

Iowa County, Iowa  
Policy Manual

Title: Motor Vehicle Safety	Reference #: SA008
Section: Safety	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

### **Purpose**

This program was created to promote the principle of safe driving by all Iowa County employees. All procedures and policies were prepared in accordance with OSHA's Motor Vehicle Safety guidelines. The entire safety standard can be found at <https://www.osha.gov/SLTC/motorvehiclesafety/index.html>. Copies of this program will also be available at each Iowa County department.

### **Applicability**

This policy applies to all County employees who drive county owned, rented or leased vehicles AND to employees who operate their own vehicles as part of their regular job duties. This portion of the policy does not limit law enforcement officers or EMS providers in the line of duty as provided by the Code of Iowa.

### **Responsibilities**

The *Safety Committee* will be responsible for the developing of and updating the county vehicle safety policy, and reviewing all motor vehicle accidents.

*Department heads/supervisors* will enforce the provisions of this program while ensuring their employees have valid acquired licenses and are held accountable for their driving performance.

### **Basic Operating Rules**

The image of Iowa County and its workers is directly related to their driving behavior. All drivers will conduct themselves in a manner that reflects positively on the county. This requires every driver to exhibit safe driving habits, courtesy and defensive driving skills in dealing with citizens at all times. Drivers are also to comply with all the following operating rules:

- Obey all speed limits, traffic signs and all other traffic safety laws
- Seatbelts shall be worn in accordance with all applicable laws and county policy.
- County vehicles will not be driven by persons other than Iowa County employees unless a person has authorization from the respective department head/supervisor.
- County vehicles are not permitted to tow, push or pull any private vehicle.
- County vehicles will be left in a safe and secure condition at all times.
- Employees will not drive a county or personal vehicle while under the influence of alcohol or controlled substances OR under the influence of prescription drugs which adversely affect driver performance or judgment.

### **Emergency Driving**

EMS employees should follow policy AMB 1030 Emergency Driving.