



5-2 POLICY ON VEHICLE USE AND FLEET SAFETY

For the purposes of this policy “vehicle” shall refer to “any licensed motorized vehicle that, as part of its regular use by an employee in conducting SYCAMORE PARK DISTRICT business, accesses public roadways.” SYCAMORE PARK DISTRICT has adopted this Vehicle Use and Fleet Safety Policy (“Policy”) to make employees aware that, whether they drive a SYCAMORE PARK DISTRICT vehicle or their own personal vehicle on official SYCAMORE PARK DISTRICT business, they have a responsibility to drive safely. As safety should be a matter of continuing and mutual concern, equal in importance with all other operational considerations, it is every employee’s responsibility to know and comply with all traffic and safety policies, rules, and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for traffic and safety rules can cause accidents. Therefore, all employees must at all times be careful, attentive, alert, and follow proper traffic and safety procedures. Failure to follow all policies, rules, regulations, practices, and provisions of this Policy may subject an employee to disciplinary action up to and including dismissal.

Applicable to All Vehicles Operated on SYCAMORE PARK DISTRICT Business

- A. Use of any vehicle for SYCAMORE PARK DISTRICT business must be authorized by your department head.
- B. Employees operating any vehicle for SYCAMORE PARK DISTRICT business must have a valid drivers license with proper classification for the type of vehicle being operated and must show proof of such license upon request. An employee must notify his or her immediate supervisor if the status of his or her driver’s license changes, and a copy of the change placed in the employee’s personnel file.
- C. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the “headlight law,” where vehicles must have their headlights on when their windshield wipers are on.
- D. All accidents must be immediately reported to an employee’s immediate supervisor and department head. A copy of the police report must also be included.
- E. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for SYCAMORE PARK DISTRICT business. For the purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person’s opinion, or the statement of a witness.



SYCAMORE PARK DISTRICT-Owned Vehicles: In addition to the regulations listed above, the following apply to any employee who has been granted authorization by the Administration to operate a SYCAMORE PARK DISTRICT vehicle.

- A. SYCAMORE PARK DISTRICT owned vehicles may be taken home when authorized by the Administration.
- B. Employees operating SYCAMORE PARK DISTRICT vehicles must be 18 years old or older.
- C. SYCAMORE PARK DISTRICT vehicles will not be used to transport SYCAMORE PARK DISTRICT patrons unless the vehicle and employee are authorized to do so or in case of an emergency.
- D. Employees are responsible for the care and conservation of SYCAMORE PARK DISTRICT vehicles, and must promptly report any accident, breakdown, or a malfunction of any unit to their supervisor so that necessary repairs may be made.
- E. SYCAMORE PARK DISTRICT has the right to search any SYCAMORE PARK DISTRICT vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to SYCAMORE PARK DISTRICT vehicles.
- G. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any SYCAMORE PARK DISTRICT-owned vehicle at any time, irrespective as to whether the use is for personal or SYCAMORE PARK DISTRICT business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientific valid test, a lay person's opinion, or the statement of a witness.

Personal Vehicles: In addition to the regulations listed above, the following apply to any employee who operates their personal vehicle for SYCAMORE PARK DISTRICT business.



- A. Employees who will be using their personal vehicle for SYCAMORE PARK DISTRICT business must inform their supervisor and department head. They are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. SYCAMORE PARK DISTRICT's liability insurance is secondary to the employee's own coverage.
- B. It is strictly prohibited for an employee to use a personal vehicle to transport participants in any SYCAMORE PARK DISTRICT program except for a medical emergency.
- C. Reimbursement for authorized use of personal vehicles will be at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance, and all other transportation costs.

To qualify for reimbursement, an employee must have prior approval from the Executive Director, provide proof of the mileage used for SYCAMORE PARK DISTRICT business (i.e., submission of an approved mileage reimbursement form and other appropriate documentation, such as receipts, as required by SYCAMORE PARK DISTRICT).

Driver Qualification Guidelines – Selection and Hiring: For SYCAMORE PARK DISTRICT positions which require that an employee operate a motor vehicle, the following driver qualification and selection procedures will be followed, in addition to the general qualification and selection procedures followed for all SYCAMORE PARK DISTRICT positions.

- A. The job position advertisement will state that the applicant must have attained a certain minimum age of 18 or older, must possess a valid driver's license, must have relevant driving experience, and must possess good driving standards. Per Illinois Vehicle Code Law, any employee driving participants in a SYCAMORE PARK DISTRICT vehicle must be 21 years of age or older and have one year's driving experience.
- B. Each applicant must complete an application form containing, without limitation, a summary of the applicant's education, driving experience, training, and qualifications. Applicants will also be required to furnish references and any additional information required by SYCAMORE PARK DISTRICT. SYCAMORE PARK DISTRICT will make a reasonable effort to check and verify all references indicated on the application form for details regarding the applicant's abilities, knowledge, aptitude, and attitude. SYCAMORE PARK DISTRICT will also make a reasonable effort to contact an applicant's previous employers to verify length of employment, type of work performed and number of motor vehicle accidents and moving traffic violations.



Applicants may also be required to submit copies of their driving records with their applications.

- C. Any false, misleading, or misrepresented answer, statement or information contained in the application or in any other document or report provided to the SYCAMORE PARK DISTRICT may result in non-hire or if hired, disciplinary action up to and including dismissal.
- D. SYCAMORE PARK DISTRICT reserves the right to make all inquiries into an applicant's employment and driving record. It may, on its own, request the applicant's driving record abstract from the Illinois Secretary of State. If SYCAMORE PARK DISTRICT requests a copy of the applicant's driving record abstract, the applicant must submit all necessary information, including the applicant's full name, driver's license number, and date of birth so SYCAMORE PARK DISTRICT can obtain a copy of the abstract. The abstract will be obtained by SYCAMORE PARK DISTRICT by forwarding an inquiry to the appropriate governmental agency. The inquiry will state that the abstract requested is for an employment applicant who may operate a motor vehicle for SYCAMORE PARK DISTRICT.
- F. SYCAMORE PARK DISTRICT will review the driving record abstract and may discuss its contents with the applicant. SYCAMORE PARK DISTRICT may choose not to hire an applicant to a position that requires the operation of a motor vehicle based upon the applicant's driving record.
- G. Each applicant may be required to sign an authorization and release form authorizing SYCAMORE PARK DISTRICT and/or its designee(s) to make such independent investigation as SYCAMORE PARK DISTRICT deems necessary or desirable, including without limitation, contacting state and other local governmental authorities and agencies such as the Secretary of State and the State Police, to determine the applicant's record of compliance with various federal, state, and local laws, rules, and regulations. The form will also authorize each party so contacted to release to SYCAMORE PARK DISTRICT or its designee(s) all information which SYCAMORE PARK DISTRICT or its designee(s) shall request in connection with the application.



Post Accident Procedures: Even minor traffic accidents can adversely affect SYCAMORE PARK DISTRICT operations and employees. Therefore, it is important for employees who operate SYCAMORE PARK DISTRICT vehicles or their own vehicles on official SYCAMORE PARK DISTRICT business to familiarize themselves with and observe precautionary and safety measures to ensure safe driving habits. Many accidents can be avoided if drivers obey traffic laws, drive defensively, and drive in peak mental and physical condition. When an employee is involved in an accident while operating a SYCAMORE PARK DISTRICT vehicle or their personal vehicle on official SYCAMORE PARK DISTRICT business, it is important that these guidelines be followed:

- A. The employee must stop at the scene of the accident or as close to it as possible without blocking traffic. The employee should stop their vehicle in a safe place so that the vehicle and the employee are out of harms way.
- B. The employee should assist an injured person in whatever way possible unless to do so puts the employee in danger of suffering injury. The employee should not attempt to move an injured person unless the injured person faces immediate danger from another source (e.g., fire) and should not attempt to give first aid unless trained to do so. Emergency response personnel (e.g., ambulance, police, fire) should be notified immediately.
- C. The employee should place reflectors, flares, cones, flags, flashlights or other safety or warning devices near the scene of the accident to warn other drivers about the accident. When taking such precautionary measures, the employee should not take any action that puts him in danger of suffering injury or that for which he is not qualified (e.g. directing traffic).
- D. The employee must report any accident to the police immediately or as soon as possible and after the police are notified contacts his or her supervisor.
- E. The employee must exchange only the following information with other people involved in the accident: driver(s) name, address, driver's license number, license plate number and insurance carrier and agent. The employee must make certain that he receives at least this information from the other driver(s). The employee should not volunteer information regarding the facts of the accident or the events leading up to the accident with the other driver(s) involved in the accident. The employee should not give any information regarding the accident to any person other than police officers conducting the investigation (other than as described in this section).



- F. The employee must complete the Vehicle Accident Form and obtain copies of all police and accident reports.
- G. The employee should look for and identify witnesses and record their names, addresses, driver's license numbers, license plate numbers and telephone numbers.
- H. The employee should be courteous to all involved.
- I. The employee must not admit any guilt or accept any responsibility to anybody. The employee should only discuss the facts with the police. The employee should record any admission of guilt by the occupant(s) of the other vehicle(s), or any statement made by witnesses regarding the accident.
- J. If the accident involves an unattended vehicle, the employee must call the police and have an accident report completed. If the police cannot assist the employee, they must leave a note on the vehicle involved in the accident including the employee's name, SYCAMORE PARK DISTRICT's name, work telephone number, and the date and time the accident occurred. The employee must then record the make and type of the other vehicle involved in the accident, its license plate number, the location of the vehicle and any other pertinent information that will assist the employee in filing an accident report (e.g., damage to the vehicle, location on the road or in the parking lot). The employee must immediately notify their supervisor about the accident and file a written report with the appropriate police department. If the employee is a victim of a "hit and run" they must call the police immediately, followed by calling their supervisor.
- K. If a SYCAMORE PARK DISTRICT vehicle is involved in an accident resulting in injury or death of any person, or in which damage to property of any one person, including SYCAMORE PARK DISTRICT's property, more than \$500.00, a copy of the accident report must be forwarded to the Secretary of State within ten days after the accident

Adopted on:

Revised on:

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