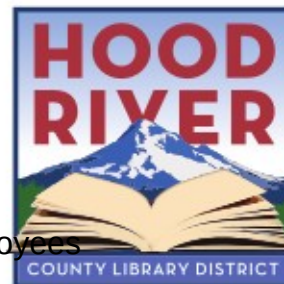


Driving Policy



PURPOSE

The Hood River County Library District values the safety and health of employees and the public. The safe operation of motor vehicles by District employees is essential.

The District has full authority and discretion to determine who shall drive District owned vehicles and privately owned vehicles used in the course and scope of District Business. This policy defines the minimum standards for vehicle operation, usage, and maintenance.

MINIMUM STANDARDS FOR DRIVING FOR THE DISTRICT

POSSESSION OF A VALID DRIVER'S LICENSE

Employees driving District vehicles, or their own personal vehicle in the course of District business, must hold a valid driver's license valid in the State of Oregon. The license shall have the necessary endorsements for the vehicle you will be driving as required by law.

In the event that your driver's license is suspended, you are required to notify your supervisor immediately. If you cannot drive for the District, and driving is an essential function of your job, the District will proceed with the appropriate action. Failure to notify your supervisor of a driver's license suspension or revocation may constitute discipline up to and including termination.

If you have your license suspended or revoked, you will not be allowed to drive for the district.

SATISFACTORY MOTOR VEHICLE REPORT

The District may Request Motor Vehicle Reports (MVR) from Oregon Department of Motor Vehicle annually. The annual review will keep the District informed of any adverse trends developing with District drivers. The District will use a 35-point matrix system to evaluate your status. The procedure is based on the points you have accumulated, based on the class of violations you have had over a three-year period (violation classes are found in ORS 806 through ORS 815). An explanation of how the Evaluation Matrix System works is as follows:

- **CLASS A VIOLATIONS per DMV report:**
 - **POINT SYSTEM:**
 - During the last year: 35 points
 - The second year: 25 points
 - The third year: 15 points

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- The fourth year: 0 points
- **CLASS B VIOLATIONS per DMV report:**
 - **POINT SYSTEM:**
 - During the last year: 25 points
 - The second year: 15 points
 - The third year: 10 points
 - The fourth year: 0 points
- **CLASS C & D VIOLATIONS per DMV report:**
 - **POINT SYSTEM:**
 - During the last year: 20 points
 - The second year: 10 points
 - The third year: 5 points
 - The fourth year: 0 points
- **FELONIES/MISDEMEANORS TRAFFIC CRIME per DMV report:**
 - If any felony or misdemeanor traffic crime appears on your record in the last 3 years, you will be considered a significant risk.

The District has set a maximum of 35 points during a three-year period. If you have 35 points or more, you will be considered a significant risk and will be subject to actions deemed appropriate by the District. If your record indicates that you are a significant risk, the District will review your driving record. At this time the District will provide you with a copy of the record, so that, you may review it for incorrect information. If you believe information on the report to be incorrect you must work with the Department of Motor Vehicles to make corrections. A meeting will be scheduled to discuss any question or comments you may have about your record. After the meeting the District will determine what action is appropriate and will notify you.

In addition to violations, if you have 3 or more preventable accidents in the last 3 years, you will be considered a significant risk. Preventability of accidents will be determined using details of the accident and Federal Motor Carriers Guidelines.

DRIVER RESPONSIBILITIES

Driver responsibilities are as follows:

CITATIONS

If you should be issued a citation for a moving violation while operating a District vehicle or while operating your own vehicle for District business any fines, penalties or bail will be your responsibility.

You must notify your supervisor of any citations, traffic crimes, or acts of gross negligence involving a motor vehicle, whether it occurs on District time or your personal time in a timely manner. If convicted, the employee understands the district may impose discipline up to and including termination.

VEHICLE ACCIDENTS

This section will include all accidents involving District vehicles and personal vehicles driven for District business.

All District vehicles will have a "Driver's Accident Kit". This kit is used to gather information at the accident scene. Pictures shall be taken of all vehicles, position of vehicles and damage done to all vehicles. The vehicles photographed should match those that are identified in the accident report. The scene shall also be photographed to capture weather/road conditions that may have played a role in the accident. You shall immediately report the accident to your immediate supervisor or manager. A district "Accident Report" is required to be completed by the immediate supervisor or yourself and given to the manager or supervisor as soon as possible or the beginning of the next day. The employee should not make any comments regarding the cause of the accident or who is at fault. Police response shall be requested for the following accidents: a fatality, injury requiring ambulance transportation of an injured person, accidents involving a driver who appears to be under the influence of intoxicants and any accident involving a hazardous material spill.

If you are driving your personal vehicle for District business, turn in any information about the accident that you collect. All required forms must be completed.

In all cases a DMV "Traffic Accident and Insurance Report" will be submitted within 72 hours. If you and/or passengers are disabled and unable to complete the report, your immediate supervisor or manager shall be responsible for the timely completion of all reports.

Information to Obtain from Other Driver After Accident:

- Name. Phone Number, Address
- Insurance Name, Phone Number, Address
- Policy Number
- Driver License Number

Required forms:

- District Accident Report
- Accident report from Driver's Accident Kit
- DMV "Traffic Accident and Insurance Report"
- 801 form (if necessary)

You will be required to submit to drug and alcohol testing if at least one of the following occurs:

- A fatality
- An injury, to anyone involved, requiring professional medical attention
- A citation is issued to you for a moving violation as a result of the accident (within 8hrs)
- If there is reasonable suspicion you have been operating the vehicle under the influence

You *MAY* be tested, at the manager and supervisor discretion, if at least one of the following occur:

- The incident results in significant damage to a vehicle or property
 - Damage to a vehicle makes it unsafe/illegal to drive and/or
 - Vehicle is towed from the scene and/or
 - Combined damage to vehicle/property might exceed \$1500.00

In the event of an accident that requires a drug or alcohol test, you will be transported by your supervisor or other District representative to the nearest testing facility. If the accident occurs out of the area, arrangements will be made with a local medical facility. The Post-Accident test shall be performed as soon as possible. On-Call personnel will be required to immediately notify their supervisor or their Department Manager if the accident occurs after hours.

Because circumstances after the accident can change, alcohol testing may occur up to 8 hours after the accident and drug testing may occur up to 32 hours of the accident.

You will not be allowed to drive, for the District, until test results are received. The District will assist in making arrangements for you to get home if you wish.

You will be considered under the influence of alcohol if test results indicate a detectable level of alcohol at .02 or greater. You may be considered under the influence of intoxicants if tests reveal the presence of a substance and observations show that more likely than not you were impaired at the time of the accident. In such cases the District will consider further action.

CELL PHONES

The employee is responsible to follow all required laws relating to cell phone use and driving whether in a district vehicle or their personal vehicle being used for district business. Any cell phone citation while driving will be the responsibility of the employee and needs to report to their supervisor or District Manager.

MAINTENANCE

The District believes it is providing you a safe vehicle. It is your responsibility to operate the vehicle safely.

All vehicles will be kept in safe operating condition at all times; you will be responsible for inspecting the vehicle for safe operations before each trip. The pre-trip inspections are to assure the vehicle is in a safe operating condition and free from apparent damage that could cause failure during use.

You are encouraged to thoroughly inspect the vehicle occasionally during use and after fueling the vehicle as an ongoing safety practice.

Any vehicle, which is found to have defects in parts vital to the safe operation, will be removed from service until necessary repairs are made.

Vehicle reports are to be available to all drivers of the vehicle. It is your responsibility to check previous inspection reports before driving a vehicle.

USE

All occupants of any District vehicle are required to wear seat belts.

PASSENGERS

Non-Employee passengers will be allowed in District Vehicle if the passenger is involved in the scope and application of District business.

Under emergency conditions non-employee passengers may be permitted to ride in District vehicles. In an emergency, you are allowed to drive a person to a gas station, phone, etc. if they are stranded.

Employees that do not adhere to the above responsibilities will be subject to disciplinary action as stated in the District's Disciplinary Policy

EMPLOYEES CONSIDERED A SIGNIFICANT RISK

If the District determines, from your driving record, that you pose a significant risk to the District you will be subject to the following actions.

- **Written warning**
- **If driving is an essential function of your job, you may be suspended, without pay until your driving record has improved for the three-year period.**

- **If driving *is not* an essential function of your job, you may be suspended from driving for the District until your driving record has improved for the three-year period.**
- **The District may allow you to take a driving class. It will be your responsibility to find, take, and pay for the class. The class must be approved by the district.**
- **If you resume driving, a monthly DMV report may be required for a 12-month period.**
- **Termination of employment**

TRAINING

The District will provide you with Defensive Driving Training on a regular basis or as needed.

Adopted by the Board of Directors: November 15, 2022

Last amended: October 17, 2023

Last reviewed: November 15, 2022 October 17, 2023