

# **COBB COUNTY BOARD OF COMMISSIONERS**

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To Cobb County Employees:

Cobb County Finance Department's Risk Management Division is pleased to provide you a copy of the latest Cobb County Safety Handbook. This Safety Handbook includes the Employee Safety Manual, the Personal Protective Equipment Policy, the Motor Vehicle Report Policy and the Vehicle and Equipment Use Policy. This Safety Handbook exists for you to use as a reference tool and information resource as you encounter risk management-related situations each day. We are committed to assisting your operating units in implementing risk control and safety procedures designed to provide the safest possible environment for employees and citizens.

The purpose of this handbook is to provide a general understanding of the responsibilities, procedures and activities of Cobb County employees. It sets forth the County's basic philosophy toward managing accidental losses that occur as we go about providing services to our citizens. The Risk Management Division hopes you find this manual useful and informative regarding the safety of Cobb County citizens and employees.

Jim Pehrson, CPA  
Director of Finance/Comptroller

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**BOARD OF COMMISSIONERS OF COBB COUNTY, GEORGIA**  
**RESOLUTION**

WHEREAS, as of 12:01 A. M., September 2, 1985, Cobb County became uninsured through cancellation of its liability insurance by its most recent carrier; and,

WHEREAS, the Board of Commissioners, by and through the County Manager's Office and Staff, has been unable to economically secure and provide liability insurance for the members of the Board of Commissioners, the Elected Officials of Cobb County, the Supervisors, Administrators and employees, against personal liability for damages arising out of and in the course of the performance of their duties or in any way connected with said performance; and,

WHEREAS, said Commissioners are desirous of providing, as part of the compensation and terms of employment of members of the Board of Commissioners, the Elected Officials of Cobb County, the Supervisors, Administrators, and employees, an indemnity plan and policy that will undertake to defend all or specified Civil, Criminal or quasi-criminal actions brought or maintained against said Commissioners, Elected Officials of Cobb County, Supervisors, Administrators, or employees, arising out of their performance and while in the scope of their employment or duties;

RESOLVED, that the Board shall initiate a Claims Administration Plan, pursuant to the provisions of O.C.G.A. 45-9-21, and shall adopt policies whereby the County shall defend all or specified actions which may be brought or maintained against any Member of the Board of Commissioners, the Elected Officials of Cobb County, the County's Supervisors, Administrators or employees, whether Civil, Criminal or quasi-criminal, as a result of such action being based upon acts arising out of the performance of their employment and duties, or in any way connected therewith.

RESOLVED, this Board shall adopt a policy or policies, pursuant to O.C.G.A. 45-9-22, under which the County may pay all or any part of any such action, claim or civil judgment rendered against any person or official whose defense Cobb County is authorized to undertake. Said policies may provide for payment, compromising, settling of claims as well as judgments and may include costs of administering, investigating, attorney's fees, and other related costs.

RESOLVED, that upon adoption of this Resolution and the establishment of the plans and policies referred to herein, it is not the intention of this Board to waive any immunity or privilege presently in effect or which may come into effect that may be applicable for use by this Board, the Elected Officials of Cobb County, the County's Supervisors, Administrators or its employees.

# **POLICY STATEMENT FOR COBB COUNTY, GEORGIA**

## **RISK MANAGEMENT AND SAFETY PROGRAM**

The Policy Statement outlined below was approved by the Cobb County Board of Commissioners on October 22, 1985 along with the Board of Commissioners Resolution.

### **PURPOSE:**

To establish policies and procedures with respect to Risk Management and to give specific and general authority to the Risk Manager to advise and act for the County in all matters relating to Insurance and Risk Management.

### **ORGANIZATION:**

Responsibility of the Insurance and Risk Management program shall be vested with the Risk Manager, a position within the Finance Department.

### **OBJECTIVES:**

1. The protection of the County against the financial consequences of accidental losses which are catastrophic in nature and to preserve County assets and public service capabilities from destruction or depletion.
2. The minimization of the total long-term cost to the County of all activities related to the identification, prevention, and control of accidental losses and their consequences, and for personal health and hospitalization costs related to claims.
3. The establishment, to the fullest extent possible, of a safe work and service environment in which employees, as well as members of the general public can enjoy safety and security in the course of their daily pursuits.

### **RESPONSIBILITIES**

1. Overall

The Risk Manager shall advise the Director of Finance on, and be responsible for:

- a. Identifying and measuring all risks of accidental loss.
- b. Selection and recommendation of appropriate risk management techniques for specific exposure problems.
- c. Developing and maintaining an information system in coordination with existing systems for timely and accurate recording of losses, claims, insurance premiums, and other related costs.

d. Analyzing and allocating insurance premiums, uninsured losses, and other risk costs to the budgetary units.

e. Establishing, implementing, and monitoring an integrated County-wide safety/loss control program.

## 2. Property, Casualty and Liability

Risk Management shall develop guidelines for all insurance exposures and advise the Finance Director on appropriate actions. Risk Management shall act on behalf of Cobb County in all matters relating to property, casualty, and liability exposures.

## 3. Workers Compensation

Risk Management shall coordinate with the Human Resources Department and be responsible for the safety of the employees regarding Workers Compensation exposure.

## 4. Insurance

Liability insurance for the County shall be purchased through Risk Management division from any source deemed in the best interest of the County when such insurance is available on an economically sound basis.

## 5. Safety/Loss Control

Risk Management shall be responsible for establishing, implementing and monitoring an integrated County-wide safety/loss control program in conjunction with Human Resources, Fleet Management, and other County Departments.

## DEFINITIONS:

Public Safety is defined as the Police Department, Fire Department, 911, and the Sheriff's Office, unless specifically excluded.

## **SECTION 1 - SAFETY PROGRAM RESPONSIBILITIES**

### **RISK MANAGEMENT**

The Risk Management Division is a division of the Finance Department and responsible for identifying and measuring exposure the County faces from accidental losses, recommending appropriate and cost effective loss control/safety measures to limit such exposure, assisting in implementing these safety measures, and monitoring the overall effectiveness of the County-wide safety program.

The primary functions of Risk Management are loss control, safety, claims liability management and liability insurance. Loss control techniques are designed to reduce the frequency and severity of undesired events through safety implementation for employees, the general public, property, vehicles and overall operations of the County.

The Claims Management function of Risk Management includes administration of liability claims, reporting procedures, investigation, and settlement of liability claims and litigation. Risk Management is involved with the placement of insurance and the monitoring of the insurance industry as a financial alternative.

The safety responsibilities of Risk Management include:

1. Assistance in coordinating all safety activities through departments and supervisors.
2. Furnishing safety materials to be placed in view of all employees on a scheduled basis, such as posters, bulletins, and other safety materials.
3. Coordinating with the Safety Review Boards, supplying Accident Injury Reports, and other data for their review of accidents.
4. Maintaining records of losses, incidents and claims to analyze causes, trends, and patterns.
5. Conducting inspections of County property, work areas, and job sites on a continuous basis to locate hazards and non-compliance of safety rules and procedures.
6. Participating in Departmental Safety Committee Meetings, providing them with loss statistic and safety related information.
7. Training supervisors in safety supervision and assisting them in adequate job instruction procedures and safety training of all employees.
8. Implementing guidelines to determine cause of loss and preventive action to minimize future losses.
9. Recognize and provide incentives to employees for their efforts to provide citizens and

employees a safer place to live and work.

10. Conduct Safety Orientation with newly hired County employees.

### RESPONSIBILITY OF DEPARTMENTS

A. **Department /Agency Directors:** All Department/Agency Directors have full authority to, and total responsibility for maintaining safe and healthy working conditions within their jurisdiction whether it be in the field, in the shop, or in the office. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials in each, therefore, all Department/Agency Directors shall:

1. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction.
2. Oversee the enactment of safety policies and procedures within his/her department and pertaining to their operations.
3. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
4. When necessary, devote a portion of staff meetings to a review of department losses (accidents) and to discuss plans to bring about more positive loss reduction. This will vary with the frequency and severity of losses and the degree of hazardous operations involved in each Department.
5. Demonstrate a personal concern in department losses by interviewing directly or through a responsible representative, each worker and her/his Supervisor who has:
  - a. Lost work time from an industrial type injury because of negligence.
  - b. Been involved in a vehicular collision because of failure to comply with traffic laws.
6. Hold each Division Manager fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by her/his employees. An excessive number is an indication that some management policies and practices need re-evaluation.
7. Appoint department/division representatives to serve on the Department Safety Review Board that reviews all Vehicle and Workers' Compensation Accidents.
8. Ensure their department participates in or holds Departmental Safety Committee Meetings per policy.
9. Oversee and make certain the Work Safety Requirements of the Federal Occupational

Safety and Health Act (OSHA), and state and local ordinances are adopted as standards and guide rules of Cobb County.

10. To oversee and ensure Motor Vehicle Reports are checked yearly for all employees who drive a County vehicle.

**B. Division Managers.** Shall be fully responsible and accountable to their Department;/Agency Directors for compliance with the provisions of the program within her/his division. Each Division Manager shall:

1. Develop, publish, and enforce reasonable and practical safety procedures pertinent to the activities conducted by the department with the assistance of the Risk Management Division.
2. Adequately inform all employees about safety procedures and provide each employee with a printed copy of all such procedures that apply to him/her.
3. Establish and maintain a system of job safety analysis, safety inspections, accident investigations, and safety performance records.
4. Submit required accident and injury reports to the appropriate department for processing.
5. Provide adequate job training and continuing safety instruction for all employees under their supervision.
6. Assist the Risk Management Division in arranging and scheduling appropriate training courses for supervisors and other employees, and ensure their availability when scheduled.
7. To ensure any employee who suffers a disabling injury is properly interviewed.

**C. Supervisors and Foremen** Every Supervisor has full responsibility for the safe actions of employees under their supervision and the safe operation and use of equipment within her/his operating area, and has full authority to enforce the provisions of this manual, and those of their departments, to keep losses at an absolute minimum. Each supervisor shall:

1. Assume full responsibility for safe and healthy working areas for her/his employees while they are under her/his supervision.
2. Provide adequate job training and safety instruction to all employees. Assistance in this area can be obtained through Risk Management.
3. Conduct regular safety inspections of the working environment and their employees while performing their job task.

4. Encourage safety awareness through positive recognition of employees who follow safe practices.
5. Provide continuing safety instruction for employees in their daily work assignments.
6. Actively support all safety promotional measures such as films, posters and pamphlets.
7. Continuously observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Promptly investigate accidents, complete required reports and send reports to Risk Management for analysis and conduct any necessary drug and alcohol testing (Please refer to the Drug Free Workplace Policy).
9. Encourage employees to report unsafe practices and conditions in their work areas.
10. Participate in training courses designed to increase their professional knowledge of safety supervision principles and techniques.
11. Maintain high standards in housekeeping.
12. Ensure all tools, equipment and safety protective devices are properly maintained and properly utilized.
13. Have the knowledge of all safety procedures applicable to the work they supervise.

D. **Employees.** As a condition of employment, employees are required to exercise due care in the performance of their work to prevent injuries to themselves and to fellow workers and to conserve materials. Each employee shall:

1. Promptly report to their supervisor all accidents and injuries.
2. Promptly report to their supervisor all unsafe practices or conditions they observe.
3. Cooperate with and assist in investigation of any loss.
4. Support and participate in all safety promotional and educational measures.
5. Avoid engaging in horseplay and avoid distracting others.
6. Keep work areas clean and orderly at all times.
7. Wear required personal protective equipment when working in hazardous areas.
8. Dress properly for the work environment and duties being performed.

9. Obey all safety rules, policies, and procedures.
10. Take an active part in the Safety Program of their department or office.

## **SECTION 2 - DEPARTMENTAL SAFETY PROGRAM ACTIVITIES**

Total management involvement is essential to the success of any loss control program. The Department/Agency Directors shall coordinate their department's safety program utilizing the following guidelines.

### **REASONS FOR A DEPARTMENTAL SAFETY COMMITTEE**

A department should implement a safety committee program if one or more of the following statements apply:

1. If the department faces significant hazards, such as construction, use of chemicals, or the use of heavy machinery.
2. If the department has a known loss frequency or severity problem.
3. At the discretion of the Department/Agency Director.

### **SUPERVISION AND COORDINATION OF ACTIVITIES**

1. The Department/Agency Director shall coordinate the department's safety program. Risk Management will assist with planning and developing the program.
2. The Department/Agency Director should appoint an employee to coordinate safety activities for the department. The employee should have sufficient knowledge of the inter-workings of the department and its exposures in order to serve in this capacity.
3. This appointed employee shall serve as chairman of the Department Safety Committee when applicable.
4. The Department Safety Committee should consist of at least five persons. Members should be appointed for a two year term and on a staggered basis.

### **FUNCTIONS OF THE DEPARTMENT SAFETY COMMITTEE**

The Department Safety Committee will:

1. Plan and implement the safety program with Risk Management's assistance and take part in making the program operate. The Committee will coordinate with the

Department/Agency Director on developing and implementing policies and procedures.

2. Establish procedures to provide for a system of handling suggestions or recommendations that are submitted to the Committee.
3. Develop procedures to correct hazards in the work place.
4. Assist with the establishing of a routine inspection program and ensure it is being carried out.
5. Develop procedures to report potential hazards.
6. Develop procedures to follow up on correction of hazards.
7. Assist the Safety Review Boards on reviewing vehicle accidents.

### **SAFETY MATERIALS**

1. **Bulletin Boards.** Each department shall procure and maintain a bulletin board, portions of which shall be devoted to the display of Safety Posters and other safety related materials. One person should be designated as responsible for posting materials received. Posters will be distributed monthly to all departments by Risk Management.
2. **Pamphlets and Booklets.** Occasionally, departments shall be furnished with a supply of safety pamphlets or booklets for distribution to all employees within the department. Risk Management will maintain a supply of OSHA related pamphlets for distribution.
3. **Safety Videos.** Safety Videos may be found or obtained online. Departments may contact Risk Management for assistance locating videos or materials.
4. **Safety Signs.** Signs pertaining to OSHA requirements are to be posted in areas applicable to each department.

## **SECTION 3 – SAFETY REVIEW BOARD POLICY**

### **PURPOSE**

The purpose of the Safety Review Boards is to be proactive in promoting safety awareness with regards to the public, County employees and County property. In addition to promoting safety awareness, two Safety Review Boards will review motor vehicle accidents and other occurrences: the Departmental Safety Review Board (DSRB) and Executive Safety Review Board (ESRB).

The Safety Review Boards shall identify and evaluate departmental safety practices, recommend safety policies, and oversee compliance of safety practices. The Review Boards may review on-the-job related accidents, occurrences, losses and trends to

determine causation, preventability, and to report findings and recommendations. With respect to preventable motor vehicle accidents and or/ other occurrences, unless otherwise specified, the Department/Agency Director will be responsible for determining and administering appropriate preventative and/or disciplinary action, if any.

As resources, the policy includes the following appendices: Categories of Contributing Factors, the Minimum Disciplinary Guidelines, and a DSRB Waiver Form.

### **DEFINITIONS/TERMINOLOGY:**

**Motor Vehicle Accident** – is any occurrence involving a motor vehicle, unless such vehicle is properly parked. This definition specifically includes non-collision occurrences and collisions wherein contact is made with an individual or inanimate object (e.g., contact with a vehicle, curb, sign, tree). This definition includes occurrences in which no damage is observed at the time of the Motor Vehicle Accident.

**Preventable Loss** – is any occurrence in which the employee failed to do everything he or she reasonably could have done to prevent or avoid the Motor Vehicle Accident or other occurrence. (A determination of whether a loss is preventable is the function of the Safety Review Boards. However, such a determination is NOT to be a determination of whether an individual was “at fault” or “negligent” in causing the Motor Vehicle Accident or other occurrence.) **NO DETERMINATION OF NEGLIGENCE, APPORTIONMENT OF FAULT, OR VIOLATION OF LAW IS TO BE MADE BY THE SAFETY REVIEW BOARDS OR INFERRED FROM THEIR FINDINGS.**

**Vehicle** – is any vehicle owned, operated or leased by the County. Vehicles and equipment include:

1. Any on road licensed vehicle;
2. Motor graders;
3. Dozers;
4. Loaders;
5. Mowing machines; and
6. Other motorized vehicles.

**Vehicle Loss** – is any occurrence, driving or non-driving, in which a County owned, operated or leased vehicle is involved in a collision and/or sustains damage. (NOTE: Under this definition, damage to property and/or personal injury need not have occurred.)

**Property Loss** – is any damage to County owned equipment, buildings, structures, improvements or any other County owned asset. This does not include damage to vehicles.

**General Liability Loss** – is any non-driving occurrence involving a County employee or situation that results in a loss to any person, other than a County employee, or to

property.

**Workers' Compensation Loss** – is any occurrence in which an employee is injured in the course of his/her employment.

### **DEPARTMENTAL SAFETY REVIEW BOARD (DSRB)**

All departments with fifty (50) or more full-time employees must have a DSRB unless given an exemption by Risk Management to be part of the combined DSRB. If the department has fewer than fifty (50) full-time employees, the department will become part of the combined DSRB unless otherwise agreed to by Risk Management. The DSRB shall report directly to the Department/Agency Director.

#### **A. Membership**

Members of the DSRB will be appointed by the Department/Agency Director and subject to the approval of the County Manager. The DSRB will consist of a minimum of three (3) voting members from the department and/or involved departments and one (1) member from Risk Management. The DSRB shall be comprised of an odd number of voting members. The DSRB should consist of:

- (1) An odd number of employees approved by the by Department/Agency Director.
- (2) One Risk Management representative. This position is an advisory, non-voting position, but the representative shall participate in all aspects of review, other than voting.

Each member of the review board, including the Chairperson, shall have one vote per case. In the event of a tie, when one or more members are absent at the time of the hearing, the matter should be rescheduled to be heard by the DSRB when all members are present.

#### **B. Terms of Service.**

Members of the DSRB shall serve two-year terms. The terms shall be alternating so that no more than half of the review board is replaced in any given year. If a new DSRB is created, half of the DSRB's members will serve an initial one-year first term. The other half will serve a normal two-year term on the DSRB to enable alternating terms.

#### **C. Losses Subject to DSRB Review**

The DSRB should review the following:

- (1) Any departmental safety concerns or loss trends and make appropriate safety-related recommendations;
- (2) Any vehicle losses, including driving and non-driving losses, where the incurred

loss is up to;

- a. \$15,000 for a light duty vehicle (a light duty vehicle is a private passenger vehicle designed to carry eight (8) people or less and with a value of less than \$30,000
  - b. \$25,000 for medium duty vehicles (a medium duty vehicle is a vehicle with a combined weight of less than 26,000 lbs. and a value up to \$70,000
  - c. 35,000 for heavy duty vehicles (a heavy duty vehicle is a vehicle with a combined weight over 26,000 lbs. and with a value greater than \$70,000; and
- (3) Any preliminary preventable loss forwarded by Risk Management.

In addition to losses involving vehicles, the DSRB may review the following categories of losses or incidents:

- (1) General Liability;
- (2) Property;
- (3) Workers' Compensation accidents for trends or patterns of losses;
- (4) Injuries or incidents involving inmates for trends or patterns of losses;
- (5) Any at-risk behaviors or hazardous situations/incidents;
- (6) Cases where other at-fault non-driving personnel are involved;
- (7) Any occurrences recommended for review by Risk Management;
- (8) Any other property losses deemed appropriate by the DSRB.

The DSRB should review all non-driving preventable losses and all property losses over \$500 within their department. The DSRB should review any property loss involving an employee with two (2) or more property losses in any twelve (12) month period.

## **D. DSRB Meetings & Process for Review**

### **1. Scheduling of Meetings**

Departmental Safety Review Boards should meet once a month if there is one or more losses to review. If there are no vehicle losses, the DSRB should meet at least once a quarter to review departmental safety issues.

As a general rule, losses involving County vehicles should be heard within thirty (30) days from the date of loss. The time to review a case may be extended to sixty (60) days with the approval of Risk Management. In extenuating circumstances, the time for review may be extended beyond sixty (60) days, provided that notification is made to Risk Management, which shall report to the County Manager. The failure to hear a case within the time frames prescribed shall not negate the need for a hearing and/or appropriate disciplinary/corrective action.

### **2. Preliminary Opinions**

The Risk Management Division will provide a preliminary opinion as to the preventability or non-preventability of all losses involving County vehicles, equipment, property or injuries to employees, inmates and/or the public. Risk Management's opinion

will be based upon information supplied by the Department on the loss form (RM-3). A form titled "Preliminary Evaluation" will be forwarded to the Department Safety Review Board Chairperson containing Risk Management's preliminary opinion.

### **3. Role of Chairperson**

The Chairperson of the DSRB will provide relevant background and/or other information for the Board's consideration. The Chairperson of the DSRB will provide a copy of police and other departmental documents, as well as any recordings, diagrams, photographs or other evidence, to members of the DSRB. The Chairperson will also coordinate the appearance of witnesses, experts or supervisors at the hearing.

### **4. Evidence Subject to Review**

The review board process may include review and consideration of the following:

- (a) The departmental vehicle accident investigation report (RM-3 form), which should have been completed and sent to Risk Management within 24 hours of the accident;
- (b) The police report;
- (c) Any internal departmental reports that pertain to the loss;
- (d) All monetary damage documentation;
- (e) Interview of the employee to hear his/her side of the loss;
- (f) Testimony and interview of any witnesses, experts or supervisor; and
- (g) Review of any audio/video recording, diagrams, photographs and any other evidence.

### **5. Role of DSRB & Involved Employee(s)**

The Departmental Safety Review Board (DSRB) will review and investigate Motor Vehicle Accidents and other occurrences to determine if the employee's actions contributed to the loss and whether the losses were preventable. Employees involved in the loss will attend the hearings and may be accompanied by their supervisors. (In cases involving County vehicles, the employee's supervisor must attend the hearing if requested to do so by the DSRB or Risk Management.) The DSRB will hear the case, determine the facts of the loss, make determinations as to whether the employee's actions contributed to the loss and preventability, and prepare any safety recommendations and/or considerations for the Department/ Agency Director. If the loss is deemed preventable, the DSRB will submit its findings to the Department/Agency Director, who will be responsible for implementing appropriate corrective and/or disciplinary action. With respect to preventable vehicle losses, discipline should be taken consistent with the Minimum Disciplinary Guidelines.

### **E. Review of DSRB Findings**

Should the findings of the DSRB differ from the evaluation of a loss by Risk Management after the hearing, the loss shall be heard by the Executive Safety Review Board (ESRB).

### **F. Appeals**

If an employee wishes to appeal the findings of the DSRB, the employee must provide a written appeal to Risk Management within ten (10) calendar days of the DSRB hearing. Appeals for all employees will be heard by the ESRB. **An employee may appeal the decision of the DSRB as to preventability, but may not appeal a decision as to the appropriate disciplinary and/or corrective action to be implemented.**

### **G. Guidelines for Discipline**

When a Motor Vehicle Accident is determined to be a preventable loss, the Department/Agency Director shall use the Minimum Disciplinary Guidelines as the minimum discipline for the employee and may consider other relevant factors, including the employee's five-year loss information in reaching a decision as to appropriate discipline and/or corrective measures. There are no guidelines for discipline/corrective action for non-vehicle losses; action for such losses is at the discretion of the Department/Agency Director.

Where the Department/Agency believes that divergence from the minimum disciplinary guidelines is appropriate in light of the totality of the circumstances and in order to implement appropriate and consistent disciplinary action and/or corrective measures, the Department/Agency Director may:

- (a) Increase discipline as appropriate and/or implement other corrective measures without further approval; or
- (b) Where the Department/Agency Director disagrees with the proposed minimum disciplinary action and believes it appropriate to reduce the level of discipline and to impose different disciplinary and/or corrective action, the Department/Agency shall document the reasons for disagreeing with the proposed minimum disciplinary action and propose alternate discipline and/or corrective action to the County Manager. If the County Manager agrees with the recommended change in disciplinary and/or corrective action, then the Department/Agency Director shall be authorized to diverge from the disciplinary guidelines.

In general, disciplinary action should be applied within **30 days** of the Department/Agency Director signing the finding of the ESRB/DSRB. Any deviation from implementing the disciplinary action within this time frame must be submitted to and approved by the County Manager and Human Resources Director. Any violation of the Drug Free Workplace Policy or any other County policy could result in discipline, up to and including termination.

## **H. When Waiver Is Permitted**

An employee may waive his/her right to the DSRB process regarding a Vehicle Loss if it is the employee's first offense and the offense is a Category A offense, if the employee provides a written statement containing the following:

- 1) A request for a waiver (RM-14) of the review board hearing;
- 2) A description outlining what happened;
- 3) An explanation of the cause of the loss; and
- 4) An explanation of how the loss could have been prevented.

\*\*\* The employee should complete the RM-14 form to address items 2, 3, and 4 above.

Any waiver of the review board process must be approved by Risk Management. In the event of waiver, the employee will remain subject to the appropriate discipline per the minimum disciplinary guidelines.

## **EXECUTIVE SAFETY REVIEW BOARD (ESRB)**

### **A. Membership**

Executive Safety Review Board members will be appointed by the County Manager. The ESRB shall consist of a minimum of five (5) voting members. The ESRB shall be comprised of an odd number of voting members. The ESRB will consist of:

- 1) At least four (4) individuals from among the following: Department/Agency Directors, Assistant Directors, Chiefs, etc.
- 2) The County Manager's designee, preferably a member from the private sector.

The Risk Manager and/or a Risk Management designee will serve as an advisory position to the ESRB. This advisory position will not be a voting position.

### **B. Terms of Service**

The ESRB will report directly to the County Manager. Each member will serve a two-year term on the Board. The terms shall be alternating so that no more than half of the review board is replaced in any given year. The ESRB should meet monthly or as often as necessary. Each member of the ESRB shall have one vote per case.

### **C. Losses Subject to ESRB Review**

The ESRB should review any County-wide safety concerns and loss trends. The ESRB should also review the following:

1. Any vehicle losses where the incurred loss exceeds

- a. \$15,000 for a light duty vehicle (a light duty vehicle is a private passenger vehicle designed to carry eight (8) people or less and with a value of less than \$30,000;
- b. \$25,000 for medium duty vehicles (a medium duty vehicle is a vehicle with a combined weight of less than 26,000 lbs. and a value up to \$70,000;
- c. \$35,000 for heavy duty vehicles (a heavy duty vehicle is a vehicle with a combined weight over 26,000 lbs. and with a value greater than \$70,000;
- d. Any loss preliminarily deemed to be preventable, if the employee has had two prior preventable losses within a thirty-six (36) month period;
- e. Any loss wherein the opinion of Risk Management differs from the DSRB findings and/or disciplinary recommendation;
- f. Any loss wherein an employee allegedly left the scene of an accident or failed to report a loss;
- g. Any loss involving two (2) or more occupied County vehicles;
- h. Any loss involving high-level managerial employees (e.g., Department/Agency Director, Chief, Deputy Chiefs, Assistant Director, Division Manager);
- i. Any loss recommended by the County Manager, Department/Agency Director or similar position for any non-driving loss, general liability, property, workers' compensation or other losses that exceed \$15,000 in incurred liability to the County.
- j. Any loss recommended by Risk Management for review by the ESRB.

**D. No Waiver Permitted**

No employee may waive an appearance or participation in the review board process for any loss that is recommended for review by the ESRB.

**E. ESRB Meetings & Process of Review**

**1. Scheduling of Meetings**

The ESRB will meet monthly or as often as necessary.

**2. Role of Risk Manager or Risk Management Designee**

The Risk Manager or designee will attend the hearing and provide relevant background and/or other information for the Board's consideration. The Risk Manager or designee will provide a copy of police and other departmental documents, as well as any recordings, diagrams, photographs or other evidence, to members of the DSRB. The Risk Manager or designee will also coordinate the appearance of witnesses, experts or supervisors at the hearing.

**3. Evidence Subject to Review**

The review board process may include review and consideration of the following:

- (a) The departmental vehicle accident investigation report (RM-3 form), which should have been completed and sent to Risk Management within 24 hours of the accident;
- (b) The police report;
- (c) Any internal departmental reports that pertain to the loss;
- (d) All monetary damage documentation;
- (e) Interview of the employee to hear his/her side of the loss;
- (f) Testimony and interview of any witnesses, experts or supervisor; and
- (g) Review of any video recording, diagrams, photographs and any other evidence.

#### **4. Role of ESRB & Involved Employee(s)**

In hearing cases, the ESRB will determine the facts of the loss, make a determination as to whether the employee's actions contributed to the loss ~~causation~~ and preventability, and prepare any safety recommendations and/or considerations for the Department/Agency Director. Employees involved will attend the hearings and must be accompanied by their supervisor. If the loss is deemed preventable, the ESRB will submit its findings to the Department/Agency Director, who will be responsible for implementing appropriate corrective and/or disciplinary action. With respect to preventable vehicle losses, discipline should be taken consistent with the Minimum Disciplinary Guidelines.

#### **F. Guidelines for Discipline**

If the occurrence is deemed to be a preventable loss, the ESRB should consider the Minimum Disciplinary Guidelines and may recommend increasing the discipline for the employee if appropriate. The disciplinary recommendation will be forwarded to the Department/Agency Director or County Manager as appropriate.

##### **a. Decisions by Department/Agency**

When a Motor Vehicle Accident or other occurrence is determined to be a preventable loss, the Department/Agency Director may follow the recommendation of the ESRB and/or minimum disciplinary guidelines. However, where the Department/Agency Director disagrees with the recommendation of the ESRB and/or the Minimum Disciplinary Guidelines in light of the totality of circumstances and believes that divergence from the recommendation/guidelines is appropriate in order to implement appropriate and consistent disciplinary action and/or corrective measures, the Department/Agency Director may:

- (a) Increase discipline as appropriate and implement other corrective measures without further approval; or
- (b) Where the Department/Agency Director disagrees with the proposed minimum disciplinary action and/or recommendation of the ESRB and believes it appropriate to reduce the level of discipline and to impose different disciplinary and/or corrective action, the Department/Agency shall document the

reasons for disagreeing with the proposed minimum disciplinary action and propose alternate discipline and/or corrective action to the County Manager. If the County Manager agrees with the recommended change in disciplinary and/or corrective action, then the Department/Agency Director shall be authorized to diverge from the ESRB recommendation and/or minimum disciplinary guidelines.

**b. Decisions by County Manager**

Disciplinary and/or corrective action for any loss involving high-level managerial employees (e.g., Department/Agency Director, Chief, Deputy Chiefs, Assistant Director, Division Manager) will be reviewed and determined by the County Manager who shall consider the minimum disciplinary guidelines and any recommendation of the ESRB and who may consider other relevant factors, including the employee's five-year loss information, in reaching a decision as to appropriate discipline and/or corrective measures in light of the totality of circumstances.

**c. Timing of Disciplinary Action**

In general, disciplinary action should be applied within **30 days** of the Agency/Department Director signing the finding of the ESRB/DSRB. Any deviation from implementing the disciplinary action must be submitted to and approved by the County Manager and Human Resources Director.

**G. Appeals**

If Risk Management or the employee wishes to appeal the decision of the ESRB as to preventability, the case may be appealed to the County Manager within ten (10) calendar days of the ESRB hearing. An employee wishing to appeal the decision of the ESRB as to preventability must provide a written appeal to Risk Management, which shall forward the appeal to the County Manager. If Risk Management wishes to appeal the decision of the ESRB, Risk Management shall present the appeal to the County Manager and shall furnish a copy to the employee. The appeal process will involve the appropriate parties meeting with the County Manager and presenting their cases. The County Manager shall evaluate the information presented and render a final decision as to preventability.

## Appendix A

### **CATEGORIES OF CONTRIBUTING FACTORS**

This section defines the categories in which different types of vehicle losses will be placed. The following is a list of examples and may not include every factor. Each loss will be reviewed to determine the appropriate category.

#### Category A:

- Failure to put vehicle in park or set brake
- Misjudge clearance
- Failure to use turn signal / Improper use of turn lane
- Failure to secure load in non-commercial vehicles
- Non-driving damage to a County vehicle or property
- Failure to inspect vehicle
- Driver distracted

#### Category B:

- Too fast for conditions
- Ran off road
- Improper turn
- Driver lost control
- Improper backing
- Failure to maintain lane
- Following too closely

#### Category C:

- Speeding
- Improper passing
- Misuse of vehicle
- Failure to yield
- Improper lane change
- Failure to secure load in a commercial vehicle

#### Category D:

- Hit and run
- Disregarding a stop sign or signal \*\*\*
- Other arrestable offenses
- Violation of department or County policy\*\*

\*\* (Does not include causes covered in Categories A, B, C and D)

\*\*\*Excludes Public Safety vehicles responding to emergency situations/calls

## **Appendix B**

### **MINIMUM DISCIPLINARY GUIDELINES**

To determine the appropriate guideline, first determine how many preventable losses the employee had in the thirty six (36) month period prior to the date of loss and choose the appropriate column. There are two (2) exceptions to the thirty-six (36) month period rule. First, if the employee is a Police Department employee who was performing patrol duties at the time of the loss and had been continuously performing patrol duties for the 24 months preceding the loss. Second, any Fire Department employee driving a fire apparatus during an emergency response, determine how many preventable losses the employee had in the twenty four (24) month period prior to the date of loss and choose the appropriate column. Next, identify the category in which the current offense falls in Appendix A. (The classification of prior losses is not relevant to the current offense and minimum disciplinary action.) If a loss type is not listed in the categories listed below, the Risk Management representative will determine which category the loss should be placed in for review board purposes.

Fire apparatus is defined as a rescue truck, air truck, engine, ladder truck or squad vehicle.

## Minimum Discipline Guidelines

(FOR PREVENTABLE LOSSES WITHIN A THIRTY-SIX (36) MONTH PERIOD)

(\*\*24 MONTH PERIOD FOR CERTAIN POSITIONS AS DEFINED IN APPENDIX B

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th or More Offense</u>
<b><u>Category A</u></b>	Verbal warning	Letter of Reprimand & Training 1	1 Day off and Training 2	Suspension, Demotion or Termination
<b><u>Category B</u></b>	Letter of Reprimand	1 Day off and Training 1	2 Days off and Training 2	Suspension, Demotion or Termination
<b><u>Category C</u></b>	1 Day off	2 Days off and Training 1	3 Days off and Training 2	Suspension, Demotion or Termination
<b><u>Category D</u></b>	2 Days off	3 Days off and Training 1	4 Days off and Training 2	Suspension, Demotion or Termination

An employee with three or more offenses within a 36 months period must have their accident reviewed by the ESRB

Training 1 - is 8 hours of remedial training focused on driving and accident prevention.

Training 2 - is 16 hours of remedial training focused on driving and accident prevention.

All discipline should be implemented within 30 days of the Department Manager's signature on the RM-5 form.

\*\*\* All time off shall be unpaid unless the employee elects to use paid or annual leave.

Effective 9/1/2014

## **SECTION 4 - WORKERS' COMPENSATION**

It is the intent of the Cobb County Board of Commissioners to comply with the provisions of the Workers' Compensation Laws of the State of Georgia. It is the further intent of the Cobb County Board of Commissioners to provide Workers' Compensation benefit coverage in accordance with this policy for all county employees, whether regular or temporary, as well as all elected county officials. The Human Resources Department is responsible for the administration of Workers' Compensation claims and has instructed your Department Personnel Representative on the proper procedures in reporting these claims.

### **OBJECTIVES**

The two basic objectives are to ensure that an injured employee receives prompt and adequate medical attention through proper claims administration, and to work in conjunction with the Risk Management Division to prevent/minimize Workers' Compensation losses through proper loss control techniques implemented by Department/Agency Directors, managers, the supervisors, and the employees.

### **CLAIMS ADMINISTRATION**

1. An employee injured on the job must report the injury to his/her supervisor immediately.
2. The employee's supervisor must follow the appropriate procedures prescribed for reporting on-the-job injuries. Your Department Personnel Representative should assist you in this.
3. Treatment of the injury shall be provided at a designated medical facility or physician as approved by the Board of Commissioners and posted at work sites. If the injury is life endangering, the employee should be sent to the nearest emergency facility. **Please refer to Department's employment bulletin boards or the County website for the List of Approved Panel of Physicians and for the Workers' Compensation Bill Of Rights For Injured Workers.**
4. An employee injured by an accident arising out of and in the course of employment shall not be charged for absence from duty due to the injury on the day of injury. If the injury is after normal business hours (please refer to the panel of physicians to see house of operation) or of an emergency nature call EMS or go to the nearest HOSPITAL EMERGENCY ROOM.

To ensure proper medical attention all injuries, no matter how slight must be reported to your supervisor immediately. Failure to report an injury when it happens may result in disciplinary action or discharge. Treatment provided by medical doctors other than those above, without the written consent of the Cobb County Board of Commissioners will be at the employee's expense.

## LOSS CONTROL TECHNIQUES

1. Selecting the right person for the physical requirements of the job to be performed. If necessary, the employee should be tested by a medical professional to ensure they are capable of meeting the job requirements.
2. Orienting employees to a new job and its requirements or to a new task or assignment.
3. Training employees on the proper policies and procedures related to the performance of their jobs.
4. Training employees on the proper use of tools & equipment, chemicals, vehicle use, personal protective equipment, and the handling and exposure to hazards related to their job.
5. Identifying hazards through job safety analysis, job site inspections, and environmental hazards.
6. Proper and timely reporting of accidents.

## **SECTION 5 - INJURY TO AN EMPLOYEE ON-THE-JOB**

### EMPLOYEE PROCEDURES:

1. Turn off any machinery which may have caused the injury or which endangers the injured employee.
2. Only if you are trained in first aid should you assist in providing first aid to the injured person.
3. Report the injury to your Supervisor.

### SUPERVISOR PROCEDURES:

1. Make sure any machinery that poses a threat to the injured employee is turned off and area secured.
2. Assist the injured person.
3. If medical attention is needed, take the injured person to a medical facility listed on the Worker's Compensation Doctor's Panel of physicians as posted on your department's employment bulletin board or the County website.
4. If the injury is serious, call 911. For Injuries requiring treatment, post-accident drug

and alcohol testing is required. Please refer to the Drug Free Workplace Policy for further guidance.

5. Report the injury to your Department Representative or Human Resources Department. Make the report by telephone if there is medical treatment, a lost time injury, multiple persons injured or if there is a fatality.

6. Fill out the First Report of Injury and Supervisor's Accident Investigation Report through the online claims portal. All workers' compensation injury reports should be submitted within 24 hours of the accident/incident. Please note if the County does not have a record or has not been notified of an injury to an employee, it could delay getting approval of treatment through Workers' Compensation.

7. Report to such governmental authorities, as required.

8. Do not discuss the accident with anyone other than Governmental Authorities, County Representatives or a claims adjuster representing the County.

## **SECTION 6 - MEMBER OF PUBLIC HURT ON PREMISES**

### **PROCEDURES FOR FIRST EMPLOYEE ON THE SCENE:**

1. Stop any activity which caused the injury.
2. Help the injured but give only such first aid as you are qualified to give. If the injury is serious, call EMS or 911.
3. Call your supervisor.
4. **Do not agree or admit fault** on behalf of the County or for any officer, employee, agent or volunteer in regard to the incident. Do not discuss it with anyone other than authorities and County Representatives. Do not assume or agree to pay for any emergency, or medical treatment, or damage to property.

### **SUPERVISOR PROCEDURES:**

1. Assist the injured person but give only such first aid as you are qualified to give. If the injury is serious, call EMS, if they have not already been called.
2. Gather information on what happened from witnesses. Get names and addresses of witnesses.
3. Report the accident/incident online through the claims portal within 24 hours of the event. Call Risk if incident caused a fatality or bodily injury.

4. Take pictures of the scene, conditions or anything that needs to be documented and preserve any evidence.
5. Cooperate with authorities, County representatives and claims adjusters representing the County.
6. **Do not agree or admit fault** on behalf of the County or for any officer, employee, agent or volunteer in regard to the incident. Do not discuss it with anyone other than authorities and County Representatives. Do not assume or agree to pay for any emergency treatment, medical treatment, or any damage to property.

#### REPORTING PROCEDURES:

1. The incident/accident should be reported through the online claims portal within 24 hours after the accident occurs.
2. If an accident involves hospitalization, EMS service, or ambulance service, Risk Management should be notified immediately, or as soon as practical, by phone. This will allow Risk Management to begin their investigation in a more effective manner.

### **SECTION 7 - PROPERTY LOSS PROCEDURES**

#### PROCEDURES FOR COUNTY EMPLOYEE ON SCENE

1. Call proper authorities - dial 911 (Fire Department, Police) if fire, vandalism, etc. is in progress.
2. Call supervisor.
3. Guard premises from further damage. Warn other persons.

#### SUPERVISOR PROCEDURES:

1. Make sure proper authorities have been notified.
2. Protect property from further damage and secure it for the safety of the public and our employees. Seal off property, establish barriers to limit access, post warning notices and make necessary emergency repairs, as needed.
3. Report loss to Risk Management through the claims portal. Call if loss results in condition which prohibits continued function of unit or poses further threat to life, safety, or property damage.
4. Submit loss report through the claims portal.

5. Cooperate with Risk Management and any adjusters representing the County.
6. If loss was caused by another party DO NOT make any statement which would absolve them of responsibility for paying for damages.

REPORTING PROCEDURES:

1. All property losses over \$500 should be reported immediately.
2. If the loss is in progress, such as a fire, vandalism, etc., notify the appropriate government authorities (fire department, police) at once. Call 911.
3. Notify Risk Management by telephone, as soon as possible, in the event of any loss which:
  - a. Interferes with continuing operations, or
  - b. Involves a continuing breach of building security, or
  - c. Results in a condition which causes a safety hazard, or
  - d. Results in a condition which, if not corrected, could cause further damage to property, or
  - e. Involves circumstances which indicate the loss was caused by criminal activity.
4. Accurate reporting of losses serves several purposes, including tracking of all types of losses, providing information which will be helpful in preventing future losses, and providing statistical data to compute risk costs.
5. All losses (including those for which this telephone notification was made) should be reported through the claims portal on the Cobb County webpage.
6. All applicable areas must be filled out when submitting a claim and provide all information available. Providing accurate and complete information when submitting a claim is crucial in allowing Risk Management to handle the claim.

## SECTION 8 - AUTOMOBILE ACCIDENT REPORTING

### PURPOSE

The purpose of this section is to establish a uniform procedure for the investigating and reporting of motor vehicle accidents involving county-owned, leased or operated vehicles. It is the responsibility of Cobb County employees, foremen, supervisors, managers, and Department/Agency Directors ~~Managers~~ to comply with this procedure.

Prompt reporting of accidents to the Risk Management Division is essential if Risk Management is to maintain an effective claims handling program for the County. All accidents shall ~~shoud~~ be reported regardless of the severity.

### PROCEDURES FOR COUNTY EMPLOYEES ON THE SCENE:

1. Call 911. Request police, fire or EMS as needed. Cooperate with the authorities.
2. Help the injured (But only give first aid that you are qualified to give) until emergency personnel arrive.
3. Call your supervisor and advise them you have been involved in an accident.
4. For serious accidents, please call the Sheriff's Office to take pictures. For minor accidents, contact your supervisor and take pictures with the electronic devices available.
5. Gather information on other drivers, vehicles and witnesses. Gather as much information as you can including name, address, contact phone numbers and etc. If available, provide paper to any witness so they may write down what happened in the loss.
6. Do not accept or admit fault for the accident. Do not discuss the accident with anyone except a law enforcement officer, County representative, or as approved by Risk Management.

### SUPERVISOR PROCEDURES:

1. Assist the employee driver. Make sure the driver has carried out the steps listed above.
2. Call Risk Management if the accident involves a fatality or serious injury.
3. Report the loss through the online portal to Risk Management within 24 hours of the loss.
4. **Do not accept or admit fault** or discuss the accident with anyone except a law enforcement officer, driver, county representative, or properly identified claims adjuster

from Cobb County.

5. Comply with the County's Drug Free Workplace Policy regarding employee testing after an accident. Oversee the compliance of the Federal Omnibus Transportation Employee Testing Act regarding alcohol/controlled substance testing when an employee holding a Commercial Driver's License (CDL) is cited with an accident while driving a commercial vehicle or when the accident involves a fatality.

#### REPORTING PROCEDURES:

1. Report the loss through the online claims portal to Risk Management within 24 hours after the accident occurs and followed up with the Police Department's Motor Vehicle Accident Report.
2. If an accident involves substantial damage or involves injury to either an employee or third party (someone other than an employee), Risk Management should be notified immediately, or as soon as practical, by phone.
3. County vehicles which are damaged and require repairs due to any type of accidental loss should be reported directly to Risk Management within 24 hours.
4. Departments are responsible for taking any vehicle involved in an accident or loss to the Fleet Department for inspection. Fleet will determine if the vehicle needs to be repaired. Vehicles damaged in an accident or loss should be repaired within 30 days of the accident or loss.
5. If a County vehicle is not able to be driven due to an accidental loss, Fleet should be contacted so the vehicle can be towed. Vehicles that are not drivable, ~~vehicles~~ should be towed to Fleet.

## **SECTION 9 - MOTOR VEHICLE OPERATIONS**

### RESPONSIBILITIES OF COUNTY DRIVERS

Regardless of the employee classification or the amount of time a County employee drives a County-owned vehicle, each employee is responsible for the proper care and operation of his/her assigned vehicle(s). Every employee who drives a County-owned vehicle is responsible for obeying all traffic laws and for compliance with the rules set forth in this manual.

All employees who regularly operate a county vehicle (including special or heavy equipment) must attend the Cobb County Defensive Driver Class within ninety (90) days of their hire date.

All County employees who drive a vehicle and their supervisor are required to read the

County's Vehicle Use Policy.

MOTOR VEHICLE COLLISION CONTROL

The operation of County vehicles directly affects the production and output of each department. Vehicular collisions are potentially the most costly losses Cobb County can incur when the summation of property damage, bodily injury, fatalities, and liability suits are considered. In order to control the costs of vehicular accidents, Departments and Division Managers shall:

1. Assume full responsibility for driving records of their employees while they are on duty, or while vehicles are in their possession.
2. Establish and enforce department policies and frequently check on their compliance.
3. Ensure that all vehicles and equipment are properly maintained for safe operation.
4. Ensure that employees do not drive a County vehicle unless they have a valid State of Georgia Driver's License or other acceptable license approved by Human Resources and/or Risk Management.
5. Make sure employees operating special purpose vehicles are properly trained, authorized to operate the vehicle, and can satisfactorily pass an operations check-out test.
6. Make sure Department procedures are compiled for each type of special purpose vehicle that the operator is required to operate.
7. Be alert in observing unsafe driving practices of department employees and ensure that immediate action is taken to correct any unsafe driving practices.
8. Ensure that unsafe vehicles are not driven until safety discrepancies have been corrected by Fleet Management.
9. Know the driving habits of a new employee before assigning a vehicle and check all past vehicle driving records.
10. Have strong disciplinary procedures and corrective measures for accident offenders.
11. Refer to Cobb County Drug-Free Work Place Policy if an employee, whose responsibilities include driving on county business, reports to work or is working while under the influence of drugs or alcohol. In accordance with the Drug-Free Work Place Policy, any violation of the policy can result in disciplinary action up to and including termination.
12. Ensure County vehicles are used for county business only, except when specifically authorized for other use.

13. Ensure no one other than a County employee shall operate County motorized equipment.

14. In addition to periodically checking to see the license of each vehicle operator, review Motor Vehicle Reports in accordance with the Motor Vehicle Report Policy. Risk Management and Human Resources will assist in obtaining these reports. All employees who drive a County vehicle shall have their MVR's checked annually.

#### DRIVER'S LICENSE

1. A valid state driver's license must be in an employee's immediate possession at all times when he or she is driving on County business.
2. If an employee does not have a valid Georgia driver's license or other approved state driver's license, he/she shall not drive a County-owned vehicle or any other vehicle on County business. An employee whose job requires him/her to operate vehicles will report to his supervisor in the event his/her license is revoked, restricted, or suspended by a court or law enforcement agency.
3. Employees driving County-owned vehicles or any other vehicle on County business must have proper driver's license classification.

#### COMMERCIAL DRIVER'S LICENSE CLASSIFICATION

No employee is allowed to drive a commercial vehicle without a valid Commercial Driver's License.

1. Class A - Any combination of vehicles with a gross vehicle weight rating of 26,001 pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds.
2. Class B - Any single vehicle with a gross vehicle weight rating of 26,001 pounds or more, or any such vehicle towing a vehicle not in excess of 10,000 pounds gross vehicle weight rating.
3. Class C - Any single vehicle with a gross vehicle weight rating of less than 26,001 pounds or any such vehicle towing a vehicle with a gross vehicle weight rating not in excess 10,000 pounds. This classification shall apply to vehicles designed to transport 16 or more passengers, including the driver and vehicles used in the transportation of hazardous materials.
4. Class M - A motorcycle as defined in Code Section 40-1-1.

5. Class P - A Commercial Driver's Instruction Permit used in conjunction with the commercial driver's instruction permit vehicle classification.

Commercial driver's license endorsements and restrictions:

- a. H - Authorizes the driver to drive a vehicle transporting hazardous materials.
- b. K - Restricts the driver to vehicles not equipped with air brakes.
- c. T - Authorizes driving double and triple trailer.
- d. P - Authorizes driving vehicles carrying 16 or more passengers, including the driver.
- e. N - Authorizes driving tank vehicles.
- f. X - Represents a combination of hazardous materials and tank vehicle endorsements.

NOTE: All employees whose job requires them to have a Commercial Driver's License are subject to Federal Omnibus Transportation Employee Testing Act. The County's procedures, which are based on this act, are detailed in the Drug-Free Work Place Policy. A copy of this may be found in your Employee handbook or obtained through Personnel.

### INSPECTION OF VEHICLES

1. Before operation, the driver will check his vehicle for any damage to the body or interior that may have occurred since he/she last drove it. The employee shall check the following items, parts, and accessories to determine that they are in satisfactory condition or good working order:

- a. Service brakes and parking brakes.
- b. Lights (front, rear, brake) and lamps.
- c. Horn and windshield wipers.
- d. Tire pressure and tread.
- e. Steering mechanism.
- f. Rear-vision mirror or mirrors.
- g. Backup camera operation (if available.)

2. All Commercial type vehicles are subject to daily pre-trip inspections and completion of the pre-trip inspection form.

3. The driver is responsible for assuring the proper oil level is maintained. If coolant is required for the radiator or maintenance on the battery, the driver shall take the vehicle to Fleet for assistance. These items should be checked each time fuel is added to the vehicle.

4. Any defects noted which would affect the safe operation of the vehicle will be reported promptly to the driver's supervisor and/or Fleet Management for correction before the vehicle is used.
5. Do not raise dump bed of trucks and leave unattended. When trucks with dump beds are parked and idle, the bed should not be raised.
6. All commercial vehicles will be equipped with an approved fire extinguisher.
7. Cabs of commercial vehicles will be kept clear of flammables such as paper, rags, or oil soaked material.
8. All Commercial vehicles shall use wheel chocks when vehicle is not in use.

#### USE OF COUNTY-OWNED VEHICLES AND PERSONAL VEHICLES ON COUNTY BUSINESS

County-owned vehicles are to be used only for matters relating to County business unless otherwise authorized. The County does not purchase or provide insurance for an employee using a County vehicle. The County does have a Risk Management program to meet the statutory insurance requirements for all County vehicles. The County does not provide any coverage for an employee using their personal vehicle. It is the responsibility of the employee to have proper insurance and coverage for their personal vehicle.

#### BACKING POLICY

All Cobb County employees, when parking County-owned vehicles will be required to back into parking spaces whenever possible. When backing into a space is not possible, employees should pull through a parking space when possible to be facing forward when leaving a parking space. When backing in or pulling through is not possible, employees are to use extreme caution when backing a County vehicle.

Always utilize spotters while backing large vehicles, or when view is obstructed. The spotter must use appropriate hand and voice signals.

#### SAFETY BELT POLICY

Employees shall wear seat belts ~~shall be worn~~ at all times when operating a County vehicle or while driving their personal vehicle on County business. Drivers are responsible for ensuring all passengers riding in County vehicles wear a seat belt at all times.

### TRANSPORTING PERSONS IN COUNTY-OWNED VEHICLES

A driver will not transport persons other than on-duty county employees in a County-owned vehicle unless the persons are being transported in connection with official County business, law enforcement matters, or as matters that are specifically authorized.

### TRANSPORTING EQUIPMENT OR PROPERTY

When items of equipment, property, supplies, etc., are being transported, the driver will be responsible for ensuring all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle.

### DRIVING BY UNAUTHORIZED PERSONS

Except in case of emergency, a driver shall not allow a vehicle which has been assigned to him/her to be driven by any person not authorized to drive a County-owned vehicle.

### RIDING ON FENDERS, HOODS, OR RUNNING BOARDS

No person shall be allowed to ride on running boards, fenders, hoods, tailgates, or rear racks of vehicle except fire trucks which have jump seats.

### OBSTRUCTION TO DRIVER'S VIEW

No driver shall drive any vehicle when it is so loaded that it obstructs his or her view ahead, to the right or left side, or interferes with his or her control over the driving mechanism of the vehicle. No more than three (3) people shall ride in the front seat of a vehicle at one time.

### HEADPHONE POLICY

No driver shall drive any vehicle while listening to headphones, ear buds or any other similar device that covers the ear or goes in the ear. The only exception is the Fire Department using headsets to communicate while responding to an emergency call. The exception to this policy is wireless Bluetooth devices used for communication in a vehicle.

### OPENING AND CLOSING VEHICLE DOORS

No person shall open the door of a vehicle on the side available to moving traffic until it is reasonably safe to do so, nor shall any person leave a door open on the side of a vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.

## UNATTENDED VEHICLES

No person driving or in charge of any motor vehicle shall permit it to be unattended without first stopping the motor, locking the ignition, removing the key, effectively setting the brake thereon, and when standing upon any grade, turning the front wheels to the curb or side of the roadway.

No person driving or in charge of any commercial vehicle shall leave the vehicle unless the wheels are chocked.

## FLAGS ON PROJECTED LOADS

Any vehicle having a load which extends more than four (4) feet beyond the rear shall have the end of the load marked with a red flag which shall be at least a twelve (12) inch square.

## COUPLING DEVICES

A driver whose vehicle is towing a trailer, dolly, or other equipment will assure that the trailer hitch is securely latched, all lights are properly connected and functioning, and that safety chains are properly attached.

## PARKING

1. All parking regulations must be observed.
2. Parking in "No-Parking" zones is prohibited, except in emergency situations. In emergency situations, hazard lights should be turned on.
3. Ignition key should not be left in unattended vehicle.
4. Unoccupied vehicles must be locked, when possible.
5. Parking brake must be applied on all parked vehicles.

## CHILD SAFETY RESTRAINTS

When applicable, child safety restraint devices should be used.

## USE OF AMBER FLASHERS

When stopped in or adjacent to traffic to perform duties, amber flashing lights must be used. The amber flashing lights must also be used when operating a vehicle at speeds that are lower than normal.

## SPECIAL EQUIPMENT

1. Special equipment such as tractors, bucket trucks, high rangers, graders, plows, cranes, or any unit which has special devices added for specific types of work, shall require formal instruction and training prior to use by a driver. It is the supervisor's responsibility to ensure any employee operating special equipment is properly trained to operate the equipment. This special training shall include the following:

- a. Explanation and demonstration of all control devices.
  - b. Explanation and demonstration of all safety equipment.
  - c. Maintenance instructions such as fuel, water, oil, or other minimum operating needs of the unit.
  - d. Demonstration of operation.
  - e. Hands on training of new operators under supervision and with testing.
  - f. Instruction in driving to and from, or on and off trailer, parking procedures, and method of securing.
2. Passengers shall ride only in seats designed for passengers on special equipment.
3. Operators shall always look around and have a person guiding them when backing. (Guide required for in-street work).
4. Construction-type equipment shall travel at a speed that is recommended by the manufacturer and that is safe for driving conditions. No Exceptions. This equipment will use the right lane except when a left turn is required. Right-of-Way will be given to all other motor vehicles. Headlights shall be on at all times when driving on a street.
5. Buckets and blades on earth moving equipment shall be placed on the ground when the equipment is not in use.
6. Use of special equipment without training on record and authorization is not permitted. Supervisors and Managers will be held responsible for any employee operating a vehicle or equipment without proper documentation on file. Supervisors and Managers shall be subject to the appropriate disciplinary action as deemed by their Department/Agency Director.

## DRIVERS OF EMERGENCY VEHICLES

Drivers of emergency vehicles should use department policies that are established to protect the general public and employees of Cobb County. Additional department policies may be more stringent and should be understood prior to operating an emergency

vehicle.

### OBSTRUCTING TRAFFIC FOR WORK REQUIREMENTS

Whenever work requirements make it necessary for a County-owned vehicle to block or obstruct traffic, the driver will place warning signs and/or traffic cones to warn oncoming motorists of the obstruction. Warning signs will be placed far enough from the standing vehicle to give oncoming motorists adequate time in which to stop safely. Distance should be determined by: (1) street and weather conditions; (2) speed limit in the area; (3) sight distance whether the vehicle is standing on a straight or curved roadway; and (4) time of day or night.

### TRAFFIC RULES AND REGULATIONS

1. Employees driving County vehicles or personal vehicle on County business shall obey all County, City and State Laws.
2. No person shall drive a vehicle at a speed greater than the posted speed limit. Employees will exercise due regard for the traffic on the roadway given all of the factors present.

This policy will not apply to Public Safety personnel responding to emergency calls or situations.

### VEHICLE ACCIDENTS

A motor vehicle accident is any occurrence involving a motor vehicle, unless such vehicle is properly parked. This definition specifically includes non-collision occurrences and collisions wherein contact is made with a vehicle, an individual or inanimate object (e.g., contact with a curb, sign, tree). This definition includes occurrences in which no damage is observed at the time of the motor vehicle accident.

1. Procedures to follow if you are involved in a vehicle accident:
  - a. Driver's Responsibilities:
    1. Stop, turn off ignition, to prevent fire.
    2. Call 911 and request emergency assistance as appropriate. Warn other drivers.
    3. Help the injured (but only give first aid which you are qualified to give).
    4. Cooperate with police officials.

5. Call the Sheriff's Office for photographs, if the loss involving major property damage, significant injuries or death. Sheriff contact number is 770-499-4241.
6. Gather information on other drivers, vehicles and witnesses.
7. Report to your supervisor immediately.
8. Do Not Accept Fault or discuss the accident with anyone except a police officer, county representative or properly identified claims adjuster representing Cobb County.
9. Commercial Drivers involved in accidents must **immediately** notify their Supervisor. If post-accident alcohol and/or controlled substance testing is required, an alcohol test will be administered within two hours after the accident, but no later than eight hours after the accident. A controlled substance test will be administered within thirty two hours of the accident.

b. Supervisor's Responsibilities:

1. Assist Driver and make sure driver has carried out the above steps.
2. Call Risk Management if an accident involves a fatality or serious injury.
3. Do Not Accept Fault or discuss accident with anyone except a police officer, county driver, county representative or properly identified claims adjuster representing Cobb County.
4. Report the loss to Risk Management using the online claims portal within 24 hours of the loss.
5. **Commercial Vehicle Drivers** involved in an accident while operating a commercial vehicle must **immediately** call your supervisor. If post-accident testing is required, an alcohol test must be administered within two hours following the accident, but no later than eight hours after the accident. A controlled substance test must be administered within thirty two hours after the accident. In the event of an accident, the supervisor should refer to page DFW-21 of the Employee handbook and/or call the Personnel Department for further assistance.

2. Vandalism or Other Damage

- a. Incidents involving vandalism to County-owned vehicles shall be reported to

the Police Department, Sheriff's Office, Georgia State Patrol or other reporting agency and Risk Management by using the online claims portal.

b. All operators of County-owned vehicles shall be held responsible for the safe operation and proper reporting of all accidents and known damage to vehicles.

c. Incidents involving theft of or from County-owned vehicles shall be reported to the Police Department and Risk Management.

## **SECTION 10 - COST OF ACCIDENTS**

Vehicle and Workers Compensation Accidents, along with human suffering, are expensive and time consuming for employees and Department/Agency Directors. A Safety Program will be cost effective in reducing expenses and time consumed in the following areas:

### **VEHICLE ACCIDENTS**

1. Cost for Repair
2. Loss of Productivity
3. Defense Costs
4. Claims and Lawsuits Filed
5. Answering Complaints to Citizens Involved
6. Workers Compensation Paid to Employee
7. Wages Paid to Supervisors Handling Accidents

### **WORKERS' COMPENSATION**

1. Wages Paid to Employee
2. Medical and Treatment Cost
3. Overtime Paid to Other Employees for Injured Employee Duties
4. Loss of Productivity or Decrease in Output
5. Possible Suits Relating to Employee Injury
6. Rehabilitations after Employee Returns to Work

## **SECTION 11 - INVESTIGATION OF ACCIDENTS**

### **PURPOSE**

Investigation of accidents plays a large role in preventing accidents. Once an accident occurs, it is necessary to identify the main cause or causes of the accident in order to prevent the accident from happening again. The best way to find the underlying cause of an accident is to ask questions of the parties involved and the witnesses. Supervisors are responsible for investigating accidents. Some of the questions that need to be asked are who, what, where, when, why, and how. These questions should always be asked, however, do not limit the investigation to only these questions.

When investigating accidents, supervisors need to stress that the motive behind the investigation is not to punish anyone. The reason for the investigation is to find the cause of the accident so future accidents can be prevented.

### **CASES TO BE INVESTIGATED**

Every accident and incident should be investigated. This is so all occurrences can be analyzed to find problem areas. Once problem areas have been identified, safety measures will be implemented to prevent accidents from happening.

### **PERSONS MAKING INVESTIGATIONS**

1. Every accident that results in a disabling or "lost-time" accident will be formally investigated by the supervisor and/or division manager. Risk Management may conduct its own independent investigation.
2. A supervisor shall be required to investigate every accident and incident which involves personnel and/or equipment under his or her supervision. This is so the supervisor can take or recommend corrective action to prevent recurrence of similar accidents or incidents. This report should be sent to Human Resources and Risk Management for review and analysis.

### **PROCEDURES FOR MAKING INVESTIGATIONS**

1. Investigation of every accident or incident should begin as soon after the accident as possible. This is so the true cause or causes behind the accident can be found and corrected.
2. Following are guidelines to be used by persons conducting investigations:
  - a. Prompt Investigation. Prompt investigation of accidents will help to ensure accurate investigation of accidents. If the investigation is delayed, the scene of the accident may be cleaned up and important facts destroyed, which may prevent the investigator from finding the true cause of the accident.

b. Interviews. All persons involved should be interviewed, including witnesses to obtain their versions of the accident. For the best results, allow each person to relate what happened in his/her own way. Brief on site interviews can be followed up with complete formal statements.

c. Conditions. Record information as to the type of unsafe conditions that contributed to the accident or incident. Photographs should be taken of the scene and attached to the online claim submission.

d. Unsafe Acts. Note any reported unsafe acts that may have contributed to the accident.

### REPORTS OF INVESTIGATION

1. The written Supervisors Accident/Incident Investigation Report For Injury To Employees has been electronically created and included in the online claims submission of the claim to Risk Management and Human Resources.
2. The investigator must be particularly thorough in determining why the accident or incident happened, so as to prevent future occurrences.
3. Make sure all questions are completely filled out and answers are thorough.

### SECTION 12 - ACCIDENT PREVENTION

It is good to keep in mind that while we must try to identify every possible cause of a problem, we should give the most attention to those with the greatest potential of loss severity and the greatest probability of recurrence.

#### ACCIDENTS ARE PREVENTABLE

1. Many persons have a misunderstanding about accidents. They believe accidents are not preventable or are just a matter of bad luck; however, most accidents are preventable.
2. There is always an underlying cause to every accident. The prevention of an accident is done first through proper identification of the cause and then through correction of the cause.
3. Accident Prevention is an extremely important part of every job; this is especially true in Supervisory Positions. Safety and Accident Prevention must be taught to all employees in order to make our County the safest possible place to work. Supervisors are responsible for the safety of their employees.

## CAUSES OF ACCIDENTS

1. Accidents are almost always a result of multiple causes. These causes can be divided into three major categories:

- a. unsafe acts of people
- b. unsafe physical or mechanical conditions
- c. natural causes (flood, hurricanes, etc.)

2. Most accidents are caused by unsafe acts and are preventable. The emphasis of our accident prevention program is on the elimination of these unsafe acts.

## UNSAFE ACTS

1. The majority of unsafe acts of persons are caused by one or more of the following:

- a. Failure to follow instructions or proper job procedures.
- b. Failure to use available personal protective equipment such as gloves, goggles, hard hats and florescent orange vests.
- c. Failure to wear safe personal attire.
- d. Failure to secure a dangerous area or warn people about a dangerous area.
- e. Improper use of equipment.
- f. Improper use of hands or body parts.
- g. Operating or working at unsafe speeds.
- h. Taking an unsafe position or posture.
- i. Unsafe placing, mixing, combining of materials.
- j. Using tools or equipment known to be unsafe.
- k. Driving errors.
- l. Horseplay.

2. Unsafe acts are brought about usually by one of the following:

- a. Lack of knowledge, skill, coordination or planning.
- b. Improper attitude; “it cannot happen to me” or “I’ve been doing this a long Time and have never had an accident.”
- c. Physical or mental defects.
- d. Lack of safety awareness at the time of an accident.

### UNSAFE CONDITIONS

- 1. Most hazards can be classified into the following areas:
  - a. Defective tools, machinery, equipment or materials.
  - b. Poor housekeeping.
  - c. Hazardous methods.
  - d. Person not mentally or physically compatible with job requirements.
  - e. Inadequate guarding of machinery and equipment.

### CONTROL OF ACCIDENT CAUSES

- 1. There are three main methods utilized in the control of accident causes. These methods are outlined below:
  - a. Engineering. Environmental causes of accidents, or unsafe conditions, can be eliminated through the application of engineering principles. Design of machine guards, automobile brakes, traffic signals, pressure relief valves, and hand rails are varied examples of safety engineering at work.
  - b. Education and Training. Safety education is the most effective tool in the prevention of human causes (unsafe acts). Through adequate instruction, personnel gain useful knowledge and develop safe attitudes. Training is particularly important in accident prevention; it gives each employee a personal safety tool by developing habits of safe practice and operation.
  - c. Enforcement. In order to control and prevent accidents, all safety rules and regulations must be strictly enforced by Department/Agency Directors and Supervisors. When violations of these rules and regulations occur, corrective action should be taken promptly.

2. All engineering, education, training, supervision, and enforcement measures will be directed toward the solution of specific problems based on collection of facts relating to unsafe acts or unsafe conditions.

### ELIMINATION OF UNSAFE CONDITIONS

1. Another means of preventing accidents is the elimination of unsafe conditions. Supervisors must take the initiative in these matters to eliminate these conditions.
2. Procedures that should be carried out to eliminate unsafe conditions are listed below:
  - a. Remove all obstacles for the safe movement of personnel, vehicles or machines.
  - b. Repair damaged floors, broken steps and broken glass.
  - c. Replace worn or damaged tools.
  - d. Provide proper equipment.
  - e. Install guards for moving parts of machinery.
  - f. Provide protective equipment such as goggles, hard hats, safety shoes and florescent orange vests.
  - g. Replace worn electrical wiring and fixtures.
  - h. Post signs warning of hazards in certain areas.

### CONTROL OF WORK HABITS

1. Teaching employees good work habits means showing them how to do their tasks with less risk to themselves, less spoilage of materials and less damage to equipment.
2. Actual demonstrations of right and wrong ways of doing tasks should be taught to employees by their supervisor. When the right way has been presented and agreed to by the individual worker, it is essential that failure to comply should be noted and corrective action taken.
3. It may be desirable to insist a certain step be repeated or a job be redone, simply to emphasize the seriousness with which safe practice is taken by the department. Flagrant or repeated disregard of safety rules should be met with appropriate disciplinary action, including discharge if necessary.

## SAFETY ORIENTATION OF NEW EMPLOYEES

1. When a new employee comes to work, the employee immediately begins to learn things and form attitudes about the job, his or her boss and fellow employees.
2. To form good safety attitudes, the new employee must be impressed by everyone's concern with the prevention of accidents and safety at the time he/she starts to work.
3. Experience does not automatically exempt a newly hired employee from being thoroughly instructed in safe work practices. The new employee must be made aware of what is expected of him or her with regards to operating a County vehicle or equipment, and must be checked to make sure he/she understands.
4. The supervisor will review safety rules and procedures with the new employee, pointing out possible hazards involved in doing the job. The new employee should be checked at frequent intervals, asked about any problems that may have arisen, and reminded of safe practices.

## SECTION 13 - BACK INJURY PREVENTION

The most common types of injuries caused by lifting are back strains, and hernias. Both injuries are the result of an overstretching of certain muscles and generally can be avoided by using proper lifting techniques. All personnel shall be informed of the following procedures with a review of them twice each year.

1. An Employee should never pick up anything that is too bulky for one person to handle safely. In the event something is too bulky or heavy an employee should ask for assistance.
2. In accordance with the Position Description Questionnaire (PDQ), an employee who exerts over 20 pounds of force moving objects on a regular basis should be required to wear a back belt while moving objects. Back belts do not support the back when lifting; they are only to be used as a reminder to the employee to keep his/her back straight before lifting. Supervisors are responsible for providing employees with all necessary personal protective equipment and training that goes along with each piece of PPE in order for employees to perform their job safely.
3. The following procedures should be used when lifting any type of object. They can help prevent back injuries.
  - a. **Do not attempt to lift or move an object beyond your capabilities. Get help!**
  - f. Plant feet firmly before the object to be lifted. Keep feet flat, approximately shoulder width apart, and pointing directly at the object.

- g. Squat down, grasp the load, keep back straight as possible, and lift with your legs.
- h. Be sure the load is balanced as much as possible, so that an equal weight is held in both hands. An unbalanced load places unequal strains on the back muscles.
- i. Keep the load as close to your body as possible and in your power zone. The power zone is the area closest to your body where you can safely handle weight. Do not let the load extend or move away from your body.
- j. Arrange the load or position yourself so that you will not have to twist while lifting.
- k. Lift the load straight up in front.
- f. Carry the load with a straight back. Bending backward or slumping forward means the load is too heavy to be carried safely.
- g. Lower the load in the same manner that it is lifted - feet firmly placed and comfortably apart, back as straight as possible.
- l. Lower the load carefully to avoid pinched fingers.
- m. It is the employee's responsibility to size up the load and determine if the load is too heavy to be picked up. Never, under any circumstance attempt to pick up a load that is deemed to be too heavy, get a partner to help you.
- n. For an object too heavy to lift by hand. Use a hand truck or other lifting device to move the object.

## **SECTION 14 - PERSONAL PROTECTIVE EQUIPMENT**

Department/Agency Directors are responsible for providing personal protective equipment to their employees. Each Department will draft and implement procedures on how, when, and where safety equipment is to be worn and stress the importance of caring and inspecting the equipment for damage. Supervisors are responsible and accountable to ensure that all employees reporting to them have proper personal protective equipment and to ensure that the equipment is used. Use of Personal Protective equipment is not an option and shall be worn at all times when an employee is exposed to a hazard.

### **FACIAL HAIR**

Personal protective equipment designed for use on one's face requires no or minimal facial hair. Employees required to wear this equipment to perform their job will be required to comply with the facial hair requirements to properly wear this equipment. If an employee does not meet the required grooming standards to wear the provided personal protective equipment, the employee may purchase, at their expense, alternative personal protective equipment that allows them to maintain their facial hair. Any personal protective equipment purchased by an employee must be approved by the Department/Agency Director or their designee. The employee may be reimbursed for this equipment depending on their departmental policy.

Listed below is safety equipment most commonly utilized by employees in Cobb County.

### **PROPER DRESS**

Appropriate clothing is required when working for the County. Said clothing shall not interfere with the performance of an employee or expose him/her to unnecessary hazards. Prohibited clothing may include:

- Open shirts exposing employees to sunburn, poisonous plants, insects, and flying debris.
- Loose shirt tails or sleeves which can get caught in moving machinery or power tools.
- Shorts or pants with cut off legs which expose the employee to sunburn, poisonous plants, insects, and flying debris.

Acceptable clothing will be determined by the supervisor based on the employees job description, duties and hazards present.

### **HEAD PROTECTION**

Head Protection equipment (hard hats,) shall be worn when there is a possible danger of head injuries from impact, flying or falling objects, or electrical shock and burns. Each employee is responsible for the maintenance and proper use for their assigned hard hat.

## **EYE PROTECTION**

Employees shall wear eye protection when there is danger of flying particles, dust, grease, acid or chemicals. Eye protection shall also be worn by employees working with hand tools such as weed eaters, chain saws, or when their supervisor deems necessary.

All eye protection shall be at a minimum ANSI Z87+ rating

### **PRESCRIPTION EYE PROTECTION**

Cobb County offers a prescription safety eye glasses program for employees. Employees requiring a prescription for eye glasses shall be responsible for visiting an eye doctor and obtaining their own prescription. The employee may provide his or her prescription to the County safety eye glasses provider to obtain prescription safety glasses. Any reimbursement for prescription eye protection will be determined by the County Manager. The County Manager will determine a specific dollar amount in which the County will pay for or contribute for prescription safety glasses. If the cost of an employee's prescription safety glasses exceed the contribution amount determined by the County Manager, the employee will be responsible for paying the difference. Each department will be responsible for determining a budget for this expense and obtaining budgetary approval.

For employees providing their own prescription safety glasses, all prescription safety glasses must be made with polycarbonate lenses with Z87+ rating. All prescription safety glasses are required to have side safety shields or lens that protects the side of the eye.

If an employee is unable to afford or provide a current prescription, the employee will not be eligible for prescription safety glasses. A prescription will be considered current if it has been obtained within the past six months (180 calendar days) prior to ordering prescription safety glasses from the provider selected by the County.

If an employee does not obtain prescription safety glasses, this does not excuse an employee from wearing proper safety glasses. The employee will be required to wear safety glasses over their personal prescription glasses or contacts. Proper safety glasses must be worn whenever a hazard is present.

## **FOOT PROTECTION**

Wearing proper protective footwear is vital to protecting employees from injuries to their feet and reducing slip and fall losses.

Requirements for protective footwear will be determined by each department based on an employee's job requirements. Safety foot wear may be supplied by the Department or Elected Official. When protective footwear is not supplied but is required, employees shall purchase protective footwear. Employees may seek reimbursement for the purchase

of safety footwear through their Department or Elected Official. The amount of reimbursement will be determined by the County Manager and apply to all County departments and Elected Officials.

### **HAND PROTECTION**

Department's shall furnish hand protection to employees for the appropriate duty when there is exposure to the hands or fingers from material, machinery, heat, chemicals, electrical contact, sharp objects, etc. Protective gloves are different depending on the exposure.

### **SAFETY VESTS**

Vests will be furnished by the supervisor and worn by employees working on or near roadways or where there is vehicle traffic. Supervisors shall provide correct vest for employees paying special attention to conditions (night, weather, limited sight distance etc.)

### **HEARING PROTECTION**

Each department is responsible for identifying those areas or operation in which noise level hazards exist, or where an excessive impact noise is present. Employees in these areas shall wear hearing protection provided by the Department or Elected Official.

### **EMPLOYEE PROVIDED SAFETY EQUIPMENT**

If an employee provides his or her own Personal Protective Equipment, the equipment must meet or exceed the safety requirements as that of County provided PPE and/or placed by OSHA. The equipment must be approved for use by the supervisor. If there is a question regarding specifications of the equipment or if acceptable, supervisors should contact Risk Management for help and assistance. .

### **RESPONSIBILITIES FOR PERSONAL PROTECTIVE SAFETY EQUIPMENT**

Personal Protective Safety Equipment shall be the responsibility of the department. All supervisors and managers are responsible for ensuring employees are wearing the proper safety equipment. Personal protective equipment is not limited to only the above examples. All employees are required to wear personal protective equipment when a hazard exists.

### **DISCIPLINARY ACTIONS**

All employees are required to wear personal protective equipment when a hazard exists or when directed by a supervisor or manager. Should an employee fail to comply with the requirements of this policy or if any employee is observed not using Person Protective

Safety Equipment when it is required to be worn, such employees will be subject to corrective and/or disciplinary action, up to and including termination. Discipline will follow the County's progressive discipline policy.

### **DAMAGED OR LOST SAFETY EQUIPMENT**

Employees are required to keep safety equipment and accessories in good condition and proper working condition at all times. If an employee is negligent or misuses safety equipment that results in damage or loss, the employee may be subject to disciplinary action at the discretion of the Department/Agency Director or Elected Official.

### **SECTION 15 - FIRE PREVENTION**

Special attention should be given to fire prevention. Inspections should be made of the work area by the supervisor, and preventive measures taken. Listed below are preventive measures employees should take:

#### **FIRE PREVENTION MEASURES**

1. Unplug electric coffee pots, hot plates and like appliances at the end of each workday.
2. Turn off electric office equipment when not in use or at the end of the workday.
3. Extension cords can be a hazard especially when stapled, run under rugs or through doorways. Extension cords should only be used on a temporary basis (no greater than 90 days.) If you need a permanent source of power, contact Property Management and request an additional outlet.
4. Flammable cleaning fluids and gasoline for edgers and lawn mowers should not be stored in buildings occupied for offices, public assembly and like uses. Only enough fluids for immediate use should be kept on hand in work areas.
5. Flammable liquids should be kept in metal cans and properly labeled. Only safety cans are recommended for gasoline.
6. Make sure light bulbs do not come into contact with combustible materials in storage areas.
7. Know where and how to use fire extinguisher located in your work area and make sure inspection date is current.
8. Report any fixture or appliance from which a shock is received to your supervisor and/or Property Management.
9. Be aware that defective fluorescent tubes contain powder that can be harmful or fatal.

10. Disconnect all power sources while working on electrical equipment, and place a warning sign on power box control that work is in progress. When working on electrical components, utilize proper Lock Out/ Tag Out procedures.

11. Inspect all portable electrical equipment periodically.

12. Poor housekeeping breeds fire. All storage areas should be kept neat. Cardboard boxes, paper, and other flammable materials should not be allowed to accumulate; they should be removed to a safe storage bin for recycling.

13. Stairways and exits should be kept clear at all times. Under no circumstances are they to be used for storage.

### SPACE HEATERS

The use of space heaters should be limited and utilized only after all other avenues have been tried. A Department/Agency Director must approve the use of a space heater within their department, the following must be met:

1. Any space heater used must have a thermostat control cut off switch.
2. Any space heater used must have a tip over feature allowing the heater to turn off when not in the upright position.
3. Any space heater used must have be UL approved and have a grounding plug.
4. All space heaters shall be equipped with a built-in timer or have an external timer to limit and control the amount of time the heater is active and ensure it automatically cuts off.
5. Employees are responsible for ensuring any space heater meets the above listed criteria and is used in the proper way. Failure to follow this policy may result in disciplinary action.

No space heater should be used around combustibles.

### WHAT TO DO IN CASE OF FIRE

1. Sound the alarm to begin evacuation immediately.
2. Call **911** for emergency assistance.
3. Evacuate the area and make sure all physically impaired persons are out of the building.

## EVACUATION

1. Ensure all employees are aware of the evacuation plan in case of an emergency.
2. When evacuating a building, turn off (unplug, if possible) all electrical equipment in use, close all windows, turn off lights, and close all doors as you leave.
3. Use stairs in case of a fire emergency. Elevators are not emergency exits and should not be used as such.
4. WALK quickly to the nearest exit. Once outside, move a safe distance away from the building to allow firefighting equipment unhindered access to the building.
5. Do not re-enter the building until fire officials declare it safe to do so.

## VEHICLE FIRES

1. Shut off engine.
2. Call **911** for emergency assistance.
3. Extreme caution should be used when raising the hood on a suspected engine compartment fire.
4. Use a dry chemical extinguisher, if available.

## SECTION 16 - SAFETY INSPECTIONS

Occupational safety and health inspections of all departments and divisions shall be made annually by the County Risk Management Division on a formal basis. The official policy of Cobb County is to follow all federal, state, and local rules and regulations which includes but is not limited to OSHA standards and regulations.

The Risk Management Division shall make informal inspections frequently to assure that hazards are kept to a minimum and safe work practices are enforced. Results from unannounced informal inspections will be sent to Department/Agency Director for evaluations.

It is the responsibility of Department Manager, Division Manager and Supervisors to implement a routine inspection procedure on at least a monthly basis.

Inspections shall consist of:

1. Inspection of all Cobb County owned or leased land and buildings.
  - a. Housekeeping - Exterior
  - b. Housekeeping - Interior
  - c. Heating
  - d. Fire Alarms and other Alarms
  - e. Fire Extinguisher
  - f. Stair Doors and other Fire Doors
  - g. Workshops (or manual training rooms)
  - h. Kitchen
2. Vehicles and Machinery
3. All job sites (to include personal protective equipment, proper operating procedures, correct flagging procedures, warning signs and cones in place. Vehicles and machinery will be inspected for safety compliance.)

## **SECTION 17 - OFFICE SAFETY**

### **GOOD HOUSEKEEPING PRACTICES**

Good housekeeping practices shall be of primary concern to all employees and supervisors. Below are housekeeping rules that should be followed:

1. Housekeeping shall be a part of the daily routine, with cleanup being a continuous procedure.
2. The work areas should be kept free of waste and loose materials. This is especially true in the vicinity of ladders, ramps, stairs and passageways.
3. Obsolete and unusable equipment, metal scraps, discarded tools or old parts should not be allowed to accumulate around buildings and should be discarded immediately.
4. Good housekeeping in the office is a must. Keep your desk and cabinets clean and orderly.
5. Open drawers or cabinet doors are hazards which can cause you or others to trip or

collide. Keep drawers and cabinet doors closed.

6. The standard four-drawer filing cabinet can cause injury. Only open one drawer at a time. Also, keep top drawers lighter than bottom drawers to avoid toppling the cabinet.

7. Use handles when closing desk drawers, files, safes, and doors.

8. All chairs should be used sensibly. Defective chairs should be removed from use.

9. If you must reach high or do any climbing, use a safe ladder that is the proper size. A proper ladder should allow you to safely reach the desired height without using the top step. Do not use boxes, cabinets, chairs, etc. for climbing.

10. Do not attempt any electrical repairs.

11. Cords on electrically operated machines and telephones create a tripping hazard when left on the floor or on walkways. Arrange the work area to avoid this hazard.

12. When using extension cords, place them so that they do not lie in a traffic area (tripping hazard).

13. When using stairways, take your time and use the handrails.

14. No smoking is permitted in County buildings. Smoking is permitted in areas outside County buildings in designated smoking areas.

15. Avoid spilling or splashing liquids on the floor. This might cause someone to slip or fall.

16. Keep debris, such as paper, pencils, paper clips etc., off of the floor as they are a tripping hazard.

17. Report all defective equipment to your supervisor for repair.

## **SECTION 18 - CHEMICAL SAFETY**

When handling hazardous chemicals, please refer to the Toxic and Hazardous Substances Standard (Subpart Z) located in the 29 Code of Federal Regulations 1910 on [www.OSHA.gov](http://www.OSHA.gov); or contact Risk Management for direction.

Good judgment and the natural senses can often be counted on to identify mechanical and physical hazards. However, dust, vapors, and fumes are not always easily recognized. In fact many vapors and fumes are colorless, and odorless. Listed below are handling guidelines for commonly used chemicals:

### **HANDLING CHEMICALS**

1. Extreme care should be exercised at all times by personnel if working with acids, caustics, solvents, pesticides, petroleum products, or any other hazardous chemicals.
2. No food, drink, or smoking shall be allowed in an area where potentially hazardous materials are stored, mixed or otherwise handled.
3. Be extremely careful to avoid spills or splashes when handling chemicals. Spilled chemicals must be removed immediately. Refer to Safety Data Sheets (SDS) for cleanup procedures.
4. When contact with chemicals may occur, employees should wear protective goggles and clothing, respirators and self-contained breathing apparatus.
5. If you contact caustic chemicals, take immediate action by flushing the affected part with water. If swallowed, check with chemical warning on container and follow instructions. Always refer to SDS before handling chemicals.
6. All chemicals or other hazardous materials must be stored in proper, approved containers. First aid treatment methods shall be attached to the container or otherwise readily available to all workers. One or more ABC Fire Extinguisher(s) must be mounted in chemical storage areas.
7. For specific jobs refer to your departmental operating procedure manual on safety data sheets.

## **SECTION 19 - CONSTRUCTION SAFETY**

Cobb County follows the rules and regulations provided in the Work Safety Requirements of the Federal Occupational Safety and Health Administration (OSHA), and applicable state and local ordinances as standards and guide rules for Cobb County. Please refer to the 29 Code of Federal Regulations 1926 on [www.OSHA.gov](http://www.OSHA.gov), or contact Risk Management for more information.

### **ROAD CONSTRUCTION**

1. Employees flagging traffic on a state or county road must have attended and passed a state approved flagged certification course.
2. The traveling public must have advance warning before they get to the work area of the presence of work and equipment.
3. The following safety concerns must be ensured by a “competent person” as defined by O.S.H.A.
  - a. Check the job site for traffic conditions-
  - b. Open manholes and excavations shall be adequately identified and protected.
  - c. Install other safety control measures per, the Manual Uniform Traffic Control Device (MUTCD), to control traffic.
  - c. Remove advance warning devices from the job site as soon as they are no longer necessary.

### **WELDING SAFETY**

When performing welding, cutting, and/or brazing operations, please refer to the Welding, Cutting, and Brazing Standard ( Subpart Q) located in the 29 Code of Federal Regulations 1910 on [www.OSHA.gov](http://www.OSHA.gov); or contact Risk Management for direction.

### **MACHINERY**

When operating machinery, powered industrial trucks, and hydraulic powered equipment; please refer to the Materials Handling and Storage Standard (Subpart N) and the Machinery and Machine Guarding Standard (Subpart O) located in the 29 Code of Federal Regulations 1910 on [www.OSHA.gov](http://www.OSHA.gov); or contact Risk Management for direction.

## **SECTION 20 - EXCAVATION, TRENCHING AND SHORING**

Cobb County is a leader in the nation in excavation and trench safety. The Board of Commissioners passed an ordinance in December, 1987, that states no individual, partnership, or corporation shall engage in or work in any excavation or trench operation unless they comply with the OSHA trenching rules and regulations.

All trenching and excavation operations should comply with Excavations Standard (Subpart P) located in the 29 Code of Federal Regulations 1926 on [www.OSHA.gov](http://www.OSHA.gov) ; or contact Risk Management for direction.

## **SECTION 21 - GARAGE AND SHOP SAFETY**

Shop employees are constantly surrounded with serious hazards on-the-job. The following are general rules for improved garage safety.

1. When lifting with jacks, observe the following rules:
  - a. Position the jack properly for lift.
  - b. Never rely on jacks alone to support any load you have to work under. Use plenty of substantial blocking in case of a failure of a jack. If jack stands are used, inspect them before using and position them properly to support the vehicle.
  - c. Always use a well-guarded and grounded lamp.
  - d. If flammable liquids, vapors, or dusts are present, make sure that you are using a safe type of lamp and guard; ask your supervisor if you are not entirely sure.
2. Guard against carbon monoxide gas from the exhausts of running engines. Ensure the proper exhaust venting system is attached to the exhaust to vent the fumes out of the building.
3. Do not allow gasoline to stand in open containers. If gasoline must be stored, use only approved safety containers.
4. Do not attempt to lift anything too heavy for you. Get help or use a hoist.
5. Watch the wrenches and other tools you use. Keep them in safe working condition.
6. Keep a pair of safety goggles handy and wear them when doing work in which eye protection is needed.
7. Keep aisles and open spaces on the floor free of tools, parts and all other potential hazards.

8. Be on your guard against flashes or explosions of gasoline vapors, alcohol anti-freeze solution vapors and hydrogen from storage batteries. Keep flames and sparks away from these materials.
9. If your clothes become soaked with oil, gasoline or other flammable liquids, remove this clothing at once to avoid the risk of catching on fire. Put on safe dry clothing before returning to work.
10. Never allow grease and oil to remain on the floor where you or others might slip on it and fall. Immediately, clean up any grease, oil or any other liquids on the floor.
11. Always keep a suitable fire extinguisher near and ready to use.
12. Gasoline shall not be used for cleaning purposes. It has a very low flash point and is, therefore, a fire hazard. Use an approved non-flammable cleaner. Additionally, commercial gasoline often contains tetraethyl lead. Due to the hazard of lead poisoning, do not wash the hands or other parts of the body with gasoline.
13. When removing or replacing a battery, disconnect the ground cable first and reconnect it last when replacing the battery.
14. When refueling vehicles and equipment:
  - a. Observe "No-Smoking" rules.
  - b. Turn off the engine. County vehicles should not be left running while being refueled.
  - c. When filling containers with fuel, only use OSHA approved safety containers.
15. When working in the Automotive or Truck/Diesel shop wear safety shoes.
16. When working around oil, grease, or welding wear safety goggles.

## **SECTION 22 - HAND TOOL SAFETY**

When performing duties that require the use of hand and power tools, please refer to the Tools – Hand and Power Standard (Subpart I) located in the 29 Code of Federal Regulations 1926; as well as the Hand and Portable Powered Tools and Other Hand-Held Equipment Standard (Subpart P) located in the 29 Code of Federal Regulations 1910 on [www.OSHA.gov](http://www.OSHA.gov); or contact Risk Management for direction.

## **SECTION 23 - ELECTRICAL SAFETY**

When performing repairs and/or maintenance in and around Cobb County facilities please refer to the Electrical Standard (Subpart K) located in the 29 Code of Federal Regulations 1926, as well as the Electrical Standard (Subpart S) located in the 29 Code of Federal Regulations 1910 on [www.OSHA.gov](http://www.OSHA.gov); or contact Risk Management for direction.

## **SECTION 24 - LOCK-OUT/TAG-OUT PROCEDURES**

When performing lockout/tagout and de-energizing procedures, please refer to the General Environmental Controls Standard (Subpart J) located in the 29 Code of Federal Regulations 1910.147 (The control of hazardous energy [lockout/tagout]) on [www.OSHA.gov](http://www.OSHA.gov); or contact Risk Management for direction.

## **SECTION 25 - CONFINED SPACE ENTRY**

When performing confined space entry procedures, please refer to the General Environmental Controls Standard (Subpart J) located in the 29 Code of Federal Regulations 1910.146 (Permit-required confined spaces) on [www.OSHA.gov](http://www.OSHA.gov); or contact Risk Management for direction.

## **SECTION 26 – HAZARDOUS COMMUNICATION PROGRAM**

If you have any questions about Hazardous Communication or safety data sheets (SDS), please refer to the Toxic and Hazardous Substances Standard (Subpart Z) located in the 29 Code of Federal Regulations 1910.1200 (Hazard communication); or contact Risk Management for training. If you have been potentially exposed to a hazardous material, contact 911 immediately.

For basic information, you may visit the website of the US Department of Labor at [https://www.osha.gov/Publications/HazComm\\_QuickCard\\_SafetyData.html](https://www.osha.gov/Publications/HazComm_QuickCard_SafetyData.html).

## **SECTION 27 - COUNTY INMATES**

Cobb County Correctional Inmates are an integral part of the county work force. Department/Agency Directors will assume full responsibility of inmates assigned to work duties within their department and will abide by the procedures set forth by the Cobb County Sheriff's Office.

1. Department/Agency Directors shall abide by all safety rules and regulations set forth by the Cobb County Sheriff's Office.
2. Inmates shall be properly seated and with a properly fastened seatbelt before the vehicle is moved.
3. It is the responsibility of the driver of the vehicle to assume the safety of inmates at all times while in their care, custody and control. This includes when inmates are in and around vehicles.
4. Vehicles being operated with inmates seated shall be driven at a safe distance while following other traffic, and assume a safe speed while approaching curves, and on wet or slippery road surfaces.
5. Drivers of vehicles with inmates shall keep inmates properly seated, and from horseplay, while in or around a vehicle.
6. Inmates disobeying rules and regulations shall be reported to Department Managers. Department Managers shall immediately notify the Cobb County Sheriff's Office of all disobedience of inmates.
7. Supervisors are responsible for all inmates under their supervision. Inmates being used for work detail shall wear the same personal protective equipment (PPE) as county employees. It is the responsibility of the supervisor to provide PPE to inmates and to ensure its proper use.

## **SECTION 28 - RISK MANAGEMENT TRAINING**

### **ACCIDENT/INCIDENT INVESTIGATION**

How to investigate and write an effective report; cause/effect of accidents in the work place. To train supervisors on how to properly investigate an accident, determine why it occurred and to analyze ways to prevent them from reoccurring. Supervisors need to be committed to the safety of their employees and will be held responsible for the safety of their employees and their actions.

### **BACK INJURY PREVENTION POLICY AND PROCEDURES**

In accordance with the job description of a position, an employee who exerts over 20 pounds of force moving objects on a regular basis should be required to wear a back belt while moving objects. Supervisors are responsible for providing their employees with the appropriate personal protective equipment, including back belts, available for their employees and to ensure their employees are properly using this equipment.

1. All departments who have employees who should be using back belts should ensure

that these back belts are readily available to that employee through purchasing inventory.

2. Back belts should be made available to any other employee who has an occasion to use one and departments should encourage back belt use.

3. Any employee required to wear a back belt should also be required to attend the back Injury Prevention Class given by Risk Management. New employees in this category should be required to have this within the first 90 days of their date of hire. In order to maintain safety awareness, this course should be repeated every three (3) years.

#### VEHICLE ACCIDENT PREVENTION POLICY PROCEDURES

1. Any County employee approved by the Board of Commissioners, who drives a County vehicle at any time, is required to take the Defensive Driver's Course (DDC). Any new employee who will drive a County vehicle is required to attend this course within 90 days of their date of hire. In order to maintain safe drivers, this course should be repeated every three (3) years. Employees who may drive or infrequently drive a County vehicle are required to take the Defensive Driving Course (DDC) prior to driving a County vehicle.

2. Any County employee involved in a preventable vehicle accident may be required to take the DDC class as a part of reinforcing defensive driving attributes.

3. Any County employee involved in more than two (2) preventable vehicle accidents within a twenty-four (24) month period is to be required to take eight (8) hours of remedial driver training that may include the Defensive Driving Course.

4. Motor Vehicle Reports (MVR) of employee's driving history is are required on any County employee who will drive a County vehicle. The MVR must be reviewed and approved by Risk Management, Human Resources and/or the Department/Agency Director before the employee is allowed to drive.

5. Employees/Supervisors will be held accountable in their performance evaluation for preventable vehicle accidents.

#### OFFICE SAFETY

This workshop focuses on the importance of safety in the work place highlighting such things as proper sitting positions and awareness of office hazards.

#### UTILITY FLAGGING PROCEDURES COURSE

This Course is for any one that will be Flagging Traffic of County or State Roads. The Department of Transportation policy states anyone flagging traffic on State Highways must have attended a Flagging Course and hold a Flagging Procedures Course card.

## **SECTION 29 - COMMUNICABLE INFECTIOUS DISEASES CONTROL**

If you have any questions about or have the potential to be exposed to communicable infectious diseases (e.g. HIV, AIDS, Hepatitis B, or any other blood borne pathogens), please refer to the Toxic and Hazardous Substances Standard (Subpart Z) located in the 29 Code of Federal Regulations 1910.1030 (Blood borne pathogens) on [www.OSHA.gov](http://www.OSHA.gov); or contact Risk Management for training.

If you have been potentially exposed to a blood borne pathogen, report it to a supervisor immediately and contact the occupational medical provider for direction.

## **SECTION 30 - RISK MANAGEMENT FORMS**

### **RM-5 SAFETY REVIEW BOARD ACTION REPORT**

This form must be completed by the Chairman of the Safety Review Board and forwarded to the Department/Agency Director for their review and approval. The Department/Agency Director will then send this report to Risk Management with the Point System Work Sheet and Guide attached.

### **RM-6 SAFETY AND LOSS CONTROL SELF INSPECTION FORM**

This form is to be used during inspections of properties to locate hazards, and to evaluate or measure your housekeeping. Inspections should be done annually on all properties by the Department Safety Coordinator or Supervisor. Please send a copy of the inspection to Risk Management.

### **RM-7 RISK MANAGEMENT PRELIMINARY EVALUATION FORM**

This form will be filled out by Risk Management and sent to the Department/Agency Directors giving an opinion as to whether an accident was preventable or non-preventable.

### **RM-8 SAFETY REVIEW BOARD WORK SHEET**

This form is to be completed by the Review Board and forwarded along with Form RM-5 to the Department/Agency Director.

### **RM-10 INSPECTION REPORT**

This form will be used by Risk Management while conducting inspections of buildings, grounds, and machinery to locate hazards, and to recommend corrective action.

RM-11 JOB SITE INSPECTION REPORT:

This form will be used by Risk Management during the inspection of work crews to identify unsafe conditions, misuse of equipment, or other hazards which could result in injuries to employees.

**\*\*\*\* ALL FORMS ARE ON THE RISK MANAGEMENT WEBPAGE\*\*\*\***

# MOTOR VEHICLE REPORT (MVR) POLICY

As approved by the Board of Commissioners

## I. PURPOSE

To establish guidelines to use in evaluating the driving records of applicants and employees who will or do drive a county vehicle while performing the scope of their duties to reduce accidents, reduce accident related costs, and enhance safety.

## II. SCOPE

This policy applies to applicants and employees, including Elected Officials and their applicants and employees, who may drive a County owned vehicle including:

1. Employees who will be driving a County vehicle,
2. Applicants who will be required to drive a County vehicle while working for the County,
3. Employees transferring or being promoted into these positions that will require them to drive a County vehicle, and

## III. PROCEDURES

### A. Obtaining Motor Vehicle Reports (MVRs)

1. Any applicant for a position where driving is required will have a MVR run on him/her as part of the hiring process. The Human Resources Department will request these MVR and provide information to the hiring department for review. After meeting all qualifications for the position, the applicant can be made a conditional offer of employment, which must provide that the hiring of the individual is contingent upon the applicant having an acceptable MVR. As soon as the MVR report is received, the Human Resources Department will contact the hiring manager to notify him/her of if the applicant meets the criteria.

Any applicant who has not resided in the State of Georgia continuously for the past seven years must furnish an acceptable MVR from the states other than Georgia in which he or she has resided. Additionally, an applicant must authorize Cobb County to check the applicant's MVR from the State of Georgia. Together, the MVRs must check the applicants driving history for the past seven (7) years.

Any applicant hired must comply with the laws of Georgia driver's license requirements.

2. Driving records of any County employee who operates a County vehicle shall be checked annually. Department/Agency Directors are responsible for ensuring all employees who drive a County vehicle have their MVRs checked yearly. Departments will have all employees who drive a County vehicle complete the MVR release form and provide it to Risk Management. The Risk Management Division will obtain the employee's MVR. All MVR records will be provided to the employee's Department/Agency Director for review and for administration of any action necessary. The MVR will be maintained as part of the employee's departmental personnel file. If any MVR is flagged for review by a Department/ Agency Director, this MVR will be copied and provided to Human Resources to monitor for any action necessary.
3. Due to the security issues involved with Public Safety and the Sheriff's Office, Public Safety and the Sheriff's Office will be responsible for running MVRs on their employees. Public Safety includes the following departments; Police, Fire, 911, Animal Control, and Sheriff, except for where specifically excluded. All employees that drive County vehicles should have their MVRs checked yearly. Once the MVR is received, the Department/ Agency Director or similar position will review the MVR for administration of any necessary action. The MVR will be maintained as a part of the employee's departmental personnel file. If any MVR is flagged for review by the Department/Agency Director or similar position, this MVR will be copied and provided to Human Resources to monitor for any action necessary.
4. Any employee whose MVR is to be obtained must sign a written release. Alternatively, an employee at his/her own expense may provide his/her own MVR within five (5) days of being requested to do so to his/her Department/Agency Director. An employee who refuses to provide the release form or who refuse to obtain his/her own MVR, will be suspended without pay for a period of up to five (5) days and will be terminated after that time if a written release and/or the employee's own MVR is not provided.

B. Review of MVRs and Employee's Duty to Report Violations

1. The Department/Agency Director shall review all vehicle-related violations, whether occurring on or off the job, which subject the

employee to fines or assignment of points to the individual's MVR by the state or local authorities.

2. In reviewing an employee's MVR, the Department/Agency Director shall evaluate both on the job and off the job traffic violations.
3. Any employee who has been cited with a citation, has had his or her license suspended, restricted, or revoked for any reason, whether on personal time or during work hours, must report it to the employee's Department/ Agency Director immediately. Any employee who fails to report a violation will be subject to disciplinary action, up to and including termination, as determined by the Department/Agency Director.
4. No employee shall be allowed to drive when his/her license has been suspended, restricted, or revoked. Any employee who drives a County vehicle on a suspended or revoked license will be subject to immediate termination.
5. After notification of citations, license suspensions, restrictions, or revocations, the Department/Agency Director will take appropriate corrective and/or disciplinary action, if any, and document the employee's personnel file.

C. Disciplinary actions

Any Cobb County employee who has an accumulated record of offenses will be subject to disciplinary action. Any offenses or violations resulting in the loss, restriction, or suspension of a license that affects an employee's ability to perform any essential job functions may result in the employee's suspension or removal from that position. This information can be found in [www.dds.ga.gov](http://www.dds.ga.gov) under Driver's License Information, Related Information – License Suspension and Revocation.

D. Guidelines

Based on information outlined in [www.dds.ga.gov/drivers/index.aspx](http://www.dds.ga.gov/drivers/index.aspx) under Driver's License Information, Related Information – License Suspension and Revocation, the following are minimum actions to be taken by the Department/Agency Director.

<u>Total Point Levels within A three year period</u>	<b>FOR APPLICANTS</b>	<b>FOR EMPLOYEES</b>
5 - 10 points*	Eligible for hire; however, must be given oral and written caution by the Department/Agency Director regarding their driving.	Written reprimand.
11 or more points*	Not eligible for hire in a position that requires driving.	Suspension and removal from driving position; or termination.
Any single offense which results in the suspension, restriction, or revocation of a license.*	Not eligible for hire in a position that requires driving.	Suspension and removal from driving position; or termination.

\*Points, license suspension, and revocation are found at [www.dds.ga.gov/drivers/index.aspx](http://www.dds.ga.gov/drivers/index.aspx).

# COBB COUNTY VEHICLE AND EQUIPMENT POLICY

*As Approved By The Board of Commissioners*

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# COBB COUNTY VEHICLE AND EQUIPMENT POLICY

# CHAPTER I

## I-1 ADMINISTRATIVE OVERVIEW

**PURPOSE:** To establish a uniform, comprehensive policy and criteria for the purchase, maintenance, assignment, use, and administrative control of vehicles owned by, titled to, or otherwise controlled by Cobb County Board of Commissioners.

To provide necessary information to ensure adequate and safe transportation for the performance of official business in the most cost effective and service efficient manner possible. To provide a standard policy for the County enforced in all functional areas.

To authorize the County Manager or his designee, or the respective elected officials, to promulgate associated procedures as necessary within the scope and intent of this Policy.

**APPLICABILITY:** This Policy shall be applicable to all motorized, wheeled passenger and service vehicles which are owned by, titled to, or otherwise controlled by or through Cobb County Government and are utilized by officials and employees in the delivery of various governmental services, except as otherwise provided for in this Policy. The County Manager or his designee, or the respective elected officials, are responsible for insuring compliance with this Policy.

**LIMITATIONS:** Nothing herein is intended to require the modification or replacement of existing County owned vehicles where such action would be to the economic disadvantage of the County except where safety is of concern.

## I-2 BASIC REQUIREMENTS

1. Vehicles and vehicular equipment will be used only for official purposes.
2. Only vehicles necessary to meet specific demands will be used on a continuous basis in order to attain utmost efficiency.
3. Vehicles and vehicular equipment must conform to the standards which the County has established for each type and class of vehicle.
4. Vehicles purchased through County purchasing channels must conform to County adopted Policy for replacement, operation, and maintenance.
5. Bid specifications shall stress performance and design criteria, rather than specific names which may serve to limit competition.
6. Only the most economical and fuel efficient vehicles shall be acquired to fulfill functions not met by other resources. In determining economy, work load levels, functional requirements, and past reliability shall be considered.

7. Departments are responsible for assigned vehicles and must establish internal controls to monitor dispatch, utilization, and return of County vehicles.

8. Departments are responsible for consulting and complying with Fleet Management on the maintenance of assigned vehicles.

9. Vehicles assigned on a full-time basis must meet standards set out herein.

10. All County owned vehicles and drivers must comply with all highway and vehicle operation laws of the State of Georgia. Emergency vehicles must comply with the laws governing their operation and use in emergency situations.

### **I-3 REGISTRATION AND LICENSING**

All County vehicles purchased with Federal/State/County funds, transferred or donated must be titled and licensed to Cobb County Board of Commissioners. Vehicle and or equipment titles are to be applied for and maintained by Fleet Management. All titles must be issued in the name of Cobb County Board of Commissioners. Any exception to the policy regarding titles must be approved by the County Manager. County Government tags, clearly identifying the vehicles as Government property, will be issued and placed on County owned/titled vehicles except for vehicles certified by the County Manager or his designee, or the respective elected officials as essential for conducting covert law enforcement work, or where there is a concern for security for key administrative, legislative, or judicial personnel.

### **I-4 LIABILITY COVERAGE**

The County does not provide insurance for an employee, or the County, for any automobile liability that may occur as a result of using a County vehicle. A resolution passed October 22, 1985 established a defense plan for the County and its employees. It provides that the County may pay all or any part of an action arising out of an employee's performance while in the scope of their duties or any way connected therewith, in accordance with State law.

In the event of an accident or loss, the employee shall contact the appropriate Police Department, Sheriff's Office or the Georgia State Patrol to prepare an accident report and immediately report the accident to his/her immediate supervisor. The accident reports must be forwarded immediately to Risk Management, with a copy to the Department/Agency Director.

### **I-5 VEHICLE ACQUISITION**

Cobb County may come in possession of vehicles in five (5) ways:

1. Procurement
2. Donation

3. Transfer
4. Rental/Lease
5. Condemnation

Acquisition shall not be used to increase a Department's budgeted fleet, except upon approval by the County Manager or his designee.

1. Procurement

The majority of vehicles will enter the County System via procurement. All vehicle specifications shall be reviewed and approved by Fleet Management before being submitted for purchase by the Purchasing Department. Fire apparatus specifications will be provided and reviewed by the Fire Department before being submitted for purchase by the Purchasing Department. Procurement shall conform to County Purchasing Policies and Procedures. All new vehicles shall be delivered to Fleet Management by the vendor for inspection and acceptance purposes, except for fire apparatus. All fire apparatus will be delivered to the Fire Department for inspection and acceptance. In the case of replacement vehicles, the new vehicles shall not be released until the existing vehicles have been delivered to Fleet Management.

2. Donation

The County may accept title to and possession of motor vehicles donated for the County use and pay such costs as are reasonable and necessary for maintenance, protection and operation of such vehicles. Such vehicles are subject to all applicable vehicular and property regulations. No vehicle will be accepted which may restrict use, assignment, or disposition, or have existing liens in force upon them.

3. Transfer

Once owned by the County and properly titled and identified, vehicles may be transferred by administrative agreement from one functional area to another. Vehicles transferred within the same accounting fund are not subject to compensation. Vehicles transferred between accounting funds are subject to compensation. Once the County Manager has approved the transfer, Fleet Management is responsible for coordination and control of all vehicle transfers and for notifying the Finance Department accordingly.

4. Rental/Leasing of Vehicles and/or Heavy Equipment

Circumstances under which a vehicle may be rented or leased:

- a. No assigned, available, suitable, or operable County owned vehicle available for the intended use.
- b. For out-of-town use when a County owned vehicle is not assigned, available, suitable, or operable.
- c. For short-term or long-term, specialized vehicle or equipment where

purchase is not feasible.

Short term or long term rentals or leases (except those made under the County Travel Policy) shall be coordinated by the Purchasing Department. Rental agreements shall include insurance and an appropriate level of maintenance and support.

## 5. Condemnations

Vehicles may enter the County's fleet via condemnation actions of the courts.

Vehicles which are condemned by the courts shall not be utilized by any County personnel until clear title is transferred to the Cobb County Board of Commissioners by appropriate court order. Upon receipt of clear title, such vehicle(s) shall be delivered to Fleet Management and shall be assigned, operated and maintained according to the policy and procedures as herein provided.

The acquisition means described herein shall not be used as a mechanism to increase a Department's budgeted fleet except upon approval by the County Manager or his designee.

### **I-6 VEHICLE INVENTORY CONTROL (Equipment Status and Reporting)**

All vehicles owned/titled to Cobb County must be accounted for on a vehicle roster (Fixed Asset Inventory) maintained by the Finance Department based on information supplied by the Fleet Management Department. A complete electronic record shall be maintained for each vehicle or equipment.

### **I-7 VEHICLE IDENTIFICATION**

#### 1. Governmental License Plate

Vehicles owned/titled to the County must display a valid government license plate except for vehicles involved in special law enforcement operations.

Lost or stolen license plates must be reported to Fleet Management immediately, and steps shall be taken by the official in charge to secure a replacement tag. Temporary license identification may be employed.

County license plates must not be removed or exchanged for any reason except for the purposes of transfer, vehicle surplus or sale.

Government marked license plates are good for six (6) years from the date of purchase. All arrangements for titles and registration of government license plates will be handled by Fleet Management. Registration procedures, as provided in O.C.G.A. 40-2-37, shall be followed.

## 2. Non-Governmental License Plates

Vehicles owned/titled to the County but certified by the County Manager, his designee, or respective elected officials as involved in secret investigatory police functions or where there is concern for the security of key administrative, legislative, or judicial personnel may be registered for regular Georgia license plates.

All non-government tags must be reviewed and renewed annually with the County Manager and the appropriate Department/Agency Director or Elected Official. Due to the sensitive nature of these requests, these requests will be processed by the requesting Department or Elected Official.

When vehicles are no longer used in covert law enforcement operations or where there is no longer a concern for security for key administrative, legislative, or judicial personnel, non-governmental license plates shall be removed and replaced by a governmental license plate applied for by Fleet Management.

## 3. County Seals

All types/classes of vehicles owned/titled to the County are required to display an appropriate Cobb County seal at the center of the front driver and passenger doors that will be placed on the vehicle by Fleet Management. Such a requirement is pursuant to O.C.G.A. 36-80-20(a).

Specialized vehicle seals/decals are authorized for Police, Fire, and the Sheriff's Office vehicles. Special decals are also authorized for Park Ranger vehicles.

The County seal display requirement is specifically waived for vehicles used in law enforcement or prosecution operations such as undercover or similar investigative functions pursuant to OCGA 36-80-20(b)(1).

A Waiver of the County Seal display requirement may also be granted for a renewable twelve (12) month period at the discretion of the County Manager or his/her designee and completion of a public hearing pursuant to O.C.G.A. 36-80-20(b)(2).

## 4. Vehicle Numbers

All types/classes of vehicles owned/titled to the County are required to display a fleet vehicle number in the area immediately in the front of the driver and passenger doors and on the upper right side of the trunk or tailgate.

Exceptions may be granted under circumstances similar to those previously described under Item 3 "County Seals" by the County Manager or his/her designee.

Vehicle numbers will be assigned by Fleet Management. Previous vehicle numbers will

not be re-used for audit purposes.

5. Vehicle Title

Vehicle titles are applied for, maintained, and managed by Fleet Management.

6. Vehicle Color

White is the standard color for all County owned general purpose vehicles. Waiver or exception to the standard color must have the approval of the County Manager or his/her designee.

In addition to white, the following colors are acceptable for the following departments:

Police Department Vehicles	Black	(for marked patrol cars)
Fire Department Vehicles	Red	(for marked fire vehicles)
Sheriff's Office Vehicles	Sheriff's Discretion	

Various color are authorized for the following vehicles:

- Police/Sheriff Undercover Intelligence /Investigative Vehicles
- District Attorney/Solicitor General
- Large Passenger buses/ Transit System

Any deviation from the color options listed above must be approved by the County Manager.

**I-8. VEHICLE PURCHASING AND/OR REPLACEMENT**

Vehicles owned/titled and operated by the County must adhere to County purchase and replacement criteria.

1. Record Keeping

For accurate record keeping purposes, documentation of all vehicles purchased, reassigned, transferred, surplused or removed from the fleet will be communicated and controlled by Fleet Management, and documented/communicated to the Finance Department.

Fleet Management will maintain a limited pool of vehicles for Department/Agency use on a temporary basis. The number will be approved by the County Manager or his/her designee.

2. Type Vehicle & Vehicle Options

Only the most economical vehicles shall be acquired to fulfill functions not met by other resources. In determining economy, workload levels and functional requirements shall be considered. The types of vehicles required by functional area may change periodically depending upon changes in a Department's work program.

The type vehicle by functional area may change periodically depending upon changes in a Department's work program.

Requests for vehicle options beyond the standard characteristics must be justified in writing by the Department/Agency Director, and specifications must be reviewed by Fleet Management prior to being submitted for are subject to review and approval by the County Manager or his/her designee. If approved, Fleet Management will initiate the purchasing process for vehicle options through the Purchasing Department.

## **I-9 DETERMINATION OF REPLACEMENT**

The replacement of economically obsolete or inoperable vehicles is necessary to encourage and maintain a safe, efficient, reliable, and operable fleet. Replacement criteria, as set forth in Section I-11, shall serve as general guidelines for the entire vehicle fleet. Each vehicle should also be evaluated individually by such factors as original capital outlay and estimated replacement cost; costs of operation, repair, downtime, and maintenance; and suitability for intended use. When it is no longer cost-effective to keep a vehicle, it is in the best interest of the County to dispose of it regardless of age or mileage.

Although eligibility for vehicle replacement may be determined by established replacement criteria, this neither expresses or implies that eligible vehicles actually will be replaced.

## **I-10 JUSTIFICATION AND APPROVAL OF REPLACEMENT**

### **1. Justification for Replacement**

Fleet Management in conjunction with Department representatives will review, classify and designate vehicles eligible for replacement based on established criteria and operational costs. The Department/Agency Director shall have authority to re-prioritize from the designated replacement vehicle list, if justification exists, but changes in the chassis model or major accessories must be resubmitted to the County Manager or his/her designee for approval.

Justification for vehicle replacement will be developed by the Fleet Manager and Fleet Administrator using the condition, technology, compatibility and replacement criteria of vehicles. After providing the Department/Agency Director an opportunity to review and

discuss any recommended changes, the Fleet Administrator will amend, where appropriate, a draft list of vehicles recommended for replacement. This list will be submitted to the Director of Purchasing and be within the next fiscal year's budget requests for replacement vehicles. The Director of Fleet Management will review the justification with the appropriate Agency Director and submit a proposed list of recommended vehicles for replacement to the County Manager for review and approval.

2. Approval for Purchase

Budgets for vehicle replacements will be approved by the Board of Commissioners in the budget process. Approval to purchase replacement vehicles will be granted by the County Manager. Purchases shall conform to the standard purchasing procedures.

**I-11 REPLACEMENT CRITERIA**

Vehicles selected by the County for replacement must have met or exceeded one of the minimum criteria as described below. However, the Department/Agency Director shall have authority to prioritize according to operational needs.

1. Miles and Age: On-road Vehicles are as follows:

VEHICLE	MIN. REPLACEMENT INTERVALS	
	MILES	YEARS
<b>Police/Sheriff/Ranger</b>		
Motorcycles	75,000	4
Police Cruiser	120,000	3
Detective/Administrative	160,000	5
<b>General Administration</b> (Includes Fire and Water)		
Sedan/Station Wagon	150,000	7
<b>Compact Trucks, Vans &amp; Blazers</b>		
<b>Trucks/Vans (by GVW)</b>	150,000	7
5,400 - 9,000	140,000	6
10,000 – 25,000	120,000	8
30,000 – 60,000	130,000	8
<b>Fire Apparatus</b>		
Mini Pumper	N/A	7
Standard Pumper	N/A	12
Aerial/Ladder Unit	N/A	20

Due to the unique nature and use of fire apparatus, Fleet may also consider the number of hours of use on an engine or other fire apparatus when evaluating it for replacement.

## 2. Major Repair/Percentage Of Wholesale Value

A vehicle/equipment may be considered for replacement regardless of the scheduled minimum replacement interval, if the Fleet Director determines the vehicle has been wrecked, damaged (including wear caused by abnormal operating conditions) or is otherwise unsafe and inoperable beyond economic feasibility.

For maintenance and mechanical failures, vehicle repairs (one time or cumulative over a period of one year) exceeding 350% of wholesale value may be justification to discontinue vehicle use and schedule replacement.

In cases where a vehicle does not meet the minimum mileage requirement, disposal and replacement must be approved by the County Manager or his/her designee.

## **I-12 VEHICLE DISPOSAL**

Multiple methods of disposal may be used to include but not limited to: EBay, public or online auctions.

# **COBB COUNTY VEHICLE AND EQUIPMENT POLICY**

## **CHAPTER II**

### **II-1 OPERATIONS**

**PURPOSE:** To provide uniform standards governing the use and operation of vehicles.

**APPLICABILITY:** Covers all vehicles owned by, titled to, or otherwise controlled by Cobb County Board of Commissioners. All vehicles must comply unless excluded by particular reference.

**BASIC OPERATIONAL PROCEDURE:** All vehicles in the possession of Cobb County must be operated in accordance with basic vehicle management principles set forth below:

- Vehicles must be used only for those tasks or work functions actually requiring vehicles in order to be effectively and efficiently accomplished.
- Only the most economical vehicles shall be acquired to fulfill functions not met by other resources.
- Only vehicles adequate to meet long-term workload levels shall be acquired.
- During work hours, vehicles shall be parked in areas designated for County vehicles.

### **II-2 DEPARTMENT/AGENCY RESPONSIBILITY**

Departments and Agencies must manage and operate vehicles and vehicular equipment to meet the highest standards of safety, maintenance, appearance and utilization. Fleet Management will perform all maintenance on vehicles and vehicular equipment, except for certain Fire Department apparatus and certain undercover vehicles. This maintenance shall include, but is not limited to, inspections, repairs, testing and performance analysis with maximum efforts expended toward accomplishing these tasks on the basis of a preplanned manufacturer's schedule. Fire apparatus will be maintained by the Fire Department's maintenance facility.

### **II-3 CONDITIONS AFFECTING VEHICLE OPERATIONS**

Vehicle operations are affected by a number of uncontrollable conditions. However, some conditions such as terrain, climate, weather conditions, peak traffic conditions and availability of road networks can be anticipated to some degree. Operation plans should be sufficiently flexible to minimize adverse effects of these conditions and should include basic provisions for alternate or emergency methods of task accomplishment to meet unpredicted situations.

## **II-4 FUEL CONSERVATION**

Measures to reduce fuel consumption should be actively pursued by all vehicle operators. Some helpful measures proven effective in reducing consumption include, but are not limited to, the following:

- Consolidation, coordination and planning of trips and/or routes;
- Better use of postal service, email, electronic communication, telephone and scheduled courier service;
- Not allowing vehicles to idle when not in service;
- Observance of speed limit;
- Proper vehicle selections for required task;
- Proper vehicle maintenance, including tire inflation and checking all fluids;
- Removal of all vehicles from service that are not essential for operation;
- Avoid rapid acceleration, fast stops and excessive engine RPM;
- Never overfill gas tank; spillage is dangerous and not recoverable;
- Maintain constant speeds;
- Carpooling when possible.
- Use of GPS and vehicle tracking
- Use of electric or hybrid vehicles whenever possible

## **II-5 USES OF VEHICLES**

Vehicles owned by, titled to or otherwise controlled by the County are authorized for use in performance of all essential travel and transportation duties. Travel or task performance of a personal nature, except for commuting and “de minimis” personal use, not connected with the accomplishment of official business is prohibited unless authorized under Exclusive Assignment-Unrestricted use.

For the purpose of this policy, “de minimis” personal use is defined as a meal break or an occasional stop for a personal errand on the way between work and the employee’s home, if within a direct route.

The transport of families, friends, associates or other persons outside the scope of official duties or responsibilities is prohibited except for vehicles assigned as “Exclusive Assignment – Unrestricted”.

Family members and other persons being transported in a County vehicle under the “Exclusive Assignment – Unrestricted” assignment are specifically excluded from any liability coverage afforded by Cobb County. A rider must be purchased from the employee’s insurance agent or company to cover family members and other persons riding in the County vehicle. A signed acknowledgement form confirming this information must be provided by the employee.

The two types of uses are as follows:

1. Authorized Uses:
  - a. The performance of employee's duties and/or responsibilities;
  - b. When commuting to or from an approved training site;
  - c. When on official travel status, between place of official County business and place of temporary lodging;
  - d. When on official travel status and not within reasonable walking distance between either of the above places to obtain meals or medical assistance; including pharmacies;
  - e. Transport of officers, officials, employees, clients or guests of the County;
  - f. Transportation of citizens in limited customer service situations include stranded citizens, doctors and/or other medical personnel as needed;
  - g. Transport of consultants, contractors, or commercial firm representatives when in direct interest of the County;
  - h. Transport of materials, supplies, equipment, parcels, baggage or other items belonging to or serving the interest of the County;
  - i. Transport of any person or item in an emergency situation;
  - j. Commute between place of dispatch or place of performance of official business to personal residence when specifically authorized by vehicle assignments outlined within this policy;
  - k. For law enforcement or Department of Public Safety personnel when working a second job that has been approved by the appropriate level of management.
  
2. Unauthorized Use:
  - a. Travel or task performance beyond the stated capabilities of the vehicle.
  - b. Transport of hitch-hikers, except in the case of law enforcement personnel.
  - c. Transport of items or cargo having no relation to the conduct of official County business.
  - d. Transport of acids, explosives, weapons, ammunition or highly flammable material except in an emergency, police situation, or performance of an authorized task in the normal performance of duties.
  - e. Transport of any item, equipment or cargo projecting from the side, front or rear of the vehicle in such a manner as to constitute a hazard to safe driving.
  - f. Extending the length of dispatch beyond that required to complete the official County business purpose of the trip.
  - g. Transportation between place of residence and place of employment, other than as specified in this policy.
  - h. Outings except planned official County activities.
  - i. Loan of vehicle for use in non-County authorized functions.

Unless approved by the County Manager, no one other than a County employee, who is defined as operating within the scope of their employment, is permitted to drive the County vehicle. Any use of a County vehicle outside the scope of the employee's duties and/or responsibilities may result in the employee being personally responsible for their

actions.

## **II-6 VEHICLE ASSIGNMENT CATEGORIES**

The County Manager or designee is responsible for approving all vehicle assignments. Assignments shall be evaluated by the County Manager or his/her designee, or the elected official for compliance with this Policy. All assignments including Personal Vehicle assignments, are subject to the monetary limitations imposed by the Cobb County Board of Commissioners as part of the annual budget process.

Exclusive Assignment is based on the duties and responsibilities of an employee's position and the need of the employee to be available for immediate response in an emergency situation. The exclusive assignment of a vehicle is expressly prohibited except with special approval from the Department/Agency Director and the County Manager. As a general rule, vehicles should be driven to a place of residency only when it is economically advantageous and in the best, operational interest of the County. Recognition must be given to the wide diversities of functions and responsibilities of the various personnel.

For assignments within Exclusive Use Categories, each Department is responsible for preparing a list of all employees and vehicles that are to be assigned on an annual basis.

These assignments shall not be granted to individuals whose commute from their residence of record or temporary residence on record to their normal work site exceeds twenty-five (25) miles one-way. All take-home/commute privileges granted to individuals which exceed 25 miles one-way shall remain authorized and in force at the discretion of the County Manager or his/her designee.

### **1. EXCLUSIVE ASSIGNMENT - RESTRICTED**

Vehicles under this assignment are to be used for official county business only. This category is defined as the authorized use of a County vehicle by a designated County employee/position for the purposes of efficiently and effectively performing County business and encompasses commuting to and from home within a twenty-five (25) miles of the County Seat at 100 Cherokee Street, Marietta, GA 30090 and "de minimis" personal use.

An exception may be granted for employees who reside outside the 25 mile perimeter if an approved manned government facility or other secure location is within the 25 mile perimeter and the employee is granted written authorization to park there.

For an employee to receive this designation, the one or more of the following must apply:

- a. Employee is subject to call for work at any hour due to emergencies and also applies to vehicles driven home on a rotating basis by more than one employee;

- b. Employee must report to a project or work site rather than to his assigned office, provided such practice is in the best interest of the County and the function being performed;
- c. Employee is a law enforcement officer or assigned to special investigative work and routinely called out for work related reasons;
- d. Employee is on temporary assignment outside his normal assigned area.
- e. Employee is responsible for projects requiring call back or routinely is required to attend and participate in various functions/meetings after hours and on weekends. Justification must include nature and frequency of work or meetings.
- f. Employee is required to carry large quantities of tools, equipment or materials that cannot be conveniently loaded and unloaded each day, and appropriate security measures are not available or where it is more productive and economical for an employee to pick up and deliver a crew directly to a work site.
- g. Law Enforcement officers who have been assigned a vehicle and authorized to take the vehicle home;
- h. Other circumstances not anticipated herein where the County Manager or his/her designee, or the respective elected official determines that exclusive assignment is in the best interest of the County.

## 2. DAILY ASSIGNMENT

This type of Assignment is defined as the use of a County vehicle by a designated employee/position for the efficient and effective performance of a County business during the respective employee's approved work schedule. Such assignment allows for use of the County vehicle for all authorized uses with the exception of commuting between work site and an employee's personal residence.

Daily assignment of a County vehicle may be approved when:

1. A vehicle is needed to conduct County business;
2. It is less expensive to furnish a vehicle than to reimburse mileage based on the number of miles traveled.
3. A vehicle other than a passenger car is required, i.e., the vehicle is equipped with construction or specialty equipment, or special communication gear.

Any vehicle covered within the Daily Assignment category must have government decals affixed to the front driver and passenger side doors and must have a governmental license plate.

### 3. DEPARTMENT POOL ASSIGNMENT

This designation, "Department Pool assignment", applies to the approved use of a County vehicle by an employee the efficient performance of County business on an as needed basis.

County vehicles not assigned to a specific employee/position are designated as Fleet Pool Assignment vehicles. These vehicles are to be utilized by department personnel as directed by the Department/Agency Director or his designee. Fleet Pool Assignment vehicles may be used by department personnel for out-of-town travel on County business or as Daily Assignment vehicles on a temporary basis when approved by the Department/Agency Director.

### 4. PERSONAL VEHICLE USE

The designation applies to the approved use of an employee's personally owned or leased vehicle in the performance of County business. The use of a personal vehicle must be approved by the appropriate level of management or supervision.

1. The approved use of a personal vehicle for County business may be reimbursed on a per mile basis. Mileage for transit between home and work and between work and lunch does not qualify for reimbursement.
2. An employee or official in this category who consistently travels more than 500 miles per month in conducting County business should be considered for another type vehicle assignment.
3. Accurate and substantiated mileage records must be maintained and submitted to the Finance Department for reimbursement.
4. The "Mileage Reimbursement Request" or "Travel Expense Statement" shall be signed by the employee requesting the reimbursement and the Department/Agency Director or similar position. Reimbursement shall be filed with the Finance Department. The Finance Director may employ any reasonable means of checking the validity of mileage reimbursement requests.

## II-7 DRIVER RESPONSIBILITIES

All drivers who operate vehicles owned by, titled to or otherwise controlled by the County are responsible for proper care, use and safety of County property. Drivers must adhere to the following minimum responsibilities:

1. Possess and maintain valid Driver's License approved for the class appropriate for

- the vehicle, in accordance with State law.
2. Practice safe driving by observing all Public Safety traffic laws and driving courtesy.
  3. Wear seat belts (drivers and passengers) at all times.
  4. Ensure that vehicles are used for authorized purposes only.
  5. Ensure that vehicles are maintained within manufacturer's safe operation standards.
  6. Use County facilities for fuel, oil and related services. An exception may be made when a vehicle is being used for travel outside the metro Atlanta area.
  7. Report to supervisor and Fleet Management any damage or breakdown of vehicular equipment, immediately.
  8. Follow established accident reporting procedures.
  9. Accept legal responsibility for violations and fines resulting from actions of driver.
  10. Adhere to vehicle operation and control procedures.
  11. Refrain from transporting excessive loads or unsecured luggage, equipment, or other moveable items.
  12. Pay for parking of County vehicles in situations where reserved spaces are not provided. Violators are personally responsible for tickets and other fines resulting from illegal parking or storage of vehicles.
  13. For those vehicles assigned on a 24-hour basis and driven to and from a place of residence, off-street parking shall be used if available.
  14. Accept personal responsibility for actions outside the scope of their duties and responsibilities; and
  15. Maintain an awareness of other policies and procedures that apply to driving responsibilities, including but not limited to the Safety Handbook, the Motor Vehicle Report (MVR) Policy and any Human Resource policies.
  16. Employees who drive or may drive a County vehicle are required to attend the Risk Management Defensive Driving Class or other Public Safety training.
    - a. New Hires - within 90 days of hire
    - b. Other Employees - Attend before driving a County vehicle and refresh every three years

## **II-8 MOBILE ELECTRONIC DEVICES**

### **1. Definition**

A mobile electronic device includes, but is not limited to, two-way radios, iPod, cell phones, computers, tablets, global positioning systems (GPS), and any other similar device.

### **2. Policy**

Employees are prohibited from using mobile electronic devices while operating a vehicle owned or leased by the Cobb County Board of Commissioners. Employees are required

to safely pull off the road and park their vehicle whenever it is necessary to use a mobile electronic device. Employees may answer a call and put the call on hold while pulling off the road.

This policy does not apply to sworn officers during an emergency or while conducting official business for Cobb County. In addition, these restrictions do not apply to phone calls made during an emergency. In all such cases, precautionary measures should be practiced when making a call while driving.

## **II-9 COMMERCIAL VEHICLE USE & OFF ROAD VEHICLES**

### **1. Commercial Vehicle Use**

A Commercial Vehicle is identified by class, weight and/or use. **NO EMPLOYEES ARE TO DRIVE A COMMERCIAL VEHICLE WITHOUT A COMMERCIAL DRIVERS LICENSE, HEREIN REFERRED TO AS A CDL.** You must have a CDL to operate the following motor vehicles.

- a. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds.
- b. A trailer with a GVWR of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds.
- c. A vehicle designed to transport more than 15 people (including the driver).
- d. Any size vehicle which requires hazardous materials placards.

For additional CDL information call Risk Management.

### **2. Commercial Vehicles, Licensure and Usage**

Employees who drive a commercial vehicle as defined by the State of Georgia and outlined in the Employee Safety Handbook must have the appropriate license prior to operating the vehicle.

In addition to proper procedures outlined in the Employee Safety Handbook and any internal departmental policies and procedures, the following steps should be taken:

- a. Any time a commercial truck is parked, the brakes must be set and the wheels chocked;
- b. Trucks with dump beds will not be raised during idle time;
- c. Drivers must perform a pre-trip inspection on their truck and equipment before

leaving the yard. Check list will include lights, turn signals, air brake check, safety equipment, tires, air hoses and connections, and;

- d. Drivers must keep the cab free of debris such as paper, rags, and loose objects such as tools.

### 3. Off-Road Equipment

For off-road equipment, the following shall apply:

- a. All off road equipment shall have appropriate fire extinguisher, if equipped for one;
- b. If equipment is to be left at work site, leave at a lighted area if possible to help ~~stop~~ deter theft or vandalism;
- c. Employees must be properly trained before operating heavy equipment;
- d. Any tractor or riding lawn mower on a slope must be designed to use on a slope and shall be equipped with a roll-bar;
- e. Warning/Caution triangles should be used on slow moving equipment while on the road;
- f. Flashing lights and signage should be used to alert traffic of slow moving equipment on the road or the shoulder of the road.

# **COBB COUNTY VEHICLE AND EQUIPMENT POLICY**

## **CHAPTER III**

### **III-1 VEHICLE MAINTENANCE**

**PURPOSE:** To provide uniform vehicle maintenance policies and procedures for Basic Maintenance, Manufacturer Warranty Service and Preventive Maintenance and Repair.

### **III-2 BASIC MAINTENANCE POLICIES AND PROCEDURES**

1. Maintenance must include, but not be limited to inspection, repair, testing and condition or performance analysis with maximum efforts expended toward accomplishing these tasks on a preplanned scheduled basis.
2. Proper routine and preventive maintenance is required for vehicles on a scheduled and/or necessary basis.
3. Users are responsible for ensuring compliance to preventive maintenance, scheduled maintenance, emissions inspections and winterization programs.
4. Quality of servicing, maintenance and repair work must conform to vehicle manufacturer's recommended standards.
5. Users are responsible for ensuring that vehicles are continually serviced, safely operable and properly utilized.

### **III-3 MANUFACTURER WARRANTY SERVICE**

#### **1. New Vehicles**

At the time of delivery, all new passenger, service, or utility vehicles accepted by the County will be issued several types of warranty documents. These warranty documents are the only means provided through which County employees and officials may have some recourse for repair service without charge, within a given period of time or prescribed number of miles. Warranties generally provide the following information: terms of basic warranty, warranty period, terms of battery warranty, terms of tire warranty, and items not warranted.

#### **2. Driver Responsibilities**

Drivers of new vehicles should be conscious of their responsibilities in detecting and reporting all defects, malfunctions or other abnormalities. Once a malfunction or deficiency has been detected and reported to Fleet Management, a determination will be made as to whether the defect is covered under the basic warranty. In many instances, failure to report even the most insignificant noise, rattle or vibration may develop into a costly repair bill later. In all probability, such small malfunctions should have been reported and charged back to the basic warranty instead of being allowed to develop into a costly repair after the warranty has expired.

### 3. Department/Agency Responsibility

Departments/Agencies must follow manufacturer warranty service as described. Departments/Agencies receiving or operating vehicles covered under manufacturer warranty are responsible for notifying Fleet Management of a problem. Fleet Management will document the problem(s) and insure that all warranty service is received from respective manufacturer dealership.

#### **III-4 PREVENTIVE MAINTENANCE**

All Departments/Agencies operating county vehicles shall adhere to the Preventive Maintenance Program as established by Fleet Management. This program shall be consistent with minimum requirements and maintenance performance intervals prescribed by the manufacturer of each vehicle. The Preventive Maintenance Program shall consist of the following minimum standards:

1. With each fueling, drivers are required to regularly check fuel and fluid levels, including oil, external lighting and signals, tires and complete a walk around inspection.
2. Fleet Management will communicate preventive maintenance notifications to applicable departments on a weekly basis.
3. Upon receipt of notice, departments are responsible to schedule the applicable vehicle(s) for preventive maintenance service with Fleet Management within five (5) calendar days.

#### **III-5 VEHICLE/EQUIPMENT DAMAGE AND/OR ABUSE**

The overall condition of vehicles and equipment will be reviewed by Fleet Management whenever a unit is being serviced or repaired. Any unusual damage will be photographed and documented on a work order, and the Department/Agency Director will be notified. Where significant damage is noted, the Department/Agency Director will be asked to provide a copy of the report to Risk Management documenting the damage.

All damage not reported on a Risk Management Incident Report or otherwise justified will be documented accordingly. All vehicles experiencing accident, vandalism or other physical damage will be brought to Fleet Management for evaluation and determination of the appropriate repair source. Fleet Management will then coordinate repair actions and a quality control inspection prior to releasing vehicles/equipment back to user departments. This procedure will include documenting all repair actions and expenses. A summary report of vehicle abuses will be submitted to the Director of Support Services on a quarterly basis.

**ANY QUESTIONS REGARDING THIS POLICY SHOULD BE DIRECTED TO THE RISK MANAGEMENT DIVISION AT 770-528-1585.**