

Vehicle Use and Safety Policy

Adopted: September 8, 2009

Purpose: Establish a policy and procedures to provide a safe work and travel environment for operation of township owned vehicles by township employees, for the citizenry and visitors to Geneva Township.

Procedures:

- A. The following procedures are to be used by all employees operating a township owned vehicle or equipment.
1. Geneva Township vehicles and equipment will be used only for township work mainly cemetery upkeep and any other use deemed necessary by Geneva Township Board.
 2. Geneva Township vehicles will be kept clean and well maintained in good mechanical condition, properly serviced as needed.
 3. The driver of a township owned vehicle is free from substances that could impair ability to safely operate vehicles and equipment.
 4. Employees taking prescription narcotics or drugs shall make notification to their cemetery supervisor, or if township board member serving as cemetery employee then in writing to the township board. Over-the-counter drugs must also be reported, in writing, if they may affect the ability to operate vehicles and equipment. The cemetery supervisor, or if township board member serving as cemetery employee the township board will approve the employee's status prior to assuming active duty.
 - a. Geneva Township may, at its discretion, require random drug testing of persons operating township vehicles or equipment.
 5. Employees must maintain the level of licensing required to operate township licensed vehicles. Any employee operating township licensed vehicles must have a valid Michigan driver's license, when required, on his or her person unless such circumstances dictate otherwise. Any dispute shall be resolved by the cemetery supervisor, or in the case of township board member serving as cemetery employee the township board shall resolve.
 6. All employees shall be responsible for a safety check of any vehicle or mobile equipment that person is assigned to drive.
 7. Damage to vehicles or equipment must be reported to cemetery supervisor, or in the case of township board member serving as cemetery employee, the township board. All required forms, including inspection reports, must be completed and retained on file in township offices. Any mechanical defect discovered before, during or after operation of vehicles or mobile equipment shall be reported by the operator to their cemetery supervisor, or in the case of township board member serving as cemetery employee to the township board as soon as possible when it is discovered.
 8. It is mandatory that seat belts be used when operating a township vehicle or personal vehicle while on township business.
 9. Smoking in any township vehicle is prohibited.
 10. Use of cell phone or electronic devices is prohibited while operating township vehicles and/or equipment.
 11. Any township vehicle involved in an accident shall be reported immediately and reviewed by the Township Board.
 - a) If the accident results in known or suspected injuries the accident shall be reported to 911 and then to cemetery supervisor, or in the case of township board member serving as cemetery employee to the township board.

- b) Accidents that result in damage to property other than township owned or accidents that occur on public property when there are no apparent injuries shall be reported to the appropriate police agency and then to cemetery supervisor, or in the case of township board member serving as cemetery employee to the township board
 - c) If the accident does not involve injuries, damage to property other than township owned or on public property, report to cemetery supervisor, or in the case of township board member serving as cemetery employee to the township board. The cemetery supervisor or township board may request assistance from the police department.
- B. The cemetery supervisor, will review all accidents involving township owned vehicles and equipment. The purpose of the review is to determine if the accident was avoidable or unavoidable.
- 1. The cemetery supervisor may request that the accident be reviewed by the township board. A report of the assessment shall be forwarded to the township insurance carrier if the accident results in a claim or if there is a potential for a claim to be filed.
 - 2. In any event, an operator who has had three or more accidents shall have all of their accidents reviewed by the township board.
 - 3. Operators, witnesses and other township employees may be called before township board to explain the incident. The operator may attend if they wish, even if not called.
- C. Penalty: Non-compliance with this policy by all township workers could result in termination of employment by the township board.

ADOPTION:

Roll Call Vote: Yes 5 No 0 Absent 0

The Geneva Township Board establishes and adopts this policy on September 8, 2009 at the regular meeting of the Geneva Township Board.

Nancy Ann Whaley, Supervisor

Bridgette Gumpert, Clerk

M. Jeffery Primmer, Treasurer

Norman Funk, Trustee

Audrey Krader, Trustee