



TITLE: Driving on County Business		PROCEDURE #: 502-A	
DEPT: Business Services		DIVISION: Risk Management	
EFFECTIVE DATE:	1/86	REVIEWED: 03/22	REVISED: 03/22

OBJECTIVE: To establish procedures for the use and operation of vehicles on county business.

REFERENCE: Policy 502 – Driving on County Business

APPLICABILITY: These procedures apply to all Marion County elected officials, employees and volunteers who drive on County business.

DEFINITIONS:

1. **Acceptable Driving Record-** An individual's driving history that is within the acceptable range of points as listed in Appendix A
2. **County vehicle-** A vehicle that is owned or leased by Marion County.
3. **Discretionary driver-** An employee or volunteer whose job does not include driving as an essential job function but chooses to drive on county business.
4. **Driving on county business-** Driving in a county or personal vehicle for any county sanctioned task performed within the scope of a driver's assigned duties, including, brief errands.
5. **Personal vehicle-** A vehicle not owned, leased, or maintained by Marion County.
6. **Qualified driver-** An employee or volunteer who meets the requirements to drive on Marion County Business according to this policy.
7. **Required driver-** An employee or volunteer whose job includes driving as an essential job function.
8. **Volunteer-** Any person who donates approved service to Marion County without pay or reimbursement from Marion County other than approved incidental expenses or stipend for services rendered.

PROCEDURES:

1. Establishing a Driver as a Qualified Driver

- 1.1. A qualified driver must meet all qualification as described in Section 3 of Marion County Policy 502- Driving on County Business.
- 1.2. Only qualified drivers may drive on Marion County Business.
- 1.3. Under no circumstances may a manager or supervisor approve a non-qualified driver to drive on county business. This includes minor errands.
- 1.4. Prospective employees and volunteers (applicants) for positions and assignments that include driving as an essential job function (required driver):
 - 1.4.1. During the recruitment process, Marion County Human Resources obtains applicant driving history from Oregon Department of Motor Vehicles (DMV) and evaluates points according to Attachment A of Policy 502 – Driving on County Business.
 - 1.4.1.1. If the driving history is needed from another state, the applicant must provide a certified copy of their out-of-state driving record at their own expense.
 - 1.4.2. When an applicant meets the driving history requirement the hiring manager is notified, and the recruitment process may proceed.
 - 1.4.3. Applicants, who do not meet the driving history requirement, will not be considered for positions or assignments that include driving as an essential function.
 - 1.4.4. Proof of required insurance must be presented at time of hire if the employee is to drive a personal vehicle on Marion County business.
- 1.5. Current employees and volunteers who move to a required driver position or assignment:
 - 1.5.1. Marion County Human Resources obtains employee's driving history from DMV and evaluates points according to Attachment A of Policy 502 – Driving on County Business.
 - 1.5.1.1. If the driving history is needed from another state, the employee or volunteer must provide a certified copy of their out-of-state driving record at their own expense.
 - 1.5.2. When an employee or volunteer meets the driving history requirement the supervisor is notified.
 - 1.5.3. Employees and volunteers, who do not meet the driving history requirement, are not eligible for positions or assignments that include driving as an essential function.
 - 1.5.4. Proof of required insurance must be presented before an employee or volunteer is allowed to drive a personal vehicle on county business.
- 1.6. Discretionary Drivers:

- 1.6.1. A manager may not require an employee or volunteer whose job or assignment does not include driving as an essential job function to drive on county business.
- 1.6.2. An employee or volunteer may request to drive on county business by submitting a completed Request to Drive on County Business form signed by their department head or designee to Risk Management.
 - 1.6.2.1. Risk Management will obtain driving history from DMV and assess according to Attachment A of Marion County Policy 502-Driving on County Business.
 - 1.6.2.2. Risk Management will return the form indicating qualified or non-qualified driver to the department head or their designee.
 - 1.6.2.3. The form is maintained with other employee or volunteer records.

2. Monitoring Driving Records

- 2.1. Qualified drivers are enrolled in the DMV automated reporting service.
- 2.2. Marion County Risk Management monitors qualified driver driving records through the DMV automated reporting service.
 - 2.2.1. Risk management will notify the driver's manager of changes to a driver's qualification status.
- 2.3. A qualified driver may be placed on probationary status according to the driving records point system described in Attachment A of the Marion County Policy 502-Driving on County Business.
 - 2.3.1. Qualified drivers, who are placed on probationary status, may continue to drive on county business.
 - 2.3.2. Qualified drivers on probationary status are required to complete a defensive driving class within 90 days of being notified of their status.
- 2.4. Department heads or their designees are responsible for maintaining a list of qualified drivers (both required and discretionary) for their department.
- 2.5. Any driver whose license has been suspended or revoked must immediately notify their supervisor or manager.
- 2.6. Based on DMV notifications, if a driver exceeds the number of allowable points, Risk Management will notify the driver's supervisor or manager.
 - 2.6.1. The driver is no longer a qualified driver and is removed from the department's qualified driver list.
 - 2.6.2. Supervisors and Managers follow departmental procedures for any action needed to ensure only qualified drivers drive on county business.

3. Monitoring Required Insurance:

- 3.1. Anyone driving a personal vehicle on Marion County Business must provide proof of required liability insurance.
- 3.2. Departments are responsible for documenting proof of insurance at least annually.

4. Vehicle Rental:

- 4.1. Marion County uses the State of Oregon vehicle rental contract, which provides standard insurance coverage for vehicles rented through various rental companies under the program. To access these agreements (add link and instructions).
 - 4.1.1. The website to locate the rental agreements is OregonBuys.gov. The insurance provided through the rental agreements is:
 - 4.1.1.1. "Round Trip Rental rates include unlimited mileage and \$1 million liability and collision/loss damage waiver insurance at no additional cost with each vehicle rental transaction except for international locations."
- 4.2. Collision damage waiver and one million dollars of auto liability insurance must be purchased on vehicles rented outside of the contract.
- 4.3. The county provides excess liability coverage to supplement the coverage automatically provided by car rental companies.

5. Personal Vehicles:

- 5.1. Only qualified drivers may drive a personal vehicle on county business.
- 5.2. Qualified drivers who wish to use a personal vehicle to conduct county business must complete the Request for Approval to Use Personal Vehicle on County Business form.
 - 5.2.1. The form and proof of insurance must be kept by the supervisor or designee.
- 5.3. Accidents that occur on county business while operating a personal vehicle must be reported to Risk Management in the same manner as accidents that occur while operating county vehicles.

6. Ride-A-Long Program:

- 6.1. A Department head or their designee may approve or deny ride-a-long requests.
- 6.2. Non-employees participating in a ride-a-long must review and sign the Marion County Ride-A-Long Request form (Attachment B).

7. Vehicle Safety:

Safety is the utmost priority while operating vehicles on county business.

- 7.1. Drivers are responsible to inspect their vehicle prior to each trip to ensure that it is in safe operating condition and document any preexisting damage.
- 7.2. Drivers are responsible to document preexisting damage and report to their supervisor.

- 7.3. Drivers must never operate a vehicle known to be unsafe, and drivers must immediately report all vehicle safety concerns to their supervisor.
- 7.4. Before entering a vehicle, inspect outside of the vehicle for visible damage and the area for possible hazards.
 - 7.4.1. Before departure, check the following:
 - 7.4.1.1. Visible exterior damage (dents/scrapes)
 - 7.4.1.2. Are lights working?
 - Headlights
 - Taillights
 - Directional signals
 - 1.1.1.2. Tires
 - 1.1.1.3. Mirrors
 - 1.1.1.4. Seat Belts
 - 1.1.1.5. Windshield Wipers
- If any of the above is not working properly, contact Marion County Fleet Management at (503) 588-7969
- 7.5. Once inside the vehicle, make any adjustments to necessary for comfort and safety prior to driving.
- 7.6. Seat belts (drivers and passengers)
- 7.7. Avoid distractions
- 7.8. Drivers are responsible for fueling county vehicles.
 - 7.8.1. Information regarding refueling at Marion County Public works is included in Attachment C.
- 7.9. Smoking is prohibited in all county vehicles. Smoking is never allowed while fueling a vehicle or within 25 feet of a fueling area.

8. Driving Citations:

- 8.1. Drivers are held personally and legally responsible for any traffic citations or violations while driving a county vehicle or a personal vehicle on county business. All tickets or citations received while driving on county business must be reported to the assigned supervisor or department head.
- 8.2. Photo radar citations issued against Marion County shall be forwarded to Marion County Risk Management.
- 8.3. Risk Management will complete and submit the Certificate of Innocence form to the citing agency.
- 8.4. Requested information of the person driving the vehicle when photographed will be provided to the citing agency if requested.

- 8.5. The driver of the vehicle at the time of the photo is responsible for responding to the citation as instructed once received.

9. Accidents and Vehicle Damage

- 9.1. Accident Report Packets are in the glove compartment of each Marion County Vehicle and available on Marion County's Risk Management intranet page (include address).
 - 9.1.1. Accident Report Packets contain forms, instructions, and Marion County Self Insurance information.
 - 9.1.2. If a vehicle does not contain an Accident Report Packet, the driver must notify Risk Management for a replacement
 - 9.1.3. All accidents and vehicle damage must be reported using an incident report to Risk Management. Incident reports are included the Accident Report Packet.
- 9.2. If you are in an accident:
 - 9.2.1. Stay calm
 - 9.2.2. Refer to Attachment D: What to do if you are Involved in an Automobile Accident.
- 9.3. Oregon law requires that an Oregon Traffic Accident and Insurance Report be filed by the driver within 72 hours of an accident when certain conditions are met. This form and the corresponding instructions are contained within the Accident Report Packet. It is the driver's responsibility to complete and file this form with DMV.
- 9.4. Failure to comply within 72 hours of an accident may result in suspension of driving privileges by DMV.
- 9.5. If applicable, complete injured worker packet located on Marion County's Risk Management intranet page:
<http://intra.co.marion.or.us/BS/Risk/Pages/WorkplaceInjuriesWorkersComp.aspx>

Attachments

Attachment A: Request for Approval to Use Personal Vehicle on County Business Form.

Attachment B: Marion County Ride-A-Long Request Form

Attachment C: Fueling Vehicles at Marion County Public Works

Attachment D: What To Do if You Are Involved in an Automobile Accident

Attachment A

**REQUEST FOR APPROVAL TO USE
PERSONAL VEHICLE ON COUNTY BUSINESS FORM**

DATE: _____

NAME: _____

I request approval to use my personal vehicle for county business from _____ to _____ . (Date range may not exceed one year.)

I am () am not () asking for mileage reimbursement. Insurance requirements remain the same whether or not mileage reimbursement is requested.

While using my personal vehicle on county business, it is my duty to carry vehicle liability insurance and to maintain my vehicle in safe working order. I affirm my insurance now provides all that is required by the Oregon Financial Responsibility Law. *[Attach proof of insurance]*

When using my personal vehicle on county business, my vehicle insurance applies first. I understand that the county has no duty to defend me for my actions outside the scope of my job duties. Nothing in this agreement limits the county's duty under ORS 30.285 to defend, save harmless, and indemnify me against any tort claim arising out of the performance of my duties, except in the case of malfeasance in office or willful or wanton neglect of my duties. Failure to comply with the Oregon Financial Responsibility Law will be considered malfeasance.

Coverage for physical damage, uninsured motorist, and personal injury protection is only provided for vehicles owned by the county. This means that the county will not pay the costs of repairs to my vehicle. Nor will it provide bodily injury coverage for me if I am in my vehicle (other than workers' compensation if applicable). It is my responsibility to carry liability, physical damage, uninsured motorist, and personal injury protection insurance on my vehicle.

If I am involved in a vehicle accident while on county business, I will advise Marion County Risk Management within 24 hours, complete and submit the required accident forms, and make a written request to risk management for defense and indemnification from the county.

Requested: _____
Employee signature and date

Approved: _____
Supervisor signature and date

Attachment B

MARION COUNTY RIDE-A-LONG REQUEST FORM

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE #: _____ DATE REQUESTED: _____

I _____ request permission to ride, as an observer only, in an authorized vehicle. I agree to obey all instructions during the time I ride as an observer. I understand my observation may be terminated at any time. I agree that there is no payment by Marion County for my ride. I realize that I will be in a professional work setting and will dress appropriately. Casual dress is acceptable, if it is neat and clean.

I FURTHER AGREE TO HOLD MARION COUNTY EMPLOYEES, AGENTS, AND OFFICIALS, HARMLESS FROM ANY AND ALL LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE SUSTAINED DURING THE PERIOD OF TIME I SPEND AS AN OBSERVER.

Signature of requestor

Date signed

PARENT'S PERMISSION

I _____ am the parent/guardian of the above-named individual who is a minor, and I authorize the above ride-along.

I FURTHER AGREE TO HOLD MARION COUNTY EMPLOYEES, AGENTS, AND OFFICIALS, HARMLESS FROM ANY AND ALL LIABILITY TO THE MINOR FOR PERSONAL INJURY OR PROPERTY DAMAGE SUSTAINED DURING THE PERIOD OF THE RIDE-ALONG.

Signature of parent/guardian

Date signed

TO BE COMPLETED BY AUTHORIZED DEPARTMENT DESIGNEE

Approved: YES NO (circle one)

Name of authorized department designee

Supervising department

Signature of authorized department designee

Date signed

Attachment C

FUELING VEHICLES AT MARION COUNTY PUBLIC WORKS

DIRECTIONS:

Park adjacent to the fueling pumps and shut off the vehicle. **NO SMOKING** or any other sources of heat, sparks, and flame that could cause ignition of fuel is allowed in fueling areas.

Swipe the gray or blue card by the white sensor below the screen at the fuel tower near the pump. Follow the instructions on the screen. After answering the questions, you will be prompted to "Start Pumping." If there is an error message on the screen, reenter the correct information. When the correct information has been entered, the "Start Pumping" message will be displayed. If not, Fleet Management 503-588-7969 during regular work hours. For after-hours assistance, contact the on-call supervisor at (503) 588-5304.

PRECAUTIONS:

When transporting fuel in a container, use only an Underwriters Laboratory (UL) listed "Safety Can" with a lid that is self-closing. If the lid doesn't seal properly, exchange it at the Public Works Parts Room at the Silverton Road campus. Fuels should never be stored or transported in paper, glass, plastic, or other containers not designed for this use. Never fill a container that is in a vehicle. Remove the container from the vehicle and place it on the ground to discharge static electricity and to avoid spills into the vehicle.

Static electricity can be a problem when fueling a vehicle, especially on cold dry days. To prevent this from happening, take these simple precautions:

- Touch something metal before you pump. When you first get out of the car, touch the door or another metal part of the car to discharge any static electrical charge before you open the gas tank lid or touch the pump handle.
- Avoid getting back into the car. If you do so, be sure to perform the above discharge procedure again before proceeding with the fueling process.
- Avoid cell phone use in the immediate proximity of the fueling.

Emergency fire extinguishers are marked and signed at fueling areas. If a fire occurs, immediately dial 9-1-1. At the Silverton Road campus, you must first dial 9 then 911. Emergency Fuel Pump Shut-off switches at Aumsville, Silverton and Woodburn are marked and signed. Please note their location before you fuel. Silverton Road campus has **emergency shut-off switches** on the Silverton Road side of Building 3, just around the corner from the pumps.

- continued other side -

If a spill occurs, absorbent cleanup supplies are available inside Building 3 adjacent to the pumps and in Building 2 (Main Fleet Shop). If a spill occurs after hours, contact on-call supervisor at (503) 588-5304.

When fueling is completed, remove nozzle from your vehicle. **Do not drive off with the nozzle in your vehicle.** If you do this and damage the hose or pump, contact Fleet Management 503-588-7969 during regular work hours. After hours, contact the on-call supervisor at (503) 588-5304.

HAZARDS:

Gasoline and diesel are flammable. They may be **harmful if inhaled** and **fatal if swallowed**. Contact to the skin may cause irritation and allow absorption that **could harm internal organs**. Remove any gasoline or diesel that may have spilled on your skin by using soap and water.

ACUTE EFFECTS OF DIESEL AND GASOLINE:

Gasoline: Slight-to-moderate eye irritation. Moderate irritation to the skin, causing redness, edema or drying. Acute effects may include dizziness, irritation of eyes, nose and throat, vomiting, and bluish color of the skin. Effects to the central nervous system may include contracted pupils, loss of reflexes, convulsions, seizures, sudden loss of consciousness, coma, and sudden death. Other symptoms may include headache, flushing of the face, nausea, mental confusion and depression, loss of appetite, blurred speech, and difficulty swallowing.

Diesel: Slight-to-moderate eye irritation. Moderate irritation to the skin, causing redness, edema, or drying. Effects to the respiratory system may include symptoms of drowsiness or narcosis from inhalation of high vapor concentrations.

CHRONIC EFFECTS OF GASOLINE AND DIESEL:

Laboratory animals in studies have experienced kidney damage, kidney cancer, and liver cancer.

For a complete list acute and chronic effects consult the SDS for each product.

Attachment D

WHAT TO DO IF YOU ARE INVOLVED IN AN AUTOMOBILE ACCIDENT

1. **Stay calm.** Take a breath and address the situation in a methodical way.
2. **Stop.** If your car can be moved, then move it out of traffic. Stay at the scene. Determine if you, others in your car, or people in the other vehicle, are hurt.
3. **Warn others.** Put out flares or put your flashers on to warn traffic.
4. **Check yourself and others.** Talk to others involved in the collision about whether anyone needs medical assistance. You may need to call an ambulance.
5. **Communicate.** In serious crashes, you will need to stay and talk to first responders. Be helpful, but don't get in their way.
6. **Take cell phone photos.** Most people have a cell phone. Use it to take a series of photos of the scene. Start from perhaps fifty yards away, and then get photos while walking closer to the vehicles. Take shots from different angles, including close-ups of damage to any vehicle involved in the crash.
7. **Exchange information.** Do not discuss fault or damages with others involved in the collision. Remain non-confrontational. Just exchange information such as other people's names and contact information. Take photos of their license plate numbers and of their insurance cards if they can produce one. Share your own contact information.
8. **Talk.** Be courteous. However, don't give a lengthy speech about all the detailed things you were doing just before the collision. Risk Management and insurance adjusters or police can ask for that information if they need it. Instead, at the crash scene, act to defuse what is often a traumatic, emotional event. Risk Management and any insurance companies will work to determine who was at fault, and what damages should be paid.
9. **Police.** The police will show up in many Oregon locations and will investigate and manage the scene. If police don't show up, obtain all the information you can about the parties involved in the collision, as well as the facts about what happened.
10. **Medical.** Seek medical treatment if you were hurt or you don't "feel right." Often, due to adrenaline, people in collisions don't feel hurt until the next day or two.
11. **Insurance.** Report the collision to Risk Management and, if you are driving a personal vehicle, your car insurance claims department.
12. **Medical bills.** If you are injured while on county business, you will need to complete an Injured Worker Packet. Your medical bills and time loss may be covered under Workers' compensation.
13. **DMV report.** Oregon DMV requires drivers submit a form reporting certain facts about the collision within 72 hours when damage to a vehicle is likely over \$2,500 or if someone was injured or killed. It is the driver's responsibility to submit this report to the D