



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: January 7, 2016

MEMO TO: S. Michael Rummel, Chair
Finance and Administrative Committee

FROM: Mary E. Kann
Director of Administration

SUBJECT: Change to Personnel Policy and Procedure 11.9 – Vehicle Operations Use

RECOMMENDATION: Approve changes to Procedure section of Personnel Policy 11.9 - Vehicle Operations Use.

BACKGROUND: During the District’s recent Loss Control Review with PDRMA it was recommended that the District develop driving record qualifications and standards. The District currently reviews all employee driving records with the Secretary of State on an annual basis. Implementing these standards will allow the District to identify issues concerning driving records and follow-up accordingly. The procedure has been updated to reflect specific driving record review criteria.

Approximately 40% of all District vehicle accidents are backing accidents. The procedure has been modified to define specific backing tips and expectations in an effort to reduce the number of backing accidents each year.

REASON FOR RECOMMENDATION: Committee approval is required in accordance with District policy.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Director of Finance, Manager of Human Resources and Risk

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: There is no immediate financial impact to this procedure change.

PRESENTER: Mary E. Kann

APPROVED:

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
S. Michael Rummel, Chair			Sandra Hart		
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Linda Pedersen, Vice Chair			Aaron Lawlor		
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
Steve Carlson			Audrey Nixon		
_____	<input type="checkbox"/>	<input type="checkbox"/>			
Bill Durkin					



11.9 Vehicle Operations Use

Effective Date: *April 19, 1990*

Revision Date: *June 21, 2002, November 7, 2013, [January 7, 2016](#)*

Procedure

Responsibilities of the Department Director.

- ~~1.~~ ~~Insure that no employee drives any District vehicle unless he has a valid driver's license and is familiar with Illinois State and District Driving rules and regulations.~~
- ~~21.~~ Insure that only authorized personnel be allowed to operate equipment, vehicles, and special purpose vehicles.
- ~~32.~~ Be alert in observing unsafe driving practices of District employees and insure that action is taken immediately to correct the driver.
- ~~4.~~ ~~Review all preventable vehicle collisions with employees and discuss each unsafe act that was responsible so that something can be gained from the loss.~~
- ~~53.~~ Periodically ride with special purpose vehicle and truck drivers to check for compliance with operating instructions and traffic regulations.
- ~~64.~~ Insure that unsafe vehicles are not driven until safety discrepancies have been corrected by the Operations and Infrastructure Department. Directors are responsible to insure vehicles are properly maintained at all times.
- ~~75.~~ ~~Insure that~~ ~~Submit to Risk Management~~ an accident report is submitted to Risk Management within 24 hours of occurrence. The report should contain a narrative and sketch of the accident. The report may be prepared by the Employee, their Supervisor or Public Safety. Risk Management is to be called as soon as possible.
- ~~86.~~ Insure that all employees are briefed and understand that the use of seat belts while driving or riding in a District vehicle is mandatory, and that failure to do so is a violation of State Law.

Responsibilities of the Employee.

1. Employees are required to follow defensive driving practices which are established for the protection of themselves, their fellow employees, and the citizens of Lake County. Each employee driving a District vehicle shall inspect the vehicle ~~which~~ he is about to drive, in accordance with following established work rules:



- a. If there is evidence of ~~accident~~ damage to the vehicle, the employee shall report it to his supervisor before leaving. ~~Otherwise he~~If this report is not made, the employee could be charged for an accident he/~~she~~ didn't have.
 - b. If the vehicle is found to be unsafe, the employee shall report it in the same manner and request another vehicle.
 - c. Vehicles ~~having with~~ steering or braking defects shall not be driven. They shall be towed to the garageMechanical Services and repaired before being returned to service.
 - d. Submit, in writing, to the Director all defects noted during the trip.
 - e. Wear seat belts at all times while driving.
2. Call the police department with jurisdiction over the location and a Ranger Police Officer to investigate all accidents involving District vehicles. The Department Director and Risk Management are to be notified as soon as possible.
 3. If the vehicle cannot be driven, insure that ~~the District vehicle~~it is ~~removed-towed to the Operations Department~~Mechanical Services.
 4. Removal of any equipment from a vehicle without written approval of the Director of Operations and Infrastructure or ~~department~~Department Director is prohibited.
 5. Operating a District vehicle while under the influence of alcoholic beverages, non-prescription narcotics, or prescription drugs causing impairment is prohibited.
 6. No alcoholic beverages (whether opened or unopened), narcotics, fire-arms, or explosive material may be transported in a District vehicle unless designated as part of the driver's responsibility.
 7. District vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores unless employee is on official District business. (Restaurants serving liquor are not included in this prohibition.)
 8. Modification of any vehicle or of any equipment in a vehicle without the written permission, in advance, of the Operations and Infrastructure Department, the ~~department~~Department Director, and Risk Management is prohibited.
 9. No unauthorized personnel shall ride in any District vehicle without the advance permission of the Executive Director. Unauthorized personnel are those not conducting official District business.
 10. Any non-official use of District vehicles must be expressly approved in advance by the Executive Director.
 11. Use of District vehicles to and from work shall be determined by the ~~department~~Department Director and approved by the Executive Director.



Responsibilities of the Administration Department.

1. Administer an effective loss prevention program that reduces vehicular collisions and liability claims against the District.
2. Provide driving courses for District staff and maintain records of their attendance and need for retraining.
3. Insure District drivers ~~each~~ have a proper license for each assigned vehicle. ~~Provide annual license validity checks with the Secretary of State.~~
4. Maintain complete records on District vehicle accidents, property damage, and liability claims. Provide the Director and Finance and Administrative Committee with reports.
5. Review all preventable vehicle collisions with employees and provide a summary of the review and recommendations for action to the appropriate Department Director.

Driver Selection.

Employees shall be considered qualified to drive District vehicles only after meeting the following criteria:

1. Possess a valid driver's license of the proper class.
2. Capable of passing vision tests given at the Post-offer Employment Physical which determine visual acuity (near and far), vertical and lateral balance, fusion, depth perception, field of vision, and color recognition.
3. Capable of passing a District physical examination when a question of fitness to drive arises because of prolonged or serious illness.
4. Capable of passing written tests on driving regulations whenever required.
5. Capable of passing a driving check ride administered by the Supervisor and/or Risk Management.

Driver Record Review.

A State Motor Vehicle Record review will be performed by the Administration Department on an annual basis. Records will be reviewed for the following violations:

- DWI, DUI or operating while impaired
- Chemical-test refusal
- Reckless/careless driving



- [Distracted driving](#)
- [Driving under suspended/revoked license](#)
- [Fleeing police](#)
- [Leaving the scene of an accident](#)

[If one of the above violations is reported during the previous 12 month period, an employee will no longer be considered qualified to drive a District vehicle and may be subject to discipline.](#)

Responsibility of Mechanical Services Division

The Mechanical Services Division is responsible for ~~inspection and~~ maintenance of the District's vehicle and equipment fleet.

~~Driver Selection:~~

~~Employees shall be considered qualified to drive District vehicles only after meeting the following criteria:~~

- ~~1. Possess a valid driver's license of the proper class.~~
- ~~2. Capable of passing eye tests given at the Post offer Employment Physical which determine visual acuity (near and far), vertical and lateral balance, fusion, depth perception, field of vision, and color recognition.~~
- ~~3. Capable of passing a District physical examination when a question of fitness to drive arises because of prolonged or serious illness.~~
- ~~4. Capable of passing written tests on driving regulations whenever required.~~
- ~~5. Capable of successfully passing a driving check ride administered by the Supervisor and/or Risk Management.~~

Vehicle Backing and Parking

[A driver should never place themselves or their vehicle into a backing situation for personal convenience.](#)

Basic Backing Procedures

- [Complete a 30 Second Site Safety Walk Through](#)
 - [Circle the vehicle and note any obstacles surrounding the vehicle.](#)
 - [Check under the vehicle.](#)
 - [Check for soft or muddy areas, rocks, potholes, low hanging trees or wires.](#)
 - [Note children or other pedestrians in the vicinity.](#)



- e. Return to the vehicle and start backing within a few seconds of completing the Site Safety Walk Through.
- 4.2. Use a Spotter – if there is more than one person in the vehicle, a passenger should exit the vehicle and act as a spotter using hand signals.
 - a. The spotter should find a safe location in view of the driver but far enough away from the stopping point (or parking space).
 - b. The driver should stop if they lose sight of their spotter.
 - c. Hand signals should be agreed upon and understood by both the driver and the spotter.
 - d. The spotter should remain stationary rather than walking backwards while giving the instructions.
 - e. Even though a spotter is being used, the driver is still responsible.
3. Back slowly, allowing for quicker stopping and easier steering corrections.
4. When beginning to drive a new vehicle, find a safe area to practice backing skills.

Parking

1. Plan ahead to avoid unnecessary backing when leaving a parking space. Scan the parking area and choose spaces that are easy-exit, which allow forward rather than backward movement. For example, look for curb-side parking with no restriction in the front.
2. Determine if it is safe to back into the space upon arrival so that when leaving the vehicle is pulled forward. On arriving, there is often the clearest view of parking options as well as any potential obstacles. When driving a passenger vehicle, use this option whenever safely possible.

Driving Courses.

All employees driving District vehicles shall be required to participate in a defensive driving course and periodic refresher courses.

1. New employees will participate in a ~~Defensive~~defensive Driving-driving Course-course as soon as reasonably possible. All employees driving District vehicles shall be required to successfully complete the course once every three years.
2. Any driver involved in a preventable collision or demonstrating questionable driving capabilities may be required to be retrained in the driving course or reassigned to non-driving duties if no improvement is noted.



Personally Owned Vehicles Used in Service to the District.

- | 1. The District's Insurance program does not cover physical damage or liability to an employee's personal vehicle. For excess liability coverage to apply, the accident must be determined by Risk Management to have occurred during the course and scope of the employee's work duties.

- | ~~1.~~ 2. An employee's personal automobile insurance policy is primary. Employees who use personally owned vehicles for District business should confirm that their personal automobile insurance policy provides coverage for this use.