

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>DRIVING ON COUNTY BUSINESS</b>		Original Issue Date: 12/15/83	Policy # <b>513</b>
		Supersedes: 5/9/17	Effective Date: 10/30/20
Departments Consulted: DHS Human Resources Office of Risk Management Financial Management Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

## PURPOSE

To ensure that LAC+USC Medical Center employees driving on County business in private or County vehicles, inclusive of trams, do so only with appropriate authorization and licensure.

## POLICY

An employee assigned to drive on County business shall annually show proof of a current California Driver License commensurate to the vehicle operated and proof of vehicle insurance. Should the license be restricted, suspended, revoked or expired and/or the vehicle insurance be cancelled or expired, the employee shall report the status to his or her supervisor within 24 hours of such an event.

An employee cited/arrested/convicted of a traffic violation or involved in a vehicle accident/incident shall report the event to his/her supervisor immediately but not later than 24 business hours of the event. Failure to report may result in disciplinary action, including discharge or termination of assignment.

Managers/supervisors are responsible for ensuring the mileage permittee/County vehicle driver has appropriate documentation (driver license, vehicle insurance) and is authorized to perform County business using their personal or County vehicle.

The Performance Management Criminal Backgrounds Unit (CBU) will review the charges/conviction to determine the existence of a job nexus. All information received by Human Resources will only be released on a "need-to-know" basis as required to determine a job nexus.

An employee must report vehicle accidents regardless of severity to their supervisor immediately following the accident or no later than 24 hours in accordance with mileage permittee and County vehicle accident reporting instructions.

## RESPONSIBILITY

Administrators  
Department Managers  
DHS Human Resources  
DHS Risk Management  
All Employees

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**REFERENCES**

Los Angeles County Code, Sections 5.40.190, 5.40.200, 5.40.210, 5.40.230, 5.40.240, 5.40.250, 5.40.260, 5.40.290  
DHS Policy #920, Accident/Injury Reporting  
Joint Commission Human Resources Standards HR.01.02.05

**REVISION DATES**

August 1, 1994; October 20, 1998; April 9, 2002; May 28, 2004; September 29, 2008; February 11, 2014; May 9, 2017; October 30, 2020