



HARRISBURG TOWNSHIP PARK DISTRICT MOTOR VEHICLE OPERATORS POLICY

Motor vehicle operation represents one of the largest liability exposures. All employees who regularly operate District vehicles or their personal vehicles to conduct District business as a condition of their employment should be required to provide a copy of their current driver's license, copy of their declarations page or pocket insurance card if they are operating their private vehicles to conduct District business, and submit to a motor vehicle records review (MVR). The review shall be considered confidential, and a file of MVR's shall be maintained by the personnel or human resources department. Safe driving practices protect the employee, fellow employees and citizens of the community. The employee, fellow employees and citizens of the community could be affected anytime an employee operates a private or public vehicle to conduct District business.

I. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

“Board” means the Board of Commissioners of the District.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Person” means any individual in the employ of the District.

“Policy” means this Motor Vehicle Operators Policy.

II. PURPOSE

To ensure that an acceptable standard of performance and safety is met by all employees who operate their private or public vehicles to conduct District business.

III. SCOPE

This policy applies to all District employees who regularly operate motor vehicles, except for elected Board of Commissioners. Whenever the provisions of this policy are in conflict with the Illinois Code, then provisions of the Illinois Code will prevail.

IV. MINIMUM QUALIFICATIONS FOR THE OPERATION OF DISTRICT-OWNED MOTOR VEHICLES AND PRIVATELY OWNED MOTOR VEHICLES WHILE CONDUCTING DISTRICT BUSINESS

1. Personal vehicles may be used for official District business with prior approval. Employees using their personal vehicles will be reimbursed.

2. All employees whose duties require the operation of a District-owned motor vehicle or who operate a privately owned motor vehicle while conducting District business as a part of their employment must possess a valid state driver's license and a safe-driving record.
3. Employees who regularly operate vehicles on District business shall submit to a motor vehicle record (MRV) review prior to employment and thereafter on a regular basis. If the MVR review indicates violations in excess of the recommended guidelines, the applicant or employee may be required (at the District's discretion) to complete defensive driving training based upon the seriousness of the violations. If a disability or health-related reason caused the adverse driving record, the employer will consider such information and may use such information in making reasonable accommodation decisions.
4. Employees operating District-owned motor vehicles or privately owned vehicles shall use common sense and good judgment. If during the course of employment, an employee exhibits a disregard for acceptable safe-driving procedures, the District may deny future authorization to operate a vehicle while representing the District.
5. Any employee who operates a privately owned vehicle to conduct District business is required to maintain automobile liability insurance coverage's on their privately owned vehicle in accordance with the State of Illinois liability recommendations. Employees who do not maintain minimum liability coverage will not be allowed to operate their privately owned vehicle for District business.
6. Any employee performing work which requires the operation of a District vehicle or private vehicle on District business is required to report to the employee's supervisor or risk management director if his or her license is allowed to expire, is suspended or revoked. Any employee who fails to report such information is subject to disciplinary action.

V. REQUIREMENTS

Due to liability exposures of operating a motor vehicle while on District business, it is recommended that employees provide a copy of their driver's license, verification of insurance, and submit to a motor vehicle record review (MVR).

1. Valid Driver's License

All employees driving District vehicles or their own vehicles on District business shall possess a current, valid Illinois Driver's license of the appropriate type.

2. Vehicle Liability Insurance Coverage

All employees who are required to operate their private vehicles to conduct District business shall provide verification of insurance to meet the recommended liability limits.

3. Motor Vehicle Records Review (MVR)

All employees are required to submit to a motor vehicle records review initially and on a regular basis, preferably annually.

VI. RECOMMENDED MOTOR VEHICLE RECORD (MVR) GUIDELINES

1. No more than two convictions for moving traffic violations within any 12-month period.
2. No more than two moving traffic violations that contribute to accident within any 12-month period.
3. Conviction of any traffic violation that is defined as serious by Illinois Code.
4. No DUI's (driving under the influence) within five years.

Employees who are convicted for moving traffic violations equal to or exceeding the recommended guidelines may be subject to personnel action to include defensive driving courses or suspension of District driving authorization.

The District's Board of Commissioners may require employees who drive on District business to attend driver's training whenever the aforementioned determines the training to be necessary, even though guidelines have not been exceeded.

VII. AVAILABILITY OF POLICY

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

VIII. AMENDMENTS

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

IX. EFFECTIVE DATE

This Policy becomes effective SEPTEMBER 20, 2019.

Richard Rumsey
Richard Rumsey, President

Doug Emery
Doug Emery, Vice President

ATTEST:

9-20-19
Date Signed

Michael Williams
Michael Williams, Secretary / Treasurer