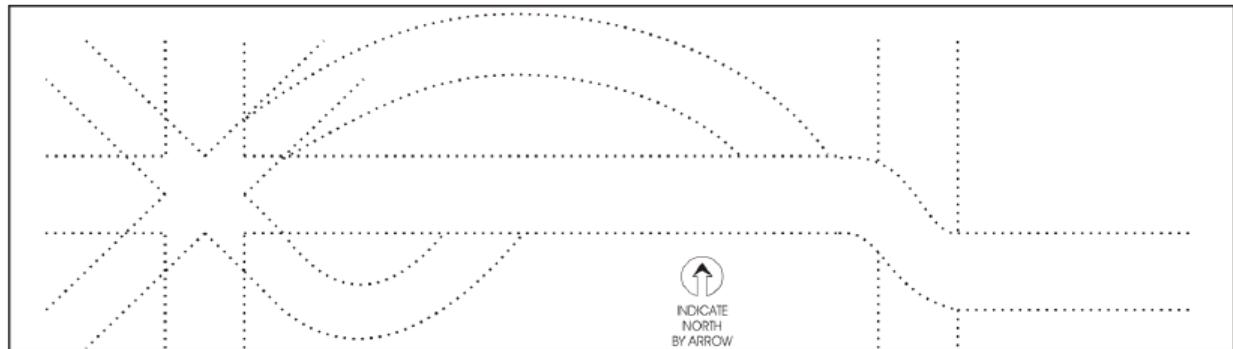
Page 2

EXAMPLE of DIAGRAM for a TYPICAL INTERSECTION ACCIDENT

EXAMPLE ACCIDENT DESCRIPTION: NO. 1 WAS GOING SOUTH ON ADAMS ST. NO. 2 WAS GOING WEST ON MAIN ST. NO. 1 STRUCK THE FRONT REAR SIDE OF NO. 2 AND THEN WENT OVER THE CURB AT THE SOUTHEAST CORNER AFTER STRIKING A PEDESTRIAN. THE PEDESTRIAN WAS CROSSING MAIN ST. FROM THE NORTHEAST CORNER TO THE SOUTHEAST CORNER.

#### INSTRUCTIONS for LOCATING ACCIDENT and MAKING DIAGRAM

1. WHAT TO SHOW ON DIAGRAM  
(A) DIRECTIONS FROM WHICH VEHICLES WERE APPROACHING BEFORE COLLISION; SAME FOR PEDESTRIANS  
(B) THE POINT OF COLLISION.  
(C) WHERE VEHICLES CAME TO REST AFTER COLLISION.
2. FOLLOW DOTTED LINES TO DRAW OUTLINE OF ROADWAY AT PLACE OF ACCIDENT.
3. NUMBER EACH VEHICLE AND SHOW DIRECTION OF TRAVEL BY ARROW.
4. USE SOLID LINE TO SHOW PATH BEFORE ACCIDENT. → 1  
DOTTED LINE AFTER ACCIDENT → 2
5. SHOW PEDESTRIAN BY → O
6. SHOW RAILROAD BY +-----+



PROVIDE ADDRESS OR INTERSECTION/ROAD DETAIL FOR LOCATION OF INCIDENT/ACCIDENT: \_\_\_\_\_

GIVE FULL DETAILS OF HOW ACCIDENT OCCURRED. COUNTY VEHICLE SHOULD BE #1: \_\_\_\_\_

PRINT DRIVER NAME: \_\_\_\_\_ SIGN DRIVER NAME: \_\_\_\_\_

PRINT SUPERVISOR NAME: \_\_\_\_\_ SUPV. SIGNATURE: \_\_\_\_\_

SUPV. PHONE #: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

SEND ORIGINAL TO RISK MANAGEMENT

SEND COPY TO MOTOR POOL

COMPLETE WITHIN 24 HOURS



## APPENDIX B

# REPORTING PROCEDURES

## MOTOR VEHICLE ACCIDENT (MVA)

### AUTOMOBILE LIABILITY, COLLISION OR OTHER AUTO PHYSICAL DAMAGE

Revised 9/20/2024

Prompt reporting of an accident provides the County with an opportunity to investigate incidents in a timely manner, provide for prompt repair of damaged property, and determine corrective action. To accomplish reporting, the County has issued a **Motor Vehicle Accident Report** form. The form is posted on the County website. Click Departments/Fiscal Services/Risk Management/Motor Vehicle Accident Report Form. This MVA Reporting Procedures document is to be placed in all County vehicles to provide direction to County employees involved in a motor vehicle accident while operating a County owned or leased vehicle. The following is the procedure for reporting motor vehicle accidents:

#### IMMEDIATE ACTIONS OF EMPLOYEE AFTER MOTOR VEHICLE ACCIDENT

- **Ensure Safety:** Priority should be given to the safety of all individuals involved. If there are injuries, contact emergency services (police, ambulance) immediately and follow their instructions. Provide accurate details of the accident and the location.
- **Secure the Scene:** Take steps to prevent further accidents. Use hazard lights, cones, or other warning devices if necessary.
- **Exchange Information:** Collect contact information, driver's license details, insurance information, and vehicle details from all parties involved.
- **Notify Supervisor/Manager (Supervisor or Manager will Notify Risk Manager):** Report **all** accidents to your immediate supervisor/manager as soon as it is safe to do so. Provide a brief overview of the incident, including date, time, location, and any injuries sustained.
- **Medical Treatment:** Seek medical attention if needed. Report any injuries sustained during the accident to your supervisor/manager who will notify County Risk Management. If injuries are sustained during the motor vehicle accident, a Workers' Compensation Injury Report must be completed and sent to Risk Management.
- **Complete County Motor Vehicle Accident Report:** Include all relevant details, such as weather conditions, road conditions, and a description of the incident.
  1. Notify Motor Pool of any vehicle accident or damage regardless of how minor in order for Motor Pool to assess and determine drivability of the vehicle.



2. Color photograph(s) of the damage to the County owned vehicle must accompany the report. The photo(s) should be labeled with the unit number of the vehicle and the date of the incident. If possible, take photographs of the accident scene and any damages.
  - a. If your department does not have access to a camera, and Motor Pool determines that the vehicle is drivable, the vehicle should be driven to Motor Pool where photographs will be taken by Motor Pool or Risk Management staff.
  - b. If the vehicle is not drivable, Motor Pool must be called to tow the vehicle, notice to Motor Pool and Risk Management must be provided so that photo(s) are obtained.
  - c. Whenever possible, photo(s) of the damage to the other vehicle or property should be taken, labeled and forwarded to Risk Management and Motor Pool.
  - d. If the vehicle is equipped with a dash camera, you must provide the camera footage of the incident/accident to Risk Management.
3. Reports should be submitted to Risk Management and Motor Pool **within two (2) business days of the accident.** For non-Motor Pool vehicles or specialized vehicles, the department is responsible for obtaining 3 estimates. Copies of all estimates should be forwarded to Risk Management. If no repair work appears necessary, indicate this at the top of the MVA report form. However, the vehicle must still be taken to Motor Pool for assessment of drivability. Send final invoices for repairs to Risk Management.

- **Investigation Cooperation of County Employee:** Fully cooperate with investigations conducted by Genesee County or relevant authorities. Do not admit fault or liability at the scene of accident until determined by proper authorities.
- **Follow-Up Procedures:** Keep the supervisor and Risk Manager informed of any developments, including medical treatments and repairs to the County vehicle. Provide any additional information or documentation requested by the County's insurance provider.
- **Consequences of Non-Compliance:** Failure to report a County-owned vehicle accident promptly and accurately may result in disciplinary action, including but not limited to verbal or written warnings, suspension, or termination, depending on the severity and circumstances of the incident.



## APPENDIX C

### County Vehicle Take Home Request Form

Today's date:

Name of Employee:

Dates of Use:

Passengers:

Description of  
vehicle use:

Items to be included with request:

- Valid Driver's License
- Copy of Personal Auto Insurance Policy Declarations

APPROVAL PROCESS: This form must be submitted to Risk Management with supporting documentation at least 5 business days prior to the requested vehicle use date.

Approved by:

Date: