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SUBJECT: DRIVING REVIEW BOARD POLICY

EFFECTIVE DATE: May 16, 1994

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PURPOSE

It is the policy of Cass County Government that damage or mistreatment to county vehicles or other equipment be reviewed by the County Driving Review Board. All employees driving a county-owned vehicle must drive in an exemplary manner and will be subject to review by the County Driving Review Board. Likewise, use of county-owned equipment must be in accordance with safety and proper use requirement of that equipment.

BOARD STRUCTURE

- A. The County Driving Review Board consists of three (3) county department members as appointed by the Board of Commissioners. Appointments, as well as tenure on the board, will be at the discretion of the Commission. The board will meet as called by the Chair.
- B. The board shall select a chairperson by mutual consent. All board members shall have equal authority and status as board members.
- C. Each meeting shall have a recorder who will take minutes of the meeting. All minutes of a meeting will be maintained in a permanent file.

RESPONSIBILITY OF BOARD

The board will be responsible for the following:

- A. The board shall review all accidents and/or damage to county vehicles and may review vehicle maintenance records.
- B. The board shall review and make recommendations on all complaints of vehicle neglect, abuse or misuse.
- C. The board shall review and make recommendations on all complaints of unsafe driving by county employees.

AUTHORITY OF BOARD

- A. All decisions of the board will be as recommendations to the department head and will require a straight majority with all recommendations made to the department head as a unanimous decision of the board.

- B. Recommendations will include, but not be limited to, "fault" or "no fault". A recommendation from the board will accompany each investigative report submitted to the department head. Recommendations will be directed toward days of suspension, written reprimands, limited driving privileges and/or loss of vehicle assignment.
- C. The department head will review recommendations made by the County Driving Review Board and may take appropriate action.

REVIEW PROCEDURES

- A. Any employee whose name comes before the board will be notified of the review and reason for review before the board meeting. The employee may appear before the board or the board may request the employee to appear before them.
- B. Any board member whose actions are being brought to the attention of the board will not be eligible to participate in the decisions pertaining to his/her case and will be asked to leave the room during voting.
- C. Voting of the board may either be done by secret ballot, if any board member so requests, or by a show of hands.
- D. Accidents or reports of equipment abuse that are submitted to the board for study will be categorized as "fault", "no fault" or "unfounded". Disciplinary actions recommended by the board may be categorized as "no action" or "specific action". All actions and recommendations of the board should be consistent with previous like actions, and should take into account the intent of the employee, and fair and equal treatment.
- E. The department head will notify the employee in writing of the findings of the board with a copy to be placed in the employee's personnel file.
- F. Any employee who has received a recommendation of discipline from the board may request a personal review and reconsideration through their department head.