

# Employee Handbook

## 2.3 Driver Responsibilities

All drivers who operate vehicles owned by, titled to, or otherwise controlled by the County are responsible for proper care, use and safety of County property and they must adhere to the following minimum responsibilities:

- a) Meet the minimum qualifications for the operation of county owned vehicles or equipment prescribed in Section 5.0 of these policies.
- b) Practice safe driving by observing all traffic laws and driving courtesy.
- c) Wear seat belts (drivers and passengers) at all times.
- d) Ensure that vehicles are used for authorized purposes only.
- e) Ensure that vehicles are maintained within manufacturers safe operation standards.
- f) Promptly report to supervisor any damage or breakdown of vehicular equipment.
- g) Follow established accident reporting procedures:
- h) Adhere to vehicle operation and control procedures.
- i) Refrain from transporting excessive loads or unsecured luggage, equipment, or other moveable items.
- j) Never operate a vehicle when physically impaired.
- k) Never operate a vehicle while using or under the influence of alcohol or drugs; or prescriptions that may alter an employees ability to safely operate a vehicle or equipment.