

CLAYTON COUNTY BOARD OF COMMISSIONERS

Central Services Department

Risk Management Division

7994 North McDonough Street

Jonesboro, Georgia 30236

Main #: 770-477-3587

Fax #: 770-473-5907

DATE: October 25, 2012
TO: All Clayton County Employee Drivers
FROM: Theodis R. Locke, Director
SUBJECT: Vehicle & Driver Policy

Attached you will find Clayton County's amended Vehicle and Driver Policy that will become effective July 01, 2008. All authorized drivers of the County must read, understand and acknowledge receipt of this policy. This cover letter, upon completion, is your acknowledgement that you have read and understand the new policy and that you authorize the Risk Management Division to obtain your driving record (MVR) from the State of Georgia or any other entity issuing a driver's license. If you do not understand or have any questions regarding this policy, please contact the Risk Administrator or Risk Safety Inspectors at Risk Management. When you have completed this page return it, via inter-office mail, to the Risk Management Division.

Printed name as it appears on Driver's License

Date of Birth

Driver's License Number

I certify that I have read and understand this policy and its applicability to me as an authorized driver of Clayton County. Further, I authorize the Risk Management Division to obtain my driving record (MVR) with the State of Georgia or any other entity to ensure compliance with this policy.

Signature

Employee #

Date

CLAYTON COUNTY

VEHICLE & DRIVER POLICY

**MARCH 11, 1991
REVISED November, 2007
AMENDED July 1, 2008**

TABLE OF CONTENTS

<u>Purpose</u>	<u>4</u>
<u>Applicability</u>	<u>3</u>
<u>Effective Date.....</u>	<u>3</u>
<u>Definitions.....</u>	<u>3</u>
<u>Markings:.....</u>	<u>4</u>
<u>Responsibility/Accountability.....</u>	<u>4</u>
<u>Use of Vehicle</u>	<u>6</u>
<u>IRS Reporting Requirements</u>	<u>8</u>
<u>Insurance Guidelines & Reporting Requirements.....</u>	<u>9</u>
<u>Driver/Operator Qualifications.....</u>	<u>11</u>
<u>Investigations and Points Assessed.....</u>	<u>11</u>
<u>Point Accumulation System.....</u>	<u>11</u>
<u>Point Key for Determining Driver Eligibility.....</u>	<u>12</u>
<u>Vehicle Accident Review Board (VARB).....</u>	<u>13</u>
<u>Appendix A: Request for Vehicle Assignment.....</u>	<u>15</u>
<u>Appendix B: Fringe Benefit Worksheet.....</u>	<u>16</u>
<u>Appendix C: Employees Commuting in County Vehicle.....</u>	<u>17</u>
<u>Appendix D: Accident/Incident Report.....</u>	<u>18</u>

VEHICLE & DRIVER POLICY

CLAYTON COUNTY, GEORGIA

Purpose:

To establish a uniform, comprehensive policy and criteria for the purchase, maintenance, assignment, use and administrative control of vehicles owned, operated, tagged, titled or otherwise controlled by the Clayton County Board of Commissioners.

Applicability:

All Departments, Department Heads, Elected Officials, employees, prospective employees, officers or authorized individuals operating a vehicle of Clayton County, Georgia.

Effective Date:

This policy will become effective July 1, 2008

Definitions:

1. **Vehicle:** A mechanized piece of equipment used to transport passengers or equipment and permitted by law to operate on streets, roads, roadways.
2. **Authorized Driver/Operator:** An employee, Elected Official or other individual given permission to operate a County vehicle. Such driver must possess a valid and appropriate Georgia or Federal operator's license.
3. **Take-Home Vehicle:** A county vehicle used by a County employee or Elected Official for County business and for regularly commuting to and from the employee's home and workstation.
4. **Call Out/On Call:** A directive to an employee to report to a work site during "off duty" times and to respond to emergencies which require an immediate response in order to protect life and property.
5. **Emergency Responder:** An employee who has primary responsibility for immediate response, to protect life and property and to maintain and enforce or assist with maintaining and enforcing law and order or has primary countywide custodial control of resources used during an emergency response.
6. **Employee:** An individual (including Elected Officials of Clayton County) working for Clayton County for compensation
7. **Occasional Overnight Use:** An Authorized Driver taking home a vehicle for the purpose of conducting County business away from the normal place of work and outside the normally scheduled work hours for a period not in excess of three occasions per month unless approved by the Board of Commissioners.
8. **Special Equipment Vehicle:** A specially manufactured or equipped vehicle for use in specific job applications.

9. **Work Station:** The office or site an employee reports to perform normally scheduled work.
10. **VARB:** Vehicle Accident Review Board
11. **Safety Officer:** Employee designated to investigate accidents involving County vehicles, instruct Defensive Driving techniques to county employees and to review health and safety issues among County employees and County property.
12. **Vehicle Accident:** For purposes of assessing points toward the driver's record, an unintended event that produces injury or property damage of \$250 or greater through the operation of a motor vehicle.
13. **Accident Investigation:** Investigation conducted by a Law Enforcement Agency and/or the Risk Administrator or Risk Safety Inspectors determining the cause and contributing factor(s) of a vehicle accident.

Markings:

All vehicles shall have appropriate markings (decals, tags, numbers, etc.) to identify them as "Clayton County vehicles". The only exceptions are those vehicles that must be "undercover" for the safety of those involved. The Board of Commissioners determines the proper identification markings used for all County vehicles including; paint, decals, numbers, lettering and applicable compliance with Clayton County Code of Ordinances Section 2-10(23).

Responsibility/Accountability:

1. **Department Head/Elected Officials:** Each Department Head or Elected Official will have the responsibility of designating the assignment of County vehicles to personnel as required to conduct their department's or office's operations. The Department Head/Elected Official will be held accountable for assuring that all policies herein are met before authorizing the use of such vehicle. Department Heads/Elected Officials shall provide the Risk Management Division a legible copy of the Georgia Drivers License of all employees authorized to operate a County vehicle. The Department Head/Elected Official may have need for permanent exceptions to this policy and if such need arises, they are required to supply the justification for this need to the full Board of Commissioners for Board approval. If the need for an exception is urgent and temporary, the Department Head/Elected Official may proceed with the exception. Department Heads/Elected Officials will be held accountable to ensure the vehicles assigned to their departments are operated as this policy dictates and the vehicle use meets all criteria outlined in this document. Department Heads/Elected Officials shall ensure drivers operating the department's vehicles possess a valid operator's license as appropriate to the type of vehicle operated. It is also their responsibility to provide a copy of this policy to each driver and maintain in the employee's personnel file a signed acknowledgment stating that the driver has read and understands this policy. The Department Head/Elected Official shall provide a First-Aid kit for each assigned vehicle. Public Safety vehicles shall have a First-Aid kit, fire extinguisher and three Safety Triangles for each assigned vehicle.

2. **Fleet Maintenance Director:** Shall be responsible for establishing appropriate service and inspection schedules for all County vehicles and for compliance with the County vehicle replacement policy. The Director shall also be responsible for the allocation and utilization of the countywide pool of vehicles, for temporary (ad hoc) use by properly qualified employees on official County business when requested by a Department Head or Elected Official. The Fleet Maintenance Director shall also be responsible for maintaining a list of all County vehicles.
3. **Central Services / Risk Management Director:** has the responsibility of maintaining a list of all County drivers, conducting annual Motor Vehicle Records (MVR) checks for these drivers and retaining a copy of their Georgia driver's license. Each County Department will provide Risk Management (with a copy sent to Finance) a listing of all County vehicle numbers assigned to the respective departments and information as to whether the vehicle is taken home overnight or a pool vehicle. Risk Management is also responsible for providing Defensive Driving Classes on a regular basis so that all County drivers can attend a class at least once every three years. Drivers found to have an unacceptable driving record, as outlined below, will have their Department Head/Elected Official notified immediately. Risk Management will make the determination as to the current and/or future driving privilege status of the driver with regards to operating a County vehicle, in accordance with this policy. The Director is also responsible for the implementation/oversight of the Vehicle Accident Review Board (VARB).
4. **Personnel Director:** Shall ensure all applicants for employment, whereby vehicle operation is a job requirement, possess a valid operator's license or certificate and they have an acceptable MVR prior to finding that the applicant is a qualified candidate, or prior to a Department tendering an offer of employment.
5. **Finance Director:** Shall ensure all employees driving a County vehicle home, has their reported income adjusted to reflect the value of that benefit. Additionally, employees who drive their own personal vehicles for County business purposes shall be reimbursed the per mile cost of such travel as outlined in Part I, Article II, Section 2-10(23) of the Code of Clayton County, provided it is submitted timely and approved by the Finance Director or the designee.
6. **Central Services Director:** All vehicles will be purchased by the Central Services department utilizing funds that will be located in a "general government" account. The Finance department will be responsible for obtaining the specifications from the user department and generating the purchase requisition for all approved vehicle purchases. Once the vehicle is purchased by Central Services and received by Fleet Maintenance, the vehicle will be assigned to the proper department.
7. **Fleet Selection Committee:** A committee consisting of members of the Central Services, Finance and Fleet Maintenance departments shall meet annually during the budget preparation process to determine which vehicles will be allowed as replacement vehicles for a specific fiscal year as well as the type, model and make the vehicle will be replaced with. All budgetary vehicle requests will be reviewed by this committee and will be subject to this policy. The determination will be based on the proposed use of the vehicle, fuel consumption and ongoing maintenance costs. The appropriate level of vehicle add-ons will also be reviewed by this committee during this process. The following information would be contained in the policy:

Criteria for Selection of Vehicles

1. Function
2. Maintenance reliability
3. Cost to acquire and maintain

Use of Vehicles:

County vehicles shall be used only to perform “**official County business**”. Commuting to and from work, where applicable, meal breaks while on duty and to accommodate personal physical needs when such facilities are not available on the job site and like breaks employees may need while attending meetings, conferences, seminars, etc. representing Clayton County shall be considered “official County business”. All vehicles will be allocated by the Department Head or Elected Official responsible for that department’s operations, in compliance with this policy.

The following restrictions will be adhered to:

- In order to take home a County vehicle, the individual must be subject to call-back or emergencies and the Department Head must be sure that this use is justified based on past evidence of their need to be called in outside of their normal shift.
- Individuals will only be permitted to take a vehicle home if they live **within Clayton County**. However, should the Department Head require a permanent exception to this rule; they should present justification to the full Board of Commissioners for Board approval.

Criteria for Take Home Vehicle

1. Required due to equipment and response need (i.e. K-9 unit, SWAT team, investigators, etc.)
2. Required due to call backs
3. Department Head or Elected Officials, who are approved by the Board of Commissioners.
4. Exceptions
 - a. Temporary - emergency is justified and approved by the Department Director or Elected Official.
 - b. Upon Board approval.
5. Marked Police and Sheriff’s Office vehicles within County, the Board of Commissioners finds that a Public Safety need is addressed by the presence of marked vehicles within the County.

Rules for County Vehicle Use

- Drivers are permitted to use the vehicle only for “Official County Business”. Care should be taken to minimize the County’s liability at all times.
- Department Heads must maintain documentation to support the need for personnel to have take home vehicles. Lack of this support may result in denial or retraction of permission for vehicle to be taken home.
- Only County Employees, age 18 or over, are permitted to drive a County vehicle (unless the Risk Management Division. has pulled their approval to operate a county vehicle). In certain unique cases, persons other than County employees may be approved to operate a County vehicle; however, specific approval must be granted by the Risk Management Division. For

example, for certain details where an inmate possesses an Inmate Drivers License, they may be permitted to operate a County vehicle within certain areas and for specific purposes.

- There is **NO SMOKING** in County vehicles in accordance with County Ordinance Section 70-103(4).
- Employees authorized to take home a county vehicle must provide an “off-street” area at the employee’s home to park the vehicle overnight.
- The driver must possess and maintain a valid Georgia State Driver’s License approved for the class appropriate for the vehicle (and provide a copy to the Risk Management Division of such license).
- The employee is personally responsible for all traffic citations received while driving a County vehicle, such violation must be reported to the Department Head and Risk Management promptly and the employee must pay any adjudged fines.
- The employee must comply with the operator responsibilities, accident reporting requirements and other County procedures.
- The drivers **must wear seat belts** at all times and require all passengers to wear them.
- Drivers shall refrain from transporting excessive loads or unsecured luggage, equipment or other moveable items.
- Drivers must perform a complete walk-around inspection each time they operate a County vehicle, this inspection shall record all vehicle damage as well as check fuel and fluid levels, external lights, signals and tires, and ensure a **current** Insurance Card, and First-Aid Kit, are inside the vehicle at all times. (Public Safety vehicles shall have a First-Aid kit, fire extinguisher and three safety triangles in each vehicle.) These items to be provided by the Department assigned the vehicle.
- Drivers must participate in a Defensive Driving Course at least once every three years.
- Drivers must report any accident that involves injuries or damage to the County vehicle, any passengers, to someone else or their property immediately upon returning to the Department or work site on the “Accident/Incident Report” and turn the report in to their supervisor. **See Appendix D.** Also, the police should be called to prepare an official report. In addition, the driver should notify their immediate supervisor and a County Risk Administrator / Inspectors. Pictures should be made of all damages. If a camera is not available and a Risk Administrator / Inspectors cannot be reached, the County photographer should be called to make the needed pictures.
- All drivers should utilize a back-up person where available to assist with backing, especially large trucks. Do not depend solely on mirrors; physically look at your surroundings before backing.
- When driving and operating a cellular telephone, use voice-activated dialing, or have frequently called numbers programmed into the device.
- Drivers may transport officers, officials, employees, clients, prisoners, detainees, program participants (typically in vans), passengers or guests of the County so long as the purpose is Official County business.
- Drivers may not transport items or cargo having no relation to the conduct of official business.
- Drivers may not transport acids, explosives, weapons, ammunition, or highly flammable material except in an emergency, law enforcement situation, or performance of an authorized task in the normal scope of duties.
- Drivers may not transport any item, equipment, or cargo which projects from the side, front, or rear of the vehicle in such a manner as to constitute a hazard to safe driving.
- Drivers may not transport any campaign or other political material. (This does not apply to signs, etc. being picked up as trash by code enforcement).

- Police Officer and Deputy Sheriff's Vehicles may be used in a second job when specifically approved by the Department Head/Elected Official. Such job must be **within Clayton County** and all other rules relative to the vehicle must be followed. Approvals, reasons for job, etc. shall be maintained by the Department Head or Elected Official.
- All drivers are responsible for all traffic laws and for practicing defensive driving.
- Failure to follow these policies and procedures shall be cause for disciplinary action up to and including termination of employment. Any disciplinary action will be at the discretion of the Department Head/Elected Official under guidelines set forth by the respective Departments' standard operating procedures, rules or regulations.
- All drivers are required to submit to Drug Testing if requested by the Risk Administrator or Risk Safety Inspectors. All drivers involved in any accident resulting in injury are required to submit to Drug Testing.
- Should an Employee be involved in an accident that falls outside the guidelines specified in this policy, the Employee may be required to pay the full costs of such an accident.

IRS Reporting Requirement

With several exceptions (listed in paragraph 1 below), employees and Elected Officials who drive a 24-hour vehicle home will have their taxable gross income increased by an amount which the IRS defines as the value of this "employee benefit" (more fully described in paragraph 3).

1. IRS regulations require that all employees who drive a County vehicle home should be charged for the value of the "employee benefit," unless:
 - a. The employee is a commissioned police officer, or
 - b. The vehicle driven has been modified to respond to emergencies, and is clearly marked as such, or
 - c. The vehicle driven is designed to carry cargo with a loaded gross weight over 14,000 pounds or
 - d. The vehicle driven has been specially modified with the result that it would not reasonably be used for personal purposes for example a pick-up truck with a utility bed, or a van that has only the front bench for seating and that constantly carries tools or equipment.
2. Upon approval of the 24-hour vehicle, the department head shall forward a copy of the assignment report to the Finance Department for their follow-up with the involved employees.
3. IRS Reporting Requirements and "Value of Benefit": The value of the take home vehicle "benefit" is established by the particular IRS reporting requirements as described in IRS Publication 15-B *Employer's Tax Guide to Fringe Benefits*. This publication is updated periodically and the County's policy is not intended to conflict with IRS reporting requirements. If there is a conflict in the County policy and the IRS requirements, then the IRS requirements will be followed for valuing the employee benefit for income tax reporting purposes.

In general, any benefit that an employee receives must be valued at the fair market value of that benefit. Below is a summary of the reporting requirements in Publication

15-B as related to vehicle use. *The final determination of which method to apply to each employee will be the responsibility of the Director of Finance. Any change in methodology must be approved by the Director of Finance prior to implementation.*

- a. Commuting Rule: The Commuting Rule requires that the vehicle is used by the employee for non-compensatory business reasons, the employer has a written policy against personal use other than commuting and de minimus use, and *the employee in fact does not use the vehicle for personal use* (other than commuting and de minimus use). The “Special Commuting Rule” established the value of the benefit at \$3.00 per day for each day of vehicle use. (Therefore, employees under this reporting method will have their taxable gross income increased by \$3.00 for each day the vehicle is driven home.
- b. “Special Cents per Mile” Reporting Method: The “Special Cent per Mile Reporting Method” calculates the value of the benefit by multiplying the number of miles driven to and from work in addition to any allowable personal miles driven by the applicable IRS cents per mile rate. Employees will have their taxable gross income increased by the calculated amount. This method requires that the employee document all miles driven in a log in order to determine the actual personal miles. **In order to use this method, the employee must receive written permission from the Director of Finance prior to the first day of use of the vehicles.**
- c. “Annual Lease Value” Reporting Method: This method applies to all elected officials and employees whose compensation is equal to or exceeds Federal Government Executive Level V. In addition, any employee that uses the take home vehicle (except as noted in section 1 above) for personal use other than commuting or de minimus use must use this method to calculate the taxable benefit. This method requires that the employee accounts for personal use on the “Fringe Benefit Worksheet” (See Appendix C).

The “Annual Lease Value” Reporting Method establishes the value of the benefit by an IRS formula that considers the annual lease of the vehicle and number of business and personal miles driven (Finance will advise employees and officials in this category of the computed dollar value of their take home travel benefit).

4. Employees are required to submit the “Fringe Benefit Worksheet” (Appendix C) monthly to Finance by the 10th day of the following month being reported.
 - a. The form is to be signed daily by each county employee who uses a non-exempt (defined above) county vehicle for commuting purposes.
 - b. The form will be used in the calculation of the value of the fringe benefit to be included in the employee’s gross wages and will be the basis for Federal, State and FICA taxation.
 - c. The form will be signed by the department head and forwarded to Finance.
5. On a quarterly basis Finance will increase the reported gross income of involved employees based on the vehicle usage information provided on the “Fringe Benefit Worksheet”. This form will be used in the calculation of the value of the fringe benefit to be included in the employee’s gross wages and will be the basis for Federal, State and FICA taxation.

Insurance Guidelines and Reporting Requirements

- A) Clayton County does not purchase comprehensive, collision, un-insured or under- insured motorist insurance on its vehicles.
- B) The County does purchase liability insurance on its tagged vehicles, however, that coverage is provided as an Excess policy that contains a very high self-funded retention (similar to a deductible). As a result, it is of the utmost importance that all county drivers use safety precautions.
- C) Effective **January 1, 2005**, the County has virtually lost the immunity defense for vehicles if the duly authorized driver was negligent in the performance of his or her *official duties* (within the state of Georgia) up to the **following limits:**
1. \$100,000 because of bodily injury or death for any one person in any one occurrence (aggregate amount of \$300,000 because of bodily injury or death of two or more persons in one occurrence).
 2. \$50,000 because of injury to or destruction of property in any one occurrence

Effective January 1, 2007:

1. \$250,000 because of bodily injury or death of any one person in any one occurrence (aggregate amount of \$450,000 because of bodily injury or death of two or more persons in any one occurrence).
2. \$50,000 because of injury to or destruction of property in any one occurrence.

Effective January 1, 2008:

1. \$500,000 because of bodily injury or death of any one person in any one occurrence (aggregate amount of \$700,000 because of bodily injury or death of two or more persons in any one occurrence).
2. \$50,000 because of injury to or destruction of property in any one occurrence.
3. **All damages to County vehicles or to another party's person or property (regardless of repair costs) must be reported promptly to the Risk Management Division of Clayton County on an "Accident/Incident Report" (APPENDIX E) available from the Risk Management Division. It should be completed and faxed to the Risk Management Division at 770- 477-3587 within 24 hours of the vehicle accident.**
4. The driver of the County vehicle should **never accept or admit liability**, tell the other driver that a report will be sent to the Risk Management for handling. Give them the phone number for Risk Management (770-473-3955).
5. The driver of the County vehicle should **never provide a statement to anyone unless it is directed or authorized through the Risk Management or Legal Division.**

Driver/Operator Qualifications: No person shall be employed with Clayton County, in a position requiring vehicle operation as a job task, if their Motor Vehicle Report reflects any one of

the following; Driver’s license is suspended or revoked OR, accumulating more points than allowable as applied in the Point Key listed on page 12 OR, the prohibition of a State or Federal agency to operate a vehicle OR, a conviction for one or more of the following;

1. Driving Under the Influence of Alcohol or Drugs, as defined by O.C.G.A. §40-6-391
2. Homicide by Vehicle, as defined by O.C.G.A. §40-6-393 (et seq.)
3. Serious Injury by Vehicle, as defined by O.C.G.A. §40-6-394
4. Fleeing or Attempting to Elude or Impersonating a Law Enforcement Officer, as defined by O.C.G.A. §40-6-395
5. Homicide or Serious Injury by Interference with Traffic Control Devices, as defined by O.C.G.A. §40-6-396
6. Aggressive Driving, as defined by O.C.G.A. §40-6-397
7. Racing on Highway or Streets, as defined by O.C.G.A. §40-6-186

Current County employee drivers found to have a suspended or revoked driver’s license, have been convicted of any of the above offenses or found to have a revoked or suspended operator certificate/license shall have their privilege to operate a County vehicle immediately revoked. The circumstances of the conviction, suspension or revocation or the accumulation of excessive points will be reviewed by Risk Management and a determination will be made concerning the future status of such a driver.

Investigations and Points Assessed

The Clayton County Board of Commissioners has designated the Risk Management Division Risk Administrator or Safety Inspectors to review each accident in which a County vehicle is involved to determine whether or not that accident was “preventable”. The Risk Administrator / Risk Safety Inspectors will be responsible for making such a determination and the assessment of “points”. The County employee and the responsible Department Head/Elected Official will be advised of the determination. If the employee does not agree with the determination, a written request for appeal to the Vehicle Accident Review Board must be submitted to the Risk Administrator / Risk Safety Inspectors within thirty (30) days of the date of the determination. The Risk Administrator or Safety Inspectors will then schedule the appeal at the next regular VARB meeting and the employee will be notified when to appear.

The Risk Management Division is to determine, using the below guidelines, the number of points assessed to a driver, if any, and their privilege to operate a county vehicle. Any actions regarding corrective measures, below the eleven point threshold, are to be addressed by the employee’s Department Head or Elected Official.

POINT ACCUMULATION SYSTEM

<i>I. <u>Violation/Contributing Factors</u></i>	<i><u>Points Accumulated</u></i>
a. Reckless Driving	4 points
b. Unlawful passing school bus	6 points
c. Improper passing on hill or curve	4 points

d. Speeding	
15 mph but less than 19 mph	2 points
19 mph but less than 24 mph	3 points
24 mph but less than 34 mph	4 points
34 mph or more	6 points
e. Disobedience of any traffic-control device or traffic officer	3 points
f. Possessing an open container of an alcoholic beverage while driving	2 points
g. Failure to adequately secure a load	2 points
h. All other moving violations (Improper Backing, Striking Fixed Object etc.)	3 points
i. Preventable Accident	2 points
J. Aggressive driving (A conviction of aggressive driving by a person under 21 years of age will result in a suspension of the driver's license)	6 points
K. HOV lane violation – 4 th and subsequent offense	1 point

NOTE: The Risk Management Division may calculate points based on the Georgia point system. Points accumulated in states, which differ from Georgia, may be converted to the Georgia point system.

POINT KEY FOR DETERMINING DRIVER ELIGIBILITY

Point Levels and Key

Point Levels	Current Employees Holding Positions Requiring Driving as Essential Function of their job:
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11 points

are **not eligible** to operate a County vehicle. Department Head should notify the Employee in writing & copy Risk Management and Finance Departments

Risk Management will notify the Department Head when an employee under their direction has 8 or more points on their record. The Department Head may handle the appropriate discipline.

Prospective Employees will be considered for employment in a position that requires driving of a County vehicle only when their points are 5 or less.

Points are accumulated during a 3 Year period and will roll off the record at the end of the 3 year period. Only points assessed or assigned after this policy's effective date are used in any calculations. Exception: All **Public Safety** Personnel will have a 2 Year period.

POINT REDUCTION THROUGH DRIVER EDUCATION

Each year employees may reduce their accumulated point level by attending a driver's education class approved by Risk Management. Successful completion of the class will reduce the employee's total point accumulation level by half. The financial cost, if any, of such training will be the responsibility of the employee. Recalculation of the employee's point total will be revised upon receipt of documentation reflecting the successful completion of the training. This training is in addition to the mandatory Defensive Driving Class which must be attended by each employee once every three years.

VEHICLE ACCIDENT REVIEW BOARD (VARB)

1. The Board will be comprised of one member of the following departments:
 - a. Risk Management
 - b. Transportation and Development
 - c. Community Development
 - d. Fleet Maintenance
 - e. Fire
 - f. Sheriff
 - g. Police
2. The purpose of the Vehicle Accident Review Board will be to hear any appeals presented by an employee or by any member of the Vehicle Accident Review Board concerning a determination made within the previous 6 months by the Risk Management / Risk Administrator or Safety Inspectors.
3. Upon receipt of a written request from the employee or VARB member for a review of a vehicle accident determination where an incident was deemed "preventable", the Risk Management Division will prepare the appeals for the Vehicle Accident Review Board and schedule the hearing before that Board.
4. The Board, after reviewing all applicable accident report(s) and hearing the testimony of the Risk Administrator or Risk Safety Inspectors county employee and witness(s) (if available), will affirm or deny the Risk Management / Risk Administrator or Risk Safety Inspectors determination of preventable or non-preventable.
5. If the Board affirms the determination of the Risk Management / Risk Administrator or Risk Safety Inspectors the decision is confirmed and discipline will be administered by the Department Head/Elected Official (with a copy sent to Risk Management).
6. If the Board disagrees with the determination made by the Risk Management / Risk Administrator or Risk Safety Inspectors, the employee will not be charged with a preventable accident.

APPENDICES

All forms attached are subject to change

Appendix A: Request for Vehicle Assignment

CLAYTON COUNTY REQUEST FOR VEHICLE ASSIGNMENT

Employee Name _____ Employee # _____

Street Address (Home) _____

City _____ County _____ State _____

Mileage One-Way (Residence/Work) _____ Drivers License # _____ Exp. _____

Employing Department _____

Job Title _____ Current Assignment _____

Vehicle # _____ Year, Make, Model, Type Vehicle _____

Present Odometer Reading _____ Actual Work Location _____

VEHICLE ASSIGNMENT / EMERGENCY / TEMPORARY USE JUSTIFICATION

List justification for vehicle assignment, emergency or temporary use for this employee: _____

Approval / Disapproval of Department Head/Elected Official (Circle one) Date _____

Approval / Disapproval of County Commission Designee (Circle one) Date _____

INSTRUCTIONS: The completed form is submitted to the Department Head/Elected Official and if the requesting employee does not reside within Clayton County, then to the full Board of Commissioners. Upon approval or disapproval of the request, the original shall be retained by the County Commission or designee, and copies shall be retained by the employing Department and in the employee's personnel file. If approved, additional copies shall be provided to the Risk Management and Finance Departments.

Appendix B: Fringe Benefit Worksheet

**CLAYTON COUNTY BOARD OF COMMISSIONERS
CLAYTON COUNTY FINANCE DEPARTMENT
FRINGE BENEFIT WORKSHEET**

Month of _____, _____ Vehicle Number: _____
Make and Model: _____
Employee Name: _____
Department: _____

<u>Date</u>	<u>Commuting Employee Signature</u>	<u>Date</u>	<u>Commuting Employee Signature</u>
<u>1</u>	_____	<u>17</u>	_____
<u>2</u>	_____	<u>18</u>	_____
<u>3</u>	_____	<u>19</u>	_____
<u>4</u>	_____	<u>20</u>	_____
<u>5</u>	_____	<u>21</u>	_____
<u>6</u>	_____	<u>22</u>	_____
<u>7</u>	_____	<u>23</u>	_____
<u>8</u>	_____	<u>24</u>	_____
<u>9</u>	_____	<u>25</u>	_____
<u>10</u>	_____	<u>26</u>	_____
<u>11</u>	_____	<u>27</u>	_____
<u>12</u>	_____	<u>28</u>	_____
<u>13</u>	_____	<u>29</u>	_____
<u>14</u>	_____	<u>30</u>	_____
<u>15</u>	_____	<u>31</u>	_____
<u>16</u>	_____		

This form is to be signed daily by each county employee which uses a non-exempt county vehicle for commuting purposes. Examples of non-exempt vehicles include automobiles, vans, pick-up trucks, and station wagons. For each day which the vehicle was not driven home, please state an explanation (i.e.; day off, annual leave taken, sick leave taken, holiday, etc.). This form will be used in the calculation of the value of the fringe benefit to be included in the employee's gross wages and will be the basis for Federal and FICA taxation. Please insure the accuracy of the form before remitting to the Finance Department. Calculations will be made upon receipt of the form and, for IRS purposes, will be considered final.

Department Head Signature: _____ Date: _____

Appendix D: Accident/Incident Report

PAGE 1 of 2

Important: Forward both pages of all new accident/incident reports **immediately** to Risk Management FAX#: 770-473-5907. You may contact Betty Walker, at 770-473-3955 with any questions. **Do not wait for the police report to send this form to Risk Management.**

TIME & PLACE	<u>DATE OF ACCIDENT/INCIDENT</u>	<u>TIME OF ACCIDENT/INCIDENT</u>	
	WHICH POLICE DEPARTMENT HANDLED?	CASE NUMBER	
DESCRIPTION COUNTY OWNED VEHICLE OR PROPERTY LOCATION	DEPARTMENT NAME	DEPARTMENT NUMBER	DEPARTMENT CONTACT NAME & TEL #
	DESCRIPTION OF COUNTY VEHICLE OR PROPERTY INVOLVED IN ACCIDENT/INCIDENT, IF VEH. INCLUDE VEH#		
	DESCRIBE DAMAGES TO COUNTY VEHICLE OR PROPERTY		
	FOR WHAT PURPOSE WAS COUNTY VEHICLE OR PROPERTY BEING USED?		
	<u>LIST ALL COUNTY EMPLOYEES THAT WERE PRESENT AT TIME OF THE ACCIDENT/INCIDENT</u>		
	<i>Employee Name</i>	<i>Daytime Telephone</i>	<i>How involved? Driver, Operator, Passenger, Witness</i>
	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	<u>NAME OF SUPERVISOR OR DEPARTMENT HEAD TO WHOM ACCIDENT/INCIDENT REPORTED</u>		
DAMAGE TO PROPERTY OF OTHERS	OWNER	ADDRESS	DAYTIME PHONE
	DRIVER NAME	ADDRESS	DAYTIME PHONE
	DESCRIPTION OF DAMAGED PROPERTY (IF AUTOMOBILE, YEAR, MAKE, MODEL & TAG)		
	DESCRIBE DAMAGES	INSURANCE CARRIER	POLICY #
PERSONS INJURED	NAME	ADDRESS	TELEPHONE
	INJURY TYPE		
	1. _____	_____	_____
WITNESSES OTHER THAN COUNTY EMPLOYEE	NAME	ADDRESS	DAYTIME PHONE
	1. _____	_____	_____
PERSON(S) REPORTING ACCIDENT	REPORTED TO RISK MANAGEMENT/SAFETY BY:		
	NAME	DATE OF REPORT	PHONE NUMBER
1. _____	_____	_____	

ACCIDENT/INCIDENT REPORT – PAGE 2 of 2

**EMPLOYEE DRIVER STATEMENT / EMPLOYEE WITNESS STATEMENT / OTHER
(Circle one)**

Department: _____

Driver/Witness: _____
Last Name First Name MI

Accident/Incident Date: _____ **Time** _____ **If applicable, County Vehicle No.** _____

Accident/Incident Location:

Description of Accident/Incident:

Driver/Witness Signature **Date**

Department Head/Supervisor Comments:

Signature – Department Head/Supervisor **Date**