



TITLE: Driving on County Business		PROCEDURE #: 502-A	
DEPT: Business Services		DIVISION: NA	
EFFECTIVE DATE: 1/86	REVIEWED:	REVISED: 8/13	

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

REFERENCE: Policy 502 – Driving on County Business

POLICY STATEMENT: It is the policy of Marion County that any person who drives a vehicle while performing official county business must be qualified to drive under Oregon motor vehicle laws, and have the ability to operate the vehicle in a safe manner. The goal of the policy is to ensure that drivers operating vehicles on county business have sufficient knowledge, skill, and ability.

Drivers are encouraged, when possible, to consider alternatives to driving, such as car pooling, phone conferencing, or video conferencing. Drivers are also encouraged, when possible, to use a fleet vehicle that provides the best fuel economy. Reducing driving and conserving fuel can result in cost savings for the county.

This policy applies to the operation of motor vehicles only and is not intended to cover the operation of off-road equipment.

APPLICABILITY: This policy applies to all county elected officials, employees, volunteers, contractors, or agents who drive county or private vehicles for county business.

PROCEDURES:

- Responsibilities:
Marion County Business Services - Risk Management monitors driving records through the Oregon Division of Motor Vehicles (DMV) Automated Reporting Service. Employees who use a name on their driver’s license that is different than their legal name are required to notify the business services department – risk management section. Driving records will be evaluated using the Marion County Driver Qualification Point System (See Attachment A – Administrative Policy 502 – Driving on County Business).

Any driver whose license has been suspended or revoked must immediately notify his or her supervisor. Department heads and elected officials whose license is suspended or revoked must immediately notify the Marion County Chief Administrative Officer.

2. Prospective Employees:

All applicants for positions in job classifications that require driving are required to provide their driver's license number to the county for use in verifying the validity of their license and acceptability of their driving record. An applicant found to have an invalid or unacceptable driving record will be removed from consideration.

Prospective employees may be required to submit, at their own expense, a five-year driving history from DMV or from another state's licensing authority prior to the interview.

Marion County Human Resources evaluates driving records for prospective employees when the job description requires driving. Prospective employees whose points total 31 or more on the Driver Qualification Point System (see Policy – Attachment A) are not qualified for any position that includes driving on county business.

Applicants who possess a valid out-of-state license must provide at their own expense a certified copy of their out-of-state driving record.

If moving to Oregon, the driver is required to obtain an Oregon drivers license within the time frame provided for in the Oregon vehicle code.

3. Current Employees:

Employees in job classifications that require driving or who choose to voluntarily provide their drivers license number will have their driving records verified through DMV. Business Services - Risk Management monitors driving records via the DMV Automated Reporting Service.

Driving records are evaluated on the Driver Qualification Point System that uses a weighted point system assessing points for traffic offenses based on the severity of the offense and the time that has lapsed since the offense.

Employees who receive an unacceptable rating, based upon the driving record, shall not be allowed to drive a county vehicle or a private vehicle for county business. Suspension, revocation or an unacceptable driving record, when driving is required for the employee's job, may subject an employee to disciplinary action up to and including termination.

Employees in job classifications where driving is not required, but may be an incidental part of the job, may choose whether or not to provide their driver's license number to the county. Employees who choose not to provide a driver's license number, or who do not have a valid license to drive in Oregon, or who have an unacceptable driving record will be designated as a non-driver.

Non-drivers may not drive any county or private vehicle for any reason on county business. Notice of the non-driver status will be given to the employee, the supervisor, and the department head or elected official by Marion County Business Services - Risk Management. Under no circumstances may a manager or supervisor approve a non-driver to operate any vehicle on county business. Non-drivers who operate a vehicle on county business may be subject to discipline.

Employees who receive a probationary status based upon their driving record must successfully complete a defensive driving class within 90 days of being placed on probationary driving status.

Employees who are placed on a probationary driving status may continue to drive on county business. Defensive driving classes are offered by Marion County Business Services - Risk Management.

At the annual performance evaluation, or sooner at the discretion of the supervisor, an employee whose job duties or essential functions require driving must produce a valid license to drive in Oregon.

4. Volunteers, Interns, Agents, or Other Contractual Employees:

Volunteers, interns, agents, or other contractual employees who are allowed by their departments to drive on county business must have a valid driver's license, provide proof of adequate insurance, and allow a driving history evaluation. The same driving history requirements that apply to employees will apply.

Volunteers, interns, agents, or other contractual employees may not transport clients in any vehicle. Department heads or elected officials may allow an exemption when a specific business need has been identified and all other driver qualification criteria have been met. The department must maintain a list of volunteers, interns, or other contractual employees who have been authorized to transport clients along with proof of insurance.

A prospective driver whose point total score is 31 or more on the Driver Qualification Point System will not be permitted to drive on county business.

5. Vehicle Rental:

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. Information on the rental contract can be obtained from public works fleet management.

Collision damage waiver and one million dollars of auto liability insurance must be purchased on vehicles rented outside of the contract.

The county provides excess liability coverage to supplement the coverage automatically provided by car rental companies.

6. Personal Vehicles:

Prior to being allowed to operate a personal vehicle on county business, drivers must provide proof of current insurance coverage. Oregon's mandatory insurance limits under ORS 806.010 are the minimum acceptable insurance coverages required to operate a personal vehicle on county business. Under no circumstances will a driver be allowed to operate a personal vehicle on county business if proof of valid insurance is not received.

The county may request that a driver provide proof of insurance at any time, but will require that proof of insurance be provided no less than annually.

Drivers who will use personal vehicles to conduct county business must complete the Request for Approval to Use Personal Vehicle on County Business form. The form and proof of insurance must be kept by the supervisor.

Accidents that occur on county business while operating a private vehicle must be reported to business services- risk management in the same manner as accidents that occur while operating county vehicles.

7. Ride-A-Long Programs:

Marion County departments will designate which employees are authorized to approve ride-a-long requests.

Non-employees must make a request to the department designee for authorization to ride along with an employee on county business. Non-employees include family members of employees. In all cases, a non-employee participating in a ride-a-long must review and sign the Marion County Ride-A-Long Request form (Attachment B).

8. Accidents and Citations:

Drivers are held personally and legally responsible for any traffic citations or violations while driving a county vehicle or a private vehicle on county business. All tickets or citations received while driving on county business must be reported to the assigned supervisor or department head. The driver must also report to the supervisor or department head the result of the traffic citation (not guilty, guilty, no contest, fine paid, bail forfeited, etc.)

Photo radar or other citations issued against the registered owner will be forwarded to the driver's assigned department. The driver is personally and legally responsible for promptly paying the fine or otherwise resolving the citation.

Drivers must immediately report to their supervisor all accidents that occur while on county business, regardless of the nature or severity. An Accident Report Packet must be completed for all vehicle accidents or vandalism, and the supervisor must fax or email the paperwork to Business Services – Risk Management within one business day.

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, which is found in the vehicle's glove compartment of county vehicles. It is also found on the Business Services – Risk Management Intranet website. It is the driver's responsibility to complete and file this form. Failure to comply within 72 hours of the accident will result in suspension of that person's driving privileges by DMV.

Making a false statement on a vehicle accident report is strictly prohibited. Failure to report an accident while on county business or providing a false statement could result in disciplinary action.

9. Vehicle Safety:

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

Drivers are responsible to inspect their vehicle at the beginning of each shift or prior to each trip to ensure that it is in safe operating condition. Drivers must never operate a vehicle known to be unsafe, and drivers must immediately report all vehicle safety concerns to their supervisors.

Drivers are responsible for fueling county vehicles. The Oregon State Fire Marshall and Oregon Occupational Safety and Health Administration require individuals who will be refueling vehicles to be trained prior to refueling a vehicle. Drivers who have not been trained must contact their supervisor prior to refueling a vehicle. All drivers must read and sign the Vehicle Fueling Information form, which is available on the Business Services - Risk Management Intranet page.

Smoking is prohibited in all county vehicles. Smoking is never allowed while fueling a vehicle or within 25 feet of a fueling area.

Attachments

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

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

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). 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 by calling 503-373-4365, 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, as long as 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