

FRANKFORT SQUARE PARK DISTRICT VEHICLE USAGE POLICY

Agency drivers should be accountable for their driving actions. Drivers should understand that in certain instances, driving is a condition of employment, and these established driving rules and standards promote a safer driving environment for employees, patrons, and the community.

The following general rules apply to the use of motor vehicles for Frankfort Square Park District business. There is a Vehicle Use Exemption for the Executive Director as noted in the Personnel Handbook Section VI: Salaries and Other Compensation. These rules encompass both Frankfort Square Park District-owned vehicles and personal vehicles operated on park district business. Please see your immediate supervisor for further details.

1. Employees operating any vehicle for park district business must have a valid driver's license with the proper classification for the type of vehicle operated. Upon request, employees must show proof of this license. Employees must notify their immediate supervisor if the status of their driver's license changes. Drivers' abstracts will be requested from the Secretary of State on an annual basis for all agency drivers.
2. Your immediate supervisor must authorize the use of any vehicle for park district business.
3. Employees are required to obey all traffic regulations. These regulations include, without limitation, the use of seat belts, mandatory use of headlights when the vehicle's windshield wipers are in use, and ban of cell phone use with the exception of using hands-free or Bluetooth technology.
4. All vehicle accidents must be immediately reported to your Department Head. A copy of the police report and accident reports must be included.
5. Employees must immediately notify their direct supervisor of any traffic citations whether received on agency business or while operating their personal vehicle.
6. For positions that require full-time driving duties, the employee must be at least 18 years of age. The Illinois Vehicle Code requires a driver to be at least 21 years of age with one year of driving experience when transporting school-age children or senior citizens.
7. No employee may be under the influence of alcohol, intoxicating compounds, illegal substances, or is impaired by medication while operating any vehicle for park district business. Further, no employee may be under the influence of alcohol, intoxicating compounds, illegal substances, or is impaired by medication while operating any park district-owned vehicle or equipment at any time, whether the use is for personal or park district business. "Under the influence" means the employee is affected by alcohol or drugs in a determinable manner. For purposes of this policy, a determination of being "under the influence" can be established by professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

8. Park district vehicles will not be used to transport park district patrons unless the vehicle and employee are authorized to do so or in the case of an emergency.
9. The Frankfort Square Park District has the right to search any park district vehicle at any time with or without consent.
10. Unless approved in advance in writing by the Executive Director, personal items are not to be stored in park district vehicles.
11. Employees using their personal vehicle for park district business are required to carry liability insurance on their vehicle in accordance with the applicable law. The park district's liability insurance is secondary to the employee's own coverage.
12. Using a personal vehicle to transport participants in any park district programs is strictly prohibited.
13. Employees are required to conduct a 360 degree walk around inspection prior to operating any park district vehicle or equipment.
14. Employees are required to safely enter and exit vehicles by employing a "3 Points of Contact" procedure.
15. Employees are encouraged to avoid any distractions while operating a vehicle on park district business.

Child Car Seat & Safety Belt Policy

All parents or guardians of children participating in a Frankfort Square Park District trip or program and being transported in a Frankfort Square Park District vehicle or any vehicle with seat belts, must provide a child restraint system for any child 7 years old or younger or sign a waiver giving permission for the child to be transported without such a system. All participants must wear seat belts.

Safety Coordinator

Date

Executive Director

Date

President Board of Commissioners

Date

FRANKFORT SQUARE PARK DISTRICT HIGH RISK DRIVER POLICY

The purpose of this policy is to make it absolutely clear to all employees and prospective employees that the Frankfort Square Park District is very concerned about motor vehicle safety.

To ensure that the Frankfort Square Park District selects and maintains safety-conscious drivers, we have developed the following guidelines to identify high risk drivers. The Frankfort Square Park District reserves the right to determine the eligibility of prospective and current drivers.

FRANKFORT SQUARE PARK DISTRICT EMPLOYEE DRIVING STANDARDS

Employees who drive a Frankfort Square Park District vehicle or their own vehicle on Park District business must have and maintain a good driving record. The Park District recognizes that drivers who consistently violate state motor vehicle codes expose themselves and the community to potential bodily injury and property damage. To reduce our exposure, we have established criteria that will identify current high risk drivers. Annually, the Park District will secure driver abstracts on all drivers for the agency. Employee drivers will be considered high risk if they had any one of the following:

1. Two or more Type B (moving violations) within a 24-month period.
2. A revoked or suspended license within the last 10 years.
3. Any Type A violations.

Examples of Type A Violations:

DWI, DUI, or operating while impaired
Chemical test refusal
Reckless/careless driving
Driving under suspended license
Fleeing police
Leaving scene of accident

Examples of Type B (Moving Violations):

Speeding (> 15 mph over limit or over 75 mph)
Improper/illegal lane change or turn
Following too close/tailgating
Traffic signal offenses
Failure to signal
Failure to yield
Driving too fast for conditions

Drivers meeting the above criteria would be considered a high risk to the agency and community. Employees designated as high risk will not be allowed to drive for the Frankfort Square Park District until such time that they are no longer considered a high risk driver.

Prior to the driver being allowed to drive for the Park District, the employee must attend driver safety training. Once the employee begins driving, he/she will be subject to periodic check rides and other forms of driver monitoring. Driver are responsible for notifying the Frankfort Square Park District of any violation that occurs during the course of their employment. Please refer to the Vehicle Usage Policy.

Safety Coordinator

Date

Executive Director

Date

President Board of Commissioners

Date