



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: DRIVING ON COUNTY BUSINESS**

**Policy No.: A242**

**Supersedes: October 15, 2019**

**Revision Date: October 15, 2021**

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### PURPOSE:

To establish guidelines as required by the Board of Supervisors to ensure that only county employees drive on County business and possess a valid California driver's license, evidence of financial responsibility, knowledge, and training of required use of all available safety equipment.

### POLICY:

Driver's License - California State law requires a valid California driver's license be possessed by all persons operating motor vehicles. All employees who drive on County business must possess a valid California Driver's License of the appropriate class and present it when necessary.

Mileage permittees and fleet vehicle drivers are required to notify their supervisor if their license is suspended, revoked or has expired. Failure to do so may result in disciplinary action.

Evidence of Financial Responsibility - Drivers stopped for a traffic violation may be required to show proof of financial responsibility; usually a card issued by the driver's auto insurance company. Failure to show proof may result in a suspended driver's license. Since the County vehicle fleet is self-insured, County Counsel has advised that presentation of the copy of the governmental registration found in each vehicle should be adequate to meet this requirement.

Seat Belts - California State law requires all drivers and passengers in a vehicle to be restrained by a seat belt. This law reemphasizes current Department and County policy requiring employees to use all available safety equipment including seat belts.

Cell Phone - Effective January 1, 2009, drivers are **prohibited** from writing, sending or reading text-based communications such as text messages, or electronic mail (E-mail) using an electronic wireless communications device (e.g., cellular telephone) while operating a motor vehicle.

Guide - At the time of interview, the prospective employee will be asked to present his California driver's license to the interviewer in the Human Resources Office.

Each supervisor will be responsible for identifying each employee under his supervision who either drives a fleet vehicle or who uses his/her own car for County business.

The supervisor will review the expiration date of each employee's license. This date and the employee's license number will be entered on his/her annual Performance Evaluation.

EFFECTIVE DATE: July 1, 1987

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APPROVED BY:

The supervisor will periodically review these expiration dates. If an employee's license is found to be expired or otherwise invalid, the supervisor will remove the employee from the fleet vehicle or terminate the driving of his/her own car on County business. The employee will then be allowed three working days in which to rectify his license situation. This will be done on the employee's own time.

The supervisor will ensure that all staff who operate vehicles have received an orientation in proper techniques for the movements of people and/or materials.

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**REFERENCE:**

Department of Health Services, Policies 704.1 and 581  
RLANRC Policies A208 and A325  
Telephone Usage (Cell Phone) DHS Policy 861.3