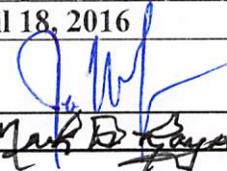


550  
SAFETY AND VEHICLE OPERATION

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| Revision Number: 2                | Effective Date: April 18, 2016   |
| Revision Date: March 28, 2016     | Issue Date: April 18, 2016   |
| Supersedes: Rev. 1-April 08, 2013 | Approvals:<br>HR Director: <br>Commission: <u>Mark B. Raymond</u> |

**PURPOSE**

The health and welfare of County employees and of the public with whom they may come in contact are important. One way to promote employee health and welfare is to encourage safe behaviors and follow applicable safety and occupational health guidelines while providing essential public services on behalf of the County.

**SCOPE**

This policy applies to all County employees and properly authorized volunteers and describes what an employee is expected to do regarding safe work activities and while driving a vehicle on behalf of the County.

**CROSS REFERENCES**

Workers 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 prescribed by their respective supervisors. Each employee shall be required to use adequate personal protective equipment (PPE) in conformance with industry standards, conduct work using proper body and back safety mechanics, follow all data on Safety Data Sheets (SDS), report known hazards to their immediate supervisor or the Human Resource Department as soon as possible, and keep floors and work environments safe and clean. Disregard for employee and/or public safety, failure to follow work policies or procedures as prescribed by supervisors or misuse of County equipment may result in disciplinary action, up to and including termination.
  - B. All County employees shall attend an orientation for new hires which shall include general safety provisions.

- C. County employees shall have access to a copy of the Uintah County Occupational Safety & Health manual and shall be trained on such.
- D. Supervisors shall provide safety training as prescribed by the employees' job duties. Supervisors shall attend job-related safety training and shall ensure employees attend job-related safety training.
- E. County employees shall report all work-related accidents, illnesses, and injuries to the Department Head within twenty-four (24) hours of being made aware of the incident. Employees involved in vehicular accidents shall safely preserve the scene and immediately report the accident to local law enforcement. The Department Head shall report the accident to Human Resources within five (5) business days of the initial report by completing an accident report form (the Department Head may require the employee to complete the form, then review and sign.)

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, (serves as the committee secretary);
- 3. Road Department Manager or delegate;
- 4. Sheriff or delegate;
- 5. Facilities Department Head or delegate;
- 6. A County employee chosen at random with an undefined term; and
- 7. A County employee chosen at random with an undefined term.

- B. It is the responsibility of the Safety Committee to review accidents involving County employees and volunteers to determine whether Uintah County personnel policies, procedures and practices are effective. A safety meeting shall be held at least quarterly to discuss safety-related items and review accidents. The committee may review industrial accidents, injuries, and vehicle accidents, and conduct interviews with County employees. Such interviews satisfy the requirement of a pre-disciplinary hearing as per policy 600 – Progressive Discipline.

3. County Vehicle (COV) Operation & Personal Vehicle Operation (POV)

- A. Any individual that is expected to drive a vehicle while performing County business shall complete a Vehicle Use Agreement prior to vehicle operation and shall receive defensive driving training within the first year of employment (or volunteer appointment). Each employee should develop the practice of backing-in or pulling through open parking spaces. Each Department Head may implement, in writing, driving rules, requirements, techniques, or guidelines specific to that department.

- B. County employees are required to use seat belts while riding in or driving a COV or while driving a POV and conducting County business.
- C. County employees and volunteers, while driving COV's & POV's while conducting County business, must carry a valid Utah State Driver's License suitable to operate the vehicle.
- D. Authorized drivers shall notify the supervisor of any significant negative change in the status of the driving record, such as license revocation, restriction or suspension. Driving privileges may be suspended or revoked at any time because of multiple violations and/or sanctions.
- E. While driving a COV or personal vehicle (POV) in the context of County business, County employees and volunteers are expected to drive defensively, minimize distractions, and obey the law. The Safety Committee may recommend to the Department Head sanctions and/or disciplinary action after conducting a review of any accident and consulting with the County Attorney's office. If, at any time an employee is found by the Safety Committee to be at-fault in an automobile accident while working, whether operating a COV or a POV, as a minimum disciplinary action, the employee shall be subject to at least one (1) day without pay on the pay cycle following the determination of the at-fault accident.
- 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.
- G. Employees may, on a sporadic basis, carry passengers that are not County employees in COV's. Situations might include taking a family member, carpooling with other individuals to meetings, conferences, or seminars (the other individual may operate the vehicle, while the County employee is a passenger in the vehicle, if he/she is properly licensed and has not had two or more moving violations within the previous two years). In the event that a County employee is carrying a minor of which s/he is not a parent or guardian, the County employee should 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 POV. The written authorization must be retained by the employee's supervisor until such event or occasion terminates.
- H. The County reserves the right, at any time, to request a driver history report form either the State of Utah or an authorized driver, and 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.

**UINTAH COUNTY  
VEHICLE USE AGREEMENT**

All authorized drivers must complete this authorization form to operate a County Owned Vehicle (COV) for county purposes. This includes operating any rented/leased vehicles or a personally owned vehicles (POV) while on County business.

Completing this form indicates the driver has read and understands Uintah County's Safety and County Vehicle Operation policy (policy 550). The policy allows the viewing of an employees' or volunteers' driving record to determine the authorization.

Completed forms are to be returned to the driver's immediate supervisor for signature and promptly forwarded to the County Human Resource office.

**Driver Agreement:**

I certify that I have received and/or read a copy of Uintah County policy 550 – Safety and County Vehicle Operation. I understand the contents and agree to comply with the policy. I understand that my driving record may be requested and reviewed at any time.

I further agree to inform my supervisor of license revocation, restriction or suspension. I understand that I am required to notify my supervisor of any citation received while driving on County business.

I understand that if I am involved in an auto accident while driving a COV or POV doing County business and during the investigation I am found to be at fault, I will receive a disciplinary action of one (1) day without pay, and may be subject to further action.

\_\_\_\_\_  
Employee or Volunteer Printed Name

\_\_\_\_\_  
Employee or Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date