

Iowa County, Iowa  
Policy Manual

Title: Vehicle Operations	Reference #: HR025
Section: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

The purpose of this vehicle operations policy is to provide guidelines for all county employees in the proper use of vehicles owned, leased or rented by Iowa County and vehicles owned by elected officials, employees, and volunteers when used on business for Iowa County, Iowa.

This policy applies to all elected officials, employees and volunteers who operate Iowa County vehicles.

### **USE OF COUNTY OWNED VEHICLES**

County vehicles shall be driven only by elected county officials, county employees and authorized volunteers.

1. County vehicles shall be used for official use only. Violation of this rule will result in the loss of use of County vehicles.
2. Passengers may be transported in County vehicles only when necessary to accomplish official business for Iowa County.
  - a. Passengers shall be restricted to County employees when possible. Non-employees shall only be allowed when it is necessary to conduct official business for Iowa County.
  - b. For situations not falling into the above classifications, prior authorization should be obtained from the Board of Supervisors, Department Head, or other Governing Body.
3. A County-owned vehicle should be used for official county business whenever possible.
4. All drivers must be at least 18 years of age and possess a valid driver's license for the class of vehicle that is being operated.
5. An annual check of the driver's license of all County drivers will be made.

To be eligible to drive a County-owned vehicle, a driver shall not have received more than four moving violations within the prior three years.

6. Drivers shall not be permitted to operate a County vehicle if their license is revoked and/or suspended. If this occurs, the employee may be discharged **or** the employee may be moved to a position within his/her department which does not require operating a vehicle as long as this does not require the hiring of additional personnel.

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If no such position is available or is not within the job classification of the employee, the employee may be discharged or may be placed on unpaid leave until such time as the employee's license is reinstated.

7. Elected county officials, employees and volunteers driving commercial vehicles shall abide by state and federal requirements pertaining to commercial vehicles.
8. All full time secondary road maintenance employees shall be required to have and maintain a driver's license of the appropriate class.

### **USE OF PERSONAL VEHICLES**

1. Elected county officials, employees or volunteers who use their own vehicles for county business and are requesting a mileage reimbursement shall be required to have an active proof of insurance on personal renewal basis and purchase limits at the State required combined single limits.
2. Use of personal vehicles for official County business is discouraged, unless a County vehicle is not available.
3. The County is not liable for the damage to an employee's personal vehicle. This is as stated in the County's liability insurance policy.

### **OPERATION OF COUNTY VEHICLES**

All elected officials, employees, and volunteers shall operate the vehicle in accordance with all applicable laws of the State of Iowa, or the state in which the vehicle is being operated. In addition to the Motor Vehicle Laws for the State of Iowa, the following rules apply to the operation of all Iowa County Vehicles:

### **IN CASE OF AN ACCIDENT**

If an Iowa County employee is involved in an accident while operating a County vehicle, the driver shall do the following:

1. Take the necessary precautions to protect the scene of the accident from further accidents.
2. Call the appropriate law enforcement agency. If someone is injured, request medical assistance. Notify your immediate supervisor.

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3. Make a rough drawing of the scene, showing the position of vehicles and other details. Do this before leaving the scene of the accident. Complete a Report of Motor Vehicle Accident and Witness List.
4. Secure the names, phone numbers, addresses of other drivers, witnesses, and injured persons.
5. Remain calm, courteous and be consistent in describing the accident.
6. Secure make, model, and license numbers of all vehicles involved.
7. **MAKE NO COMMENTS ABOUT ASSUMING RESPONSIBILITY OR LIABILITY.**
  - a. Do not attempt to settle any claim involving a county owned vehicle. Employees are not authorized to do so.
  - b. Provide the Report of Motor Vehicle Accident and Witness List to the employee's immediate supervisor within one working day.

The following applies to Iowa County employees holding a Commercial Driver's License:

Employees will be subject to drug and alcohol testing if they are involved in an accident which involves the loss of life or which results in the issuance of a citation for a moving traffic violation arising from the accident. The term "accident" is defined as an incident involving a vehicle in which there is a fatality, an injury treated away from the scene, or which requires a vehicle to be towed from the scene.

Employees who are subject to post-accident testing must remain available for testing or they will be deemed to have refused to submit to testing. The employee is permitted to obtain necessary medical attention for injured people following an accident, to leave the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

Alcohol tests will be administered as soon as practicable, but no later than eight hours after the accident. Tests for controlled substances will be administered as soon as practicable, but no later than 32 hours after the accident.