

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: RISK MANAGEMENT

SUBJECT: VEHICLE SAFETY PROGRAM

PPM #: CW-O-004

ISSUE DATE

November 13, 2019

EFFECTIVE DATE

November 13, 2019

PURPOSE:

To minimize the risk of Palm Beach County (PBC) vehicular accidents involving County employees. To establish a program to ensure that County vehicles are operated in a safe manner and that only properly trained, safe drivers are permitted to drive for the County. The following topics are included in separate PPM's as follows:

CW-O-021-Twenty-Four (24) Hour Vehicle Assignments

CW-P-067-Vehicle Safety-"How's My Driving" Procedures

CW-O-083-Off Road Vehicles, Powered Industrial Trucks and Watercraft (Equipment)

UPDATES:

Future updates to this PPM are the responsibility of the Manager of Employee Safety / Loss Control (ES/LC), under the authority of the Director of Risk Management.

AUTHORITY:

- Florida Department of Transportation;
- Commercial Motor Vehicle Safety Act of 1986; as may be amended.
- Department of Motor Vehicles and Highway Safety; and
- Motor Vehicle Laws of Florida.
- CW-P-060-Controlled Substances Use and Testing Policy

POLICY:

Important aspects of this policy include:

- All employees must be approved by Risk Management to operate a vehicle to conduct County business.

- Drivers who will operate County owned vehicles to conduct county business must be authorized according to the criteria established in this PPM.
- All employees will be required to attend initial driver training within 3 months of hire/validation and complete refresher driver training every 3 years thereafter.
- All employees operating a vehicle requiring a CDL license must meet all the requirements for that license use.
- Vehicle accidents, involving county owned vehicles, must be investigated by supervision of the Department involved in the accident.
- Employees no longer meeting the requirements of this PPM will have their county driving privileges revoked.

RESPONSIBILITIES:

A. Department/ Division Heads.

Each Department/Division Head is responsible for ensuring compliance to the Vehicle Safety Program. Department and Division Heads will ensure that:

1. All immediate supervisors promulgate the procedures set forth in this policy, ensure that training procedures are complied with and allow only authorized drivers to drive county owned vehicles or verified drivers to use their own vehicles to conduct county business.
2. Proper disciplinary or commendatory actions are taken for employees involved in the Vehicle Safety Program and review all disciplinary action with Human Resources Department prior to action being taken.
3. All County vehicles are used in their proper capacity.
4. All new employee/applicant requisitions (NER) will specify whether the position will require Driving as an Essential Function with the operation of County owned vehicles and require the employee to be “Authorized” or if the position will require use of the employee’s vehicle on an occasional basis and require that the employees driver’s license be verified to be valid by the State of Florida.
5. All applicants complete the Driver Authorization Form and return to Risk Management. The current version of this form can be found on the PBC intranet home page under the forms/Risk Management section.
6. Accident reporting packets are in all PBC owned vehicles.

B. Supervisors:

All supervisors will be held directly responsible and accountable for monitoring the procedures of this PPM. Supervisors will be required to:

1. Determine when hiring a new employee if they will be required to drive for the County as an Essential job function and be sure to indicate that information on the New Employee Requisition (NER) form. This information shall also be included in the Employees ADA job profile.
2. Ensure that all operators of County vehicles and equipment are properly trained and road-tested, where applicable (e.g. CDL drivers). Ensure that employees operate only those type(s) of vehicles in which they are authorized (a valid Florida non-commercial license or a valid Florida Commercial Drivers License Class and endorsement as specified in the Florida Commercial Driver manual).
3. Ensure that all drivers or operators participate in driver training programs required by (ES/LC).
4. Provide training materials and safety meetings to employees as requested by ES/LC.
5. Ensure that all accidents, involving county owned vehicles, are thoroughly investigated by the immediate supervisor involved and correctly reported to ES/LC. If it is not possible for the immediate supervisor to complete the investigation, then his/her **supervisor or designee** must investigate.
6. All Supervisors must complete an accident investigation training course provided by ES/LC within 6 months of hire.
7. Classify accidents as Preventable or Non-preventable, and if preventable, as a minimal, minor, major or severe violation and assess points on Vehicle Accident Report forms. **If the damaged vehicle is not covered by this policy, then a Palm Beach County Property Loss Report should be completed and forwarded to the Property & Liability section of Risk Management.**
8. Vehicle Accidents must be e-mailed to PBC Property & Liability Division e-mail box or entered into the PeopleSoft system. Supervisors must complete the Vehicle Accident / Incident (Crash) Report or enter the Vehicle Accident/Incident information into PeopleSoft system within two (2) business days from the date of the accident. If all information is not available within two days, a preliminary report (marked on top of form or in the system) should be completed and sent to PBC Property & Liability Division with the final report sent as soon as the full accident investigation is completed. All additional information including pictures and statements should also be sent to PBC Property and Liability or entered into the PeopleSoft system. The current version of this form can be found on the PBC intranet home page under the

forms section/Risk Management.

9. Respond to Risk Management in writing about the status of an employee who has lost their driver's license and ensure that they do not drive for the county until their Driver's license is reinstated.
10. Ensure that employees who report to them that their license has been suspended refrain from driving for the county until their license is reinstated. Risk Management must be contacted with this information.
11. Ensure that employees, who are involved in a preventable accident, with two (2) or more points assigned, attend a required Remedial Driving Training Class provided by Risk Management within sixty (60) days of assignment of the points. Employees requesting review by the Accident Review Board (ARB) will be required to attend this training within sixty (60) days after a decision (e.g. decisions that the accident was preventable and at least 2 points or more assigned to the employee). This training will be paid for by the County and be taken on County time with pay. Failure to complete this training will result in the revocation of driving privileges for Palm Beach County.
12. Ensure that County employees involved in a vehicle accident prepare a personal written statement describing the incident. This statement must be attached to the Vehicle Accident / Incident (Crash) Report Form and forwarded to Risk Management or entered into the PeopleSoft system.
13. For accidents resulting in personal injury, the injury reports must be referenced, accompany the Vehicle Accident / Incident Form or entered into the PeopleSoft system.

C. Authorized Drivers:

All operators of Palm Beach County (PBC) owned or leased vehicle / equipment or when driving their own personal vehicle for county business, are required to:

1. Comply with all operating procedures and vehicle rules and regulations as set forth by Loss Control as outlined in section L of this PPM.
2. Report all vehicle accidents to Emergency Operations Center (EOC) IMMEDIATELY. Report all vehicle accidents to their direct Supervisor or designee. Water Utilities driver's report all vehicle accidents to the WUD Central Monitoring Facility (WUD CMF) commonly referred to as WUD Communications. WUD Communications calls the incident into EOC.
3. Only operate vehicles and equipment authorized by their Supervisor.
4. Report any suspension or revocation of his/her license to his/her supervisor by the end of the next business day. Employees will not be permitted to drive until proof of reinstatement is provided to Loss Control.

5. Provide a written statement of the details of any accident, involving county owned vehicles, to supervision and Risk Management. This statement is an essential part of the accident investigation process. Bargaining unit employees may request consultation with a Union representative prior to providing a written or verbal statement. If a union representative is not available within 2 hours (but no later than 48 hours) the employee will be encouraged to make a preliminary statement. If the employee requests union representation or has been injured and unable to report to his /her job, a driver's statement in writing must be provided to Risk Management by the end of the business day that he /she returns to work.
6. Employees who are involved in a "Preventable" accident with two (2) or more points assigned, must complete a required Remedial Driving Training Class provided by Risk Management within sixty (60) days of assignment of the points. Employees requesting review by the Accident Review Board (ARB) will be required to attend this training within sixty (60) days after a decision by the board (e.g. decisions that the accident was preventable and at least 2 points or more assigned to the employee). This training will be paid for by the County and be taken on County time with pay. Failure to complete this training will result in the revocation of driving privileges.

D. Verified Drivers:

All employees operating vehicles for county business which are not owned by the County are required to:

1. Only drive for the county if you hold a valid Florida Driver's license.
2. Be verified by Risk Management to hold a valid Florida driver's license.
3. Report any suspension or revocation of his/her license to his/her supervisor by the end of the next business day. Employees will not be permitted to drive until proof of reinstatement is provided to Loss Control or the State record is revised.

E. Occupational Health Clinic

The Occupational Health Clinic (OHC) will:

1. Conduct pre-employment examinations(if required) to evaluate physical fitness
2. Conduct physicals for all CDL drivers.
3. Advise employees / supervisor on where to obtain medical attention, as a result of a vehicle accident.

F. Emergency Operations Center (EOC):

Upon notification of County vehicle accidents EOC dispatch staff will:

1. Notify all appropriate agencies and personnel as outlined in the Accident Investigation Criteria .
2. Contact Risk Management staff (via email) with acquired information or enter the information into the PeopleSoft system and notify appropriate parties through the email notification system within PeopleSoft.
3. Contact Risk Management as soon as practicable by phone for all after hours serious accidents and or Employee Injuries utilizing the On-call schedule.
4. Contact appropriate supervisor(s) of employees involved for investigative purposes.

G. Employee Safety / Loss Control (ES/LC):

1. Coordinates driver training programs and safety meetings to reinforce safety procedures for all drivers.
2. Coordinates vehicle accident information with the affected department supervisor and Fleet Management.
3. Develops and maintain drivers' rules, regulations, and requirements for departments and divisions.
4. Monitors all aspects of the Vehicle Safety Policy for conformance and consistency.
5. Administers initial Motor Vehicle Report checks for all applicants requiring driving / operating County vehicles/equipment, and approve or disapprove applicants (authorized and verified).
6. Maintains periodic Motor Vehicle Report checks on all existing drivers of County vehicles/equipment and revoke driving privileges (authorized and verified).
7. Notifies Human Resources of any applicant who fails to meet the minimal requirements to drive for the County.
8. Assists Supervisors / Management in the accident investigation process.
9. Oversees/Chairs Accident Review Board Proceedings.
10. Reviews all vehicle accident reports and if warranted discusses conclusions, including point assignments, with Supervisors/ Management for resolution.

H. Fleet Management

1. Arranges for towing any County owned vehicle, which is not drivable after an accident.
2. Ensures that accident-reporting packets are in all County loaner vehicles.
3. Ensures that "How's My Driving" bumper stickers are placed on all County owned vehicles.

PROCEDURE:

A. Any New Driver Applicant, who is required to operate a County owned vehicle must be authorized by Risk Management. Authorization will be given at the discretion of Risk Management and only if the employee:

1. Is at least 18 years old.
2. Has a valid Florida State Driver's License in compliance with the provisions of Chapter 322 of the Florida Statutes, as may be amended. Employees moving to Florida from another state or country must obtain a valid Florida driver's license within 30 days of hire to become an authorized / verified driver.
3. No driver applicant will be hired if the current three year(3) driving record indicates a conviction of or a case pending including but not limited to the following:
 - a. Refusal to submit to a breathalyzer
 - b. Reckless driving
 - c. Hit and Run
 - d. Felony using a vehicle
 - e. Vehicle homicide
 - f. Obtained license Fraudulently
4. A driver with a conviction of or a case pending for the following will not be considered for Safety Sensitive Positions requiring Driving of County Vehicles :
 - a. Driving while intoxicated
 - b. Driving under the influence
 - c. Driving/unlawful blood alcohol level of 0.04 or greater.
5. Has not been convicted and / or had an adjudication withheld of three or more moving violations in the preceding twenty-four (24) month period.
6. Has not lost any driving privileges by reason of revocation, suspension or denial of license to drive during the past forty-eight (48) month period, (based on moving violations only).
7. Has successfully passed a pre-employment physical conducted by the Occupational Health Clinic.

8. Will fulfill all the requirements for CDL operators (if applicable).
9. Will complete the Defensive Driving course training required by the ES/LC within three (3) months of obtaining driving privilege approval. This training will be paid for by the County and be performed on County time with pay. An equivalent course approved ES/LC may be substituted, if the course was taken within one (1) year of the date of hire.
10. Will complete an additional driving course (e.g. Driving Improvement) every three (3) years after the initial course. This training will be paid for by the County and performed on County time with pay.
11. Complies with County prohibition of using 2-wheeled motorized vehicles (e.g. motorcycles, motor scooters) to conduct County business.
12. Drivers who will conduct county business and only operate their own vehicle will have their driving record verified to be valid by the state of Florida. Their license must remain valid to continue to conduct county business.
13. **Note:** The approval of applicants who have less than a two (2) year driving record will be at the discretion of Risk Management.

Applicants who have extensive driving records from other States or Countries which Risk Management does not have access to, will be required to obtain copies of their Driving Records and forward them to Risk Management at their expense. If available, these records must reflect a period of ten (10) years prior to the submittal date.

For student interns only, a valid driver's license from another state will be acceptable as long as driving records can be obtained and the overall driving record is acceptable. Interns may be permitted to drive without the normal two (2) years of driving history at the discretion of Risk Management.

C. Existing authorized drivers, will not remain qualified to operate County vehicles if they:

1. Have lost their State of Florida driving privileges by reason of revocation, suspension, withdrawal or denial of license to drive. When the Florida driver's license is reinstated, the person may again be qualified to operate County vehicles pending review by Risk Management. Hardship licenses will allow the driver to once again be authorized to drive.
2. Have, as determined by the employee's department or Accident Review Board, eight (8) or more points for "Preventable Accidents" within eighteen (18) months. He/she will be suspended from driving for Palm Beach County until such time as the points again decline to less than eight (8) points within an eighteen (18) month period.
3. Do not meet the periodic physical examinations criteria as required by the Occupational

Health Clinic.(CDL Drivers Only)

4. Have a conviction of or a case pending for the following will be reviewed on a case – by-case basis and will apply to off duty violations:
 - a. Driving while intoxicated
 - b. Driving under the influence
 - c. Driving/unlawful blood alcohol level of 0.04 or greater.

D. Commercial Drivers Licenses:

For employees who are required to operate a commercial motor vehicle, they must:

1. Comply with all State and Federal D.O.T. rules and regulations except for the medical / medical card provisions, if applicable;
2. Comply with the Federal Commercial Motor Vehicle Safety Act of 1986, and obtain a Commercial Driver’s License;
3. Comply with the Palm Beach County Driver Rules and Regulations;
4. Any personnel action initiated by a Department because of an employee’s suspension of driving privileges, and subsequent failure to be able to perform the essential function of their position (e.g. requirement to possess a CDL license), is separate from and not within the scope of this PPM or Risk Management.
5. Employees who operate CDL vehicles, exclusively for County business, should self certify with the State (<https://services.flhsmv.gov/CDLMedCert/>) in order to not be required to pass the DOT medical (every 2 years) and carry a CDL medical card. Failure to self certify can lead to delays and fines when renewing / obtaining a license or when notified by the State or other agency to produce their medical card.
6. Complete the County required medical evaluation (every 2 years) as determined by the PBC OHC. The PBC OHC does not provide Medical cards to employees.

E. Accident Investigation: All vehicular accidents involving County owned vehicles must be investigated by a Department / Division supervisor. Accidents involving employee owned, leased or borrowed vehicles do not generally need to be investigated beyond determining the condition of the employees (s) involved and if the accident may be covered by Worker’s Compensation (e.g. course and scope of employment).

1. If emergency medical attention is needed call 911 immediately.

2. ALL accidents must be reported to the Emergency Operations Center (EOC) IMMEDIATELY or through a Department/Division (WUD) dispatcher followed by contact with EOC.
3. The immediate supervisor is responsible for investigating traffic accidents involving his/her employees driving County owned vehicles. If the immediate supervisor is not available, the Department must designate another supervisory individual to conduct the investigation.
4. All County owned vehicles will be supplied with an accident-reporting packet for investigative purposes. It is the responsibility of each Department to ensure that all County vehicles have an accident reporting packet.
5. Department supervisors will determine the classification of individual accidents (e.g. Minimal, Minor, Major, Severe) and if the accident was Preventable or Non-Preventable. Points will also be assigned in accordance with section I of this PPM. Legal liability or the issuance of a citation shall not be used as determinative factors in classifying accidents / incidents as Preventable or Non-Preventable. A police report may be used as additional information to determine preventability.

F. Accident Investigation Criteria:

1. All supervisors are responsible for investigating their employee's vehicle / equipment accidents, whether or not damage/injury is involved (county vehicles only). If the employee's immediate Supervisor is not available to respond, the department must designate another supervisor to investigate.
2. Departments can request the assistance of Risk Management to help them investigate any accident if there are any complications with the investigating process or if any information changes after the supervisor is on the scene. The Risk Management 24-hour on-call list is provided to EOC so that appropriate contact can be made for serious incidents which do not occur during regular work hours. Personal injury, severity of the accident, time and distance involved will be taken into consideration when determining if Risk Management will respond.

G. Point System (Authorized Drivers operating County owned vehicles):

The employee's Department will determine if an accident is preventable or non-preventable. Points will be assigned to preventable accidents. Upon review, Risk Management may advise the Department of a more appropriate determination/point assignment, however, the ultimate decision concerning preventability and point assignment will rest with the Department. The Department can request assistance from Risk

Management at any point in the process.

1. One (1) point will be assessed against a driver who has a preventable accident involving a minimal violation.
2. Two (2) points will be assessed against a driver who has a preventable accident involving a minor violation or infraction of any Driver's rule or regulation.
3. Four (4) points will be assessed against a driver who has a preventable accident involving a major violation.
4. Eight (8) points will be assessed against a driver who has a preventable accident involving a major violation which also has the element of severe negligence, misconduct and/or results in a fatality. Employees receiving eight (8) points are no longer authorized drivers. After immediate removal of the employees driving privileges, a review is conducted by Human Resources.
5. In a preventable accident where more than one (1) law, rule, or regulation is violated, the violation representing the highest point's value will be used as the basis for assigning the total points for the accident.
6. Any driver receiving a total of eight (8) or more points within an eighteen (18) month period will be suspended from driving for Palm Beach County until such time as the points again decline to less than eight (8) within an eighteen (18) month period.
7. Any points assessed will be valid for eighteen (18) months from the date of the accident.

Note: DUI violations and accidents involving privately owned vehicles are considered outside of the County point system.

H. Accident Violations:

The following are examples of commonly violated State of Florida Motor Vehicle Laws; however violations should not be limited to those listed below. Other Motor Vehicle Laws may be taken into consideration for the classification of accidents. Non-accident related citations are not considered for the assignment of points. The assignment of points does not require the issuing of a law enforcement citation. If the supervisor classifying the accident has a question on a Motor Vehicle Law violation, he/she is to contact ES/LC for the appropriate classification.

1. Classifications:

- a. **Minimal** Violation (1 point) (See definition)
 - Broken vehicle mirror (only)
 - Texting/Talking on a cell phone while driving
 - Failure to wear seatbelt while driving

- Striking a fixed object

b. Minor Violation (2 points)

- Speeding less than 15 miles over the posted limit (If you are unable to verify the speed at the time of accident, choose a more appropriate violation)
- Violation of a traffic control device (e.g. stop sign, traffic light)
- Improper turn
- Failure to yield to pedestrian or another vehicle which has the "right of way"
- Improper signal
- Improper passing
- Following too closely
- Improper backing (other than striking a fixed object)
- Unattended vehicle
- Load dumping/spilling
- Load not secured
- Improper towing
- Vehicle exceeding weight/length/height restrictions
- Striking fixed object
- Violation of Driver's Rule or Regulation (See section II)

c. Major Violation: (4 points)

- Speeding more than 15 miles over the posted limit (If you are unable to verify the speed at the time of accident, choose a more appropriate violation)
- Speeding within a School Zone
- Reckless driving (Excessive Speeding)
- Careless driving
- Leaving the scene of an accident
- Driving with a suspended/revoked license
- Passing a stopped school bus

d. Severe Violation: (8 points)

- Fleeing/Eluding an officer
- Vehicular Accident involving a death or serious injury
- Gross driver negligence (e.g. severe property damage / high potential of loss of life)
- Driving under the influence
- Any Alcohol or Substance abuse related incident/accident.

I. Accident Review Board (ARB):

The purpose of the ARB is to provide an independent review of an employee's accident to determine if it was Preventable or Non-Preventable and to verify that the classification of the accident/incident was appropriate. Disciplinary action, if necessary, will be taken by the employing Department / Division, only after review with the Human Resources Department.

1. An employee who has been charged with a "Preventable" accident may appeal in writing or email to the Manager of Employee Safety / Loss Control within ten (10) working days from the date appearing on the Risk Management-points letter. Requests for review received after the ten (10) day period will be denied.
2. Risk Management reserves the right to refuse hearing an ARB request if the reason for the request is not clearly stated.
3. The ARB will not review minimal accidents (less than 1 point) unless it may result in the employee's total points adding up to eight (8) points for an eighteen (18) month period.
5. The employee must clearly state in the written or email appeal, the reasons an accident review is warranted including additional information, pictures or statements. Intent will not be a factor in determining if a review will take place.
6. The ARB will be chaired by the Manager of Loss Control (or designee) and will include no more than (5) members from various departments as appointed by Risk Management. The ruling of three (3) or more members of the ARB (including the chair if required) will be final. The determination will be based on the National Safety Council, "A Guide to Determine Motor Vehicle Accident Preventability."
7. ARB members may not vote on appeals originating from their own departments.
8. The ARB must be attended by the appealing driver/ and the supervisor who investigated the accident.
9. If the outcome of decision made by the ARB is Preventable and assigned two (2) or more points, the employee will be required to complete a mandatory remedial driving training course provided by PBC Risk Management. This training will be paid by the County and be taken on County time with pay. This training must be taken within sixty (60) days of the ARB decision in order for the employee's driving privileges to continue.

J. Reinstatement of County Driving Privileges:

Upon completion of the mandatory suspension time as stated in the applicable sections of this PPM, the employee's department must request restoration of driving privileges by providing a request in writing to Employee Safety / Loss Control. This request will be

approved as long as the requirements for a new request for driving privileges are met.

For employees with DUIs on their Motor Vehicle Record (MVR), application for reinstatement can be provided to Risk Management when all the applicable conditions are met as outlined below.

1. For the first DUI conviction, adjudication withheld or Failure to Submit:
 - a. Before returning to duty, the employee driver must be evaluated by a substance abuse professional(SAP) or Employee Assistance program (EAP) who shall determine what assistance, if any , the employee needs in resolving problems associated with alcohol and drug use.
 - b. If an employee with a valid Florida driver's license is required to use an ignition interlock device, that employee will not be allowed to operate a County owned vehicle.
 - c. Loss of County driving privileges until their Florida license has been reinstated or a driving permit has been obtained.
 - d. Successful completion of all State of Florida legally mandated requirements.
2. For the second DUI conviction, adjudication withheld or failure to submit within the past four (4) years.
 - a. Revocation of driving privileges for a period equal to the suspension period of the Florida driver's license.
 - b. Mandatory participation in EAP program for a period of not less than one (1) year.
 - c. Successful completion of all State of Florida legally mandated requirements.
3. For the third DUI conviction, adjudication withheld or failure to submit within the past six (6) years.
 - a. Revocation of driving privileges for a period of a minimum of three (3) years after the date of the last violation.
 - b. Mandatory participation in EAP program for a period to be determined by EAP.
 - c. Successful completion of all State of Florida legally mandated requirements.

K. Liability and Insurance Issues:

When driving a privately owned vehicle for County business:

1. Mileage reimbursement for the operation of privately owned vehicles on county business requires that the employee certify that they have automobile liability insurance coverage, on the vehicle for which reimbursement is requested, in accordance with F. S. 324.021(7) or as set by the State of Florida Department of Insurance. This Florida statute mandates liability limits of at least \$10,000 each person, \$20,000 each accident bodily injury and \$10,000 each accident property damage coverage plus basic personal

- injury protection on private passenger type vehicles.
2. Damage to privately owned vehicles as well as damage to property of others and/or injury to others arising out of the operation of privately owned vehicles, even if such operation is on the business of the county, are the responsibility of the employee and /or owner of the vehicle.
 3. Employees using their own vehicle for county business must hold a valid Florida license to continue to drive for the county.

M. Driver Rules And Regulations

- A. All operators of PBC owned or leased vehicles / equipment or when driving their own personal vehicle for county business, are required to:
1. Comply with all Florida State Motor Vehicle Laws, ordinances and regulations as well as Department of Transportation (DOT) regulations as they pertain.
 2. Have in their possession at all times a valid Florida driver's license when driving for PBCC. Any employee found to be in violation of this provision may be subject to disciplinary action up to and including dismissal as deemed appropriate by his/her department and Human Resources.
 3. It is the responsibility of every employee to notify his/her immediate supervisor of any off duty citations, arrest, case pending or convictions related to:
 - a. Driving while Intoxicated
 - b. Driving under the influence
 - c. Driving /unlawful blood alcohol level of 0.04 or greater
 - d. Refusal to submit to a breath, urine, and/or blood tests for alcohol, chemical substances or controlled substances as prescribed by State law.
 - e. If an employee is required by the court to use an ignition interlock device
 3. Ensure that the vehicle registration and PBCC accident packet is in PBCC owned / leased vehicles. Any missing forms should be reported to your supervisor and he/she should provide you with any necessary additional forms.
 4. Observe safe-operating procedures at all times so as not to endanger employees, the public, property or equipment.
 5. Conduct a thorough walk around inspection of the vehicle before and after operation. The vehicle inspection should include checking for body damage, inoperable lights, loose hardware, unsafe tire conditions, or any other hazardous conditions, which may create an unsafe situation with the vehicle in operation.

6. Report any deficiencies with a county vehicle to an immediate supervisor. It will be the supervisor and the Equipment Coordinator's (designee of Fleet Management) responsibility to ensure that appropriate action is taken to correct problems involving county vehicles. It will be the employee's responsibility to correct any problem involving privately owned vehicle.
7. Report ALL accidents immediately, even if there is no apparent property damage/injuries. If emergency assistance is necessary and a phone is available, call 911 directly first and then contact EOC (712-6428). Water Utilities Department(WUD) employees must contact WUD Communications(WUD CMF) at (561) 740-4600. WUD CMF will call the incident/accident into the EOC. If there are no injuries or if only a vehicle radio is available, contact EOC directly day or night. EOC will contact the appropriate law enforcement agency, Emergency Medical Services (if needed), towing, the Risk Management Representative on call and your supervisor. Please refer to the accident packet for these reporting procedures.
8. All County owned or leased vehicles can only be used for County business. Only County employees can be transported in County owned vehicles unless the transportation of non-county individuals is considered part of the normal conduct of County business (e.g certain assigned work within Community Services, etc.). County owned vehicles, which transport non-county individuals (see example above), cannot be taken out of Palm Beach County (restricted to business use within Palm Beach County).
9. Any driver involved in a preventable accident and assigned two (2) or more points, or if observed demonstrating questionable driving capabilities, shall be required to attend a driver/operator improvement course, as specified by Risk Management, within sixty (60) days of the incident. Such training will be paid for by the County and taken on County time with pay.
10. All passengers and drivers must wear their seat belt at ALL times if the vehicle is equipped with them. The driver will be responsible for the seating of occupants in his their vehicle; no more passengers will be transported than the number of seats and seat belts provided. All drivers and occupants must comply with the "Florida Safety Belt Law".
11. Any employee receiving a ticket/citation for a violation of a Motor Vehicle Law, while operating his/her own vehicle or a County vehicle, will be responsible for payment of ticket/reinstatement of driver's license.
12. Any employee who operates a vehicle is required to report any suspension or revocation of their license to his/her supervisor, by the end of the next business day or no later than one business day following the employee's knowledge of such suspension or revocation. The supervisor will then advise the Risk Management/Loss Control section.

13. During periods of limited visibility or any time windshield wipers are in use, vehicle headlights must be turned on.
14. Trailers are to be fastened securely to hitches. Safety pins in pintle locks must be used. Safety chains must be crossed under the hitch and securely fastened before moving the vehicle. Daytime running lights must be used if the vehicle is so equipped.
15. All items to be transported either in or on a truck or trailer, which may move around during transport must be properly secured. Any loose materials must be covered so as to prevent any materials from falling out/off of vehicle.
16. Common courtesy and turn signals will be utilized by all drivers at all times in ample time to warn oncoming or following vehicles of your intentions.
17. No heavy construction-type equipment shall be used beyond the capacity of its recommended usage. This equipment must be driven in the right lane of travel except when a left turn is required. (Right-of-way shall be given to all other motor vehicles.) Headlights must be turned on at all times when driving on street/highways. Triangular, orange-colored "slow moving" vehicle signs must be displayed on the rear of the vehicle/equipment.

18. Cell Phone Use:
 - a. No cell phone usage (making or receiving calls) is permitted while operating a County vehicle.
 - b. No calls or texting shall be made while operating the vehicle.
 - c. Communication radios for the purposes of this section are considered to be the same as cell phones and represent the same issue of posing a hazard due to distracted driving.
 - d. If a call is received, the driver must pull the vehicle off the road in a safe location to take the call or radio communication.
 - e. If the traffic is congested, and a safe location is not available the driver shall not answer the phone/radio.
 - f. .Safe locations for receiving or making cell phone calls and/or texting are defined as locations where the vehicle can be placed in parked status off road. Some examples of a Safe location are: a shopping center parking lot, gas station, convenience store.

19. All vehicles which fit into the category of 3/4 ton or larger will be equipped with a 5 lb. (ABC) rated fire extinguisher, securely fastened and easily accessible to the driver. Departments will be responsible for ensuring that the fire extinguishers are purchased and properly placed on the vehicles.
20. Under no circumstance will an employee be allowed to push or pull to have pushed or pulled a County owned vehicle without the concurrence of their immediate supervisor to determine the appropriateness of using a chain or pull strap. Supervisors should base their decision on a case-by-case basis. In all non-emergency situations Fleet Management should be contacted to request a tow truck.
21. County vehicles can only be used to obtain food and drink (e.g. lunch, etc.) if the route is not altered from what is required to conduct county business and the mileage incurred is not increased appreciably. Vehicles requiring a commercial driver's license are not permitted to be driven to an employee's residence for this purpose.

L. N. Parking:

1. Operators of County vehicles will comply with all posted "NO PARKING" signs.
2. No County vehicle is to be left unattended with motor running, unless exempted by the department (e.g. busses).
3. All County vehicles, which are accessible by the Public, should be locked when not in use.
4. All County vehicles that have a load capacity of 3/4 ton or larger must be equipped with a minimum of two (2), 28" traffic cones. These must be placed in the front and rear of the vehicle when parked/unattended, in order for the driver to conduct a Safety Circle Check before again entering the vehicle for operation. Departments will be responsible for ensuring that traffic cones are purchased and placed on the vehicles.

M. Backing:

1. Backing will be done only after the driver has personally inspected the line of travel. All drivers will conduct a Safety Circle Check (e.g. walk around of vehicle) prior to the backing of a County owned vehicle.
2. Backing up vehicles without a clear view of the area will be done only with the assistance of another county employee as a guide. If a second County employee is in the vehicle, he/she will get out and guide the vehicle back using the appropriate hand signal and voice signal. If the driver is alone, he/she will get out of the vehicle and inspect the area behind before backing. Strict caution is to be observed.

N. Records:

1. Supervisors will maintain records of the drivers / operators completed training / road tests and approval forms for each vehicle and equipment operated within their respective departments and divisions.
2. Medical examination records of new applicants and employees will held in the Occupational Health Clinic of the Risk Management Department.
3. Records of vehicle accidents will be maintained by Property and Liability Insurance division.
4. Motor Vehicle Reports, correspondences and all other reports needed for this PPM will be maintained on each driver in the Risk Management / Employee Safety / Loss Control section.



**VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

Supersession History:

1. PPM # CW-O-004, dated 2/1/91
2. PPM # CW-O-004, dated 6/1/05
3. PPM # CW-O-004, dated 10/15/10
4. PPM # CW-O-004, dated 12/28/12
5. PPM # CW-O-004, dated 02/4/2016

Attachment 1: Definitions:

1. **“Authorized Driver”** is defined as a County employee who has been approved to drive a County owned vehicle. Whenever an authorized driver is utilizing their own vehicle the rules governing verified drivers shall be in effect.
2. **Florida Commercial Drivers License** is required for employees who operate vehicles requiring that type of license (See Florida CDL Manual).
3. **“Major Violation”** A “preventable” accident that results from a violation of a FL State Motor Vehicle Law or a violation of a Driver's Rules or Regulation and is based solely on the action of the driver and does not take into account the monetary damage or injury involved in the accident. Examples of Major Violations are listed in section H of this PPM.
4. **“Minimal Violation”** an incident that meets all of the following conditions.
 - Involves only a single vehicle;
 - Results in minimal damage (e.g. less than \$100) and
 - Would not have likely caused injury to an individual.

Unlike more serious incidents, minimal violations are very low speed, minimal incidents which do not have a significant cost associated with it and where there was no potential for personal injury. The classification of a minimal violation utilizes discretion since in many cases the act also fits the definition of a minor violation.

Examples of accidents that may potentially be considered minimal include accidents involving improper backing, striking a fixed object, etc. (See Section H of this PPM)

5. **“Minor Violation”** - A "Preventable" minor accident that results from a violation of a FL State Motor Vehicle Law or a violation of a Driver's Rule or Regulation based solely on the action of the driver, not including the amount of damage or injury involved in the accident. Certain types of minor violations may be considered minimal accidents if deemed appropriate (See Section H of this PPM).
6. **“Non-Preventable Accident”** The employee took every reasonable precaution to prevent the accident.
7. **“Preventable Accident”** The employee did not take every reasonable precaution to prevent the accident.
8. **“Severe Violation”** - A "preventable" Major Violation which has the added element of intent, misconduct, etc.
9. **“Vehicle” or “County vehicle”** Any County owned or leased land based motorized vehicle used on Florida roadways and registered in the state of Florida (vehicles used on Florida

roadways). Only County employees can operate county vehicles to conduct County business.

10. **“Verified Driver”** A county employee who only drives their own vehicle and does not use a county owned vehicle to conduct business.
11. **“Vehicular accident”** An unplanned event which occurs during the operation of a vehicle which results in injury and / or property damage.