



HENNEPIN COUNTY



CULTURE

High Mileage Drivers - Transporting Clients – policies

Driving Campaigns

Insurance - best practices

Partnership with TZD Coordinator

New Vehicles – cameras, sensors



POLICY

- Assignment, Use and Cost of County Vehicles
- Vehicle Idling
- Departmental Vehicle Assigned to an Employee
- County Pool Vehicles
- Incident Prevention Program



INCIDENT PREVENTION PROGRAM

- Definition of responsibilities for Department Directors and Drivers.
- Driver Permit Program and driver license history review.
- Incident reporting and review procedure.
- Driver Permit review procedure.



DEPARTMENT DIRECTOR RESPONSIBILITIES

- Ensure that drivers have a valid Class A, B, C, or D driver's
- Valid Hennepin County Driver Permit.
- Operating special vehicles or heavy equipment requiring special skills
- Drivers Permit Program Coordinator
- Corrective action – lack of skills/responsibility
- Corrective action when a driver loses his/her driver's license.
- Incident Review Board



DRIVER RESPONSIBILITIES

- Maintain a valid driver's license.
- Maintain a Hennepin County Driver Permit.
- Report the loss of driving privileges – Immediately
- Loss of driving privileges and/or failure to report to the county the loss of driving privileges may be cause for discipline.
- Ensure that the driver and all passengers wear seat belts at all times when operating or riding in motor vehicles.
- Operate only those vehicles for which trained and authorized.
- Operating condition of vehicle
- Report all motor vehicle incidents
- Report all traffic citations/violations
- Do not smoke in any county vehicle.
- Avoid cellular phone use while driving, and no texting.



DRIVER PERMIT PROGRAM

- Driver Training
- Review of employee's driving record
- Exceptions to the Driver Permit Program



INCIDENT REPORTING PROCEDURE

- Driver
- Driver's Supervisor
- Department Director



INCIDENT REVIEW BOARD

- Review Incident Report
- Preventable/Non-preventable
- Hazards and/or unsafe acts which contributed to the incident
- Corrective action taken since the incident
- Recommend additional corrective action
- Notify the driver's Department Director of the board's findings for appropriate action
- Send notification



PERMIT REVIEW BOARD

- Review the employee's driving record, including the incidents leading to the convening of the review board
- Review the findings and recommendations
- Determine whether the Hennepin County Driver Permit should be revoked
- Determine whether other remedial action is appropriate
- Report final determination to the driver's Department Director for action.



TRAINING

- Backing Policy
- Evasive Maneuvering training
- Distracted Driving
- Tactical Training Sheriff's Dept.
- Defensive Driving for Personal Vehicles - Online Course

