BLACK HAWK COUNTY
DRIVING POLICY

205.1 POLICY: Black Hawk County values the safety and well-being of all employees. Due to the risk of motor vehicle accidents, Black Hawk County has adopted this driving policy to provide general safety guidelines to employees who drive or operate county vehicles and equipment and also for those who drive their personal vehicle for county business. As part of an ongoing loss control program employees will also be subject to period driving record reviews to ensure valid licensure and insurability guidelines are met.

205.2 SCOPE: This policy applies to all Black Hawk County employees, elected officials, appointed officials, various commissioners and board members (hereinafter "employees") required to drive as a function of their job with Black Hawk County. This applies to employees driving or operating county vehicles and equipment as well as employees operating their personal vehicles for county business.

205.3 DRIVING RECORD REVIEWS: Prospective employees who must drive "on-the-job" to perform their job duties shall have their driving records reviewed as a condition of County employment. The review will be performed by the Human Resources Department and shall be considered confidential. All driving record reviews will be kept in the Human Resources Department. Prospective employees' driving records will be evaluated for risk and insurability as determined by the County and its insurance carrier/risk pool manager. Human Resources is responsible for conducting ongoing periodic driving record checks on all employees whose job duties require them to drive for Black Hawk County. The employee's driving record must meet guidelines outlined below. Department heads should continually review driver safety rules with employees.

205.4 INSURABILITY: Employees required to drive as a function of their job must meet the following guidelines:

A. No more than three (3) moving violations within a three (3) year period. Moving violations include speeding; failure to have vehicle under control; an at-fault accident; and driving while license suspended, denied, cancelled or revoked.
B. No more than two (2) accidents in three (3) years where the employee or applicant was determined to be at fault.
C. No license suspensions/revocations for Operating While Intoxicated (OWI) violations within five (5) years.

Black Hawk County requires that County employees who drive their personal vehicles in order to conduct county business shall have a minimum automobile insurance policy with limits of $100,000 for bodily injury, each person; $300,000 for bodily injury, each accident; and $50,000 for property damage.

Employees who drive their personal vehicles on County business will provide copies of the declaration page(s) of their automobile insurance policies, showing bodily injury and property damage limits and effective policy dates to their Department Head or Elected Official whenever the policies are renewed. The employee must provide copies before being authorized to drive a personal vehicle on County business. Department Heads and Elected Officials will keep copies of employees' automobile insurance policy declaration pages and policy effective dates on file. Board of Supervisors will require verification of compliance annually from Department Heads and Elected Officials.

205.5 SAFETY: It is the responsibility of the driver to operate the vehicle or equipment in a safe manner and to drive defensively at all times to prevent injuries and property damage. Black Hawk County endorses all applicable state motor vehicle regulations relating to driver responsibility, including Iowa Code Section321.445 which requires the driver and front seat occupants in the vehicle to wear safety belts or safety harnesses any time the vehicle is in forward motion on a street or highway in the state of Iowa. Safety belts must also be worn by employees when they are traveling on county business in any other state. Black Hawk County expects all employees to drive in a safe and courteous manner and to wear available seat belts or safety harnesses when operating vehicles and equipment in the course of their employment with the county.

Employer Responsibility: Human Resources is responsible for conducting periodic driving record checks on all employees whose job duties require them to drive for Black Hawk County. The employee's driving record must meet guidelines outlined above. Department heads should continually review driver safety rules with employees. Supervisors should make periodic checks of employees to ensure the law and the county's safety policy is being followed. The department head or designee is responsible for the effective operation of this program.

Employee Responsibility: Employee responsibilities include maintaining a valid Iowa driver's license and promptly reporting any traffic violations to their supervisors. Responsibilities include safely performing duties within established work practices and following all applicable laws. Failure to maintain a valid driver's license may result in discipline up to or including discharge per Section 406: Discipline Policy of the Employee Handbook. An employee who fails to maintain a valid driver's license will be required to participate in a Defensive Driving course prescribed by the County before driving privileges are restored. Expenses for this training will be the responsibility of the employee.

Driver Safety Rules:

1. No driver shall operate a county vehicle, or personal vehicle on county business, when his/her ability to safely do so has been impaired by illness, fatigue, injury, or prescription medication. The operation of a county vehicle or equipment while under the influence of intoxicants and other drugs which could impair driving ability is prohibited (see Section 405: Drug and Alcohol-Free Workplace Policy of the County's Employee

Handbook & Black Hawk County Drug and Black Hawk County Drug and Alcohol Policy for DOT/RTC Drivers).

2. All county employees operating or riding in a county vehicle or equipment provided with safety belts or safety harnesses, or in a personal vehicle while on county business, **must** wear safety belts or safety harnesses at all times. Employees operating equipment with rollover protection ("ROPs") or backhoes shall wear available safety belts/harnesses while the equipment is in operation.

3. Employees are expected to follow state and local driving laws and safety rules, including adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.

4. Employees should not allow unauthorized personnel to ride in a county vehicle. When operating on state or local roadways, personnel may not ride in any part of the vehicle not specifically intended for passenger use or in any seat that does not include a working safety belt or harness.

5. Drivers are responsible for the security of county vehicles assigned to them. Vehicle doors must be locked whenever the vehicle is left unattended.

6. Headlights should be used two hours before sunset and until two hours after sunrise, during inclement weather, or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

7. Employees must promptly report any accidents to local law enforcement as well as to the county in accordance with established departmental procedures.

8. The County requires post-accident drug and alcohol testing as outlined in Policy 405: Drug and Alcohol – Free Workplace Policy and Testing Program for Individuals not Required to Possess a Commercial Driver's License and also the Black Hawk County Policy for DOT/RTC Drivers. Post-Accident drug and alcohol testing will be conducted after accidents where an employee's performance could have contributed to the accident. An accident is defined as:

(1) An incident involving the loss of human life;
(2) The driver receives a citation under State or Local Law for a moving violation arising from the accident;
(3) An injury is treated away from the scene or as pursuant to Iowa Code Chapter 88.6(b) Occupational Health and Safety.
(4) A vehicle must be towed away from the scene; or

An employee may also be subject to reasonable suspicion drug and alcohol testing when there is reason to believe that an employee is using or has used alcohol or other drugs in violation of the County's Drug and Alcohol-Free Workplace Policy & Black Hawk County Drug and Alcohol Policy for DOT/RTC Drivers. Post-accident or

reasonable suspicion testing should be completed by Black Hawk County's designated Medical Review Officer (MRO).

205.6 Annual Review: This program shall be reviewed at least annually and shall be modified when changes in laws or regulations occur. Incidents involving reckless driving that result in accidents or traffic violations, or any violations to the program shall be included in the program evaluation.

205.7 Policy Violations: Employees who violate this safety policy may be subject to discipline under the County's Discipline Policy up to and including termination of employment. In addition, a violation of a state or local driving law may be punishable by citation and fine.