



DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

	Approval Date: 10/4/2016
Policy Title: Driver Qualification Policy	Effective Date: 10/04/2016
	Revision Date(s):

Purpose

To provide guidelines and assign responsibility for the safe operation and use of all vehicles operated during the course of County business. It is the intent of this policy to ensure that all operators of vehicles while on County business adhere to all local, state and federal laws.

Travel by motorcycle or moped is not allowed during the course of conducting County business. This provision doesn't apply to the Sheriff's Office in exigent circumstances or for a motorcycle patrol.

Policy

Minimum standards require to operate any vehicle during the course of conducting County business:

1. Shall have a valid operator's license. This includes a valid regular license or an occupational license (see below for requirements of an occupational license**).
2. Shall have a minimum of two (2) years of licensed driving experience.
3. Shall be at least eighteen (18) years of age.

** Occupational License Requirements: Restrictions on the hours an employee can operate a vehicle must allow for the employee to complete all the duties of his/her position. The employee must provide a copy of the restrictions to his/her Supervisor and Human Resources.

Drivers and passengers must comply with all local, state and federal laws, including the Wisconsin seat belt, cell phone and texting laws. Using a mobile device at any time while operating a vehicle while on County business is prohibited unless responding to a life-threatening emergency situation, or is required to do so as part of the employee's job responsibilities, or they are an operator of an authorized emergency vehicle as per WI State Statute, 346.89(3). Employees should not allow anyone to ride in a seat that does not have a working seat belt. Properly installed car seats or booster seats must be used for all children under 8 years old who are less than 80 lbs. and less than 57 inches in height or as otherwise determined by law. Drivers are personally responsible for the cost of all traffic citations, parking tickets, and locksmith calls for retrieving keys,

unless the driver is carrying out his or her duties as an officer or employee and is acting within the scope of his or her employment.

Drivers are responsible for immediately reporting to their Supervisor and Human Resources all accidents or any damage to the vehicle operated in the course of County business.

1. A police report must be completed when an accident occurs as required by law.
2. When bodily injury occurs to an employee an Incident Report of Injury must be completed and filed with the Department Head and Human Resources regardless of whether or not the employee seeks medical care.
3. When bodily injury occurs to a passenger, a Non-Employee Incident Report of Injury must be completed and filed with the Department Head and County Administrator.
4. If damage occurs to the vehicle, notification to the Department Head and County Administrator must be made as soon as possible.

No vehicle shall be operated if the driver has consumed or is under the influence of alcohol, prescription, or non-prescription drugs which may affect control, operation and safety of the driver/passengers of the vehicle.

Vehicle insurance must be carried by the employee on their own vehicle as required by WI Stats. Chapter 344, Vehicles-Financial Responsibility.

Failure to comply with, or abuse of, this policy may result in the suspension of the ability to drive on County business and possible other disciplinary action up to and including termination of employment.