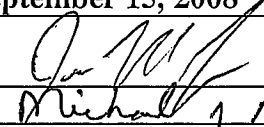
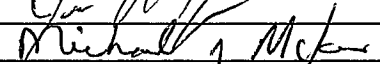


SAFETY AND VEHICLE OPERATION

Revision Number: 0	Effective Date: September 15, 2008
Revision Date: September 5, 2008	Issue Date: September 15, 2008
Supersedes: 720	Approvals: HR Director:  Commission: 

PURPOSE

The health and welfare of County employees and of the public with whom they may come in contact is important. One way to promote this is by encouraging safety while providing essential public services on behalf of the County.

SCOPE

This policy applies to all County employees and describes what an employee is expected to do regarding safe work activities while driving during working hours. This policy applies to employees while operating County vehicles and personal vehicles used to perform County business.

CROSS REFERENCES

Worker's Compensation, Policy 440
Progressive Discipline, Policy 600

POLICY AND PROCEDURE

1. General Safety
 - A. County employees are expected to use common sense while at work and to avoid endangering themselves or others. Employees shall also follow safe work habits as proscribed by their respective supervisors. Each employee shall be required to use adequate personal protective equipment (PPE) in conformance with industry standards. Disregard for employee and/or public safety, failure to follow work policies or procedures as proscribed by Department Heads or misuse of County equipment may result in disciplinary action, up to and including termination.
 - B. All County employees shall attend a new hire orientation for new-hires which shall include general safety provisions. Each employee shall attend annual safety training or more frequent training as prescribed by his/her respective supervisor.
 - C. County employees shall have access to a copy of the Safety and Loss Control Manual and shall be giving training on such.
 - D. Supervisors shall provide safety training as prescribed by the employees' job duties. Supervisors shall receive safety training within the first year of

employment and shall receive refresher training at least annually.

2. Safety Committee

A. A Safety Committee is commissioned, consisting of the following personnel:

1. Commissioner, appointed by the Chairman;
2. HR Director or delegate, committee secretary;
3. Road Assistant Department Head or delegate;
4. A delegate from the Sheriff's Department;
5. Facilities & Construction Department Head or delegate.

B. It is the responsibility of the Safety Committee to review all accidents involving County employees to determine whether Uintah County Personnel Policies & Procedures are effective. A safety meeting shall be held at least quarterly to discuss and review accidents. The committee may review industrial accidents, injuries, and vehicle accidents.

3. County Vehicle (COV) Operation

A. Any individual that operates COV's shall receive defensive driving training within the first year of employment.

B. County employees are required to use seat belts while riding in or driving a COV.

C. County employees, while driving COV's, must carry a valid Utah State Driver's License suitable to operate the vehicle.

D. If an authorized COV driver is involved an accident, the driver must notify the Department Head of the accident within 24 hours of the accident. The Department Head is responsible for notifying Human Resources within the five working days of the report by submitting an accident report.

E. While driving a COV or personal vehicle (POV) in the context of County business, County employees are expected to drive defensively, and obey the law. Employees who have caused two or more vehicle accidents as determined by the Safety Committee, in a two-year period of time, shall lose driving privileges for a period of time determined by the Department Head, and may be subject to reassignment to an open position for which s/he qualifies, or receive other disciplinary action, up to and including termination of employment.

F. County employees using COV's or performing County duties in personal vehicles may not give a transient or hitchhiker a ride, unless authorized by the Sheriff or Jail Commander.

G. Employees may, on a sporadic basis, carry passengers that are not County employees in COV's. Situations might include carpooling with other representatives to meetings, conferences, or seminars (the representative may

operate the vehicle if he/she has not had two or more moving violations within the previous two years); spouses and children of employees; or students that are job shadowing. In the event that a County employee is carrying a minor of which s/he is not a parent or guardian, the County employee shall obtain prior written authorization from the parent or guardian of the minor prior to carrying the minor in a COV or while conducting County business in a personal vehicle. The written authorization must be retained by the employee's supervisor until such event or occasion terminates.

- H. A spouse or accompanying an employee may operate a COV if the spouse is licensed to operate the vehicle, if the spouse has not had two or more moving violations within the past two years, and if the employee is a passenger in the vehicle.
- I. The County reserves the right, at any time, to track a COV, or group of COV's as it determines the need to do so. Tracking may be performed by electronic device, in person, or by another method.