

THE BOARD OF COUNTY COMMISSIONERS

FOR THE COUNTY OF TILLAMOOK IN THE STATE OF OREGON

In the Matter of Adopting a New
Tillamook County Vehicle Policy)

ORDER
#07 - 125

This matter came on to be heard this 12th day of December, 2007 at a regular meeting of the Board of Commissioners, at the request of Paul Levesque, Facilities, Fleet and Contracts Director of Tillamook County.

Being fully apprized of the records and files therein, the Board of Commissioners finds as follows:

1. A revised Tillamook County Employee Policy & Procedures Manual was adopted on August 1, 2007 to reflect changes required by Federal and Oregon State laws and changes in practice of County policies and procedures.
2. However, a new County Vehicle Policy was not ready for inclusion in the Tillamook County Employee Policy & Procedures Manual when it was adopted.
3. The County needs to include a new Vehicle Policy under the Health and Safety Section in the Tillamook County Employee Policy & Procedures Manual.

NOW THEREFORE, IT IS HEREBY ORDERED that:

4. The attached Vehicle Policy be and hereby is adopted and included under the Health and Safety Section in the Tillamook County Employee Policy & Procedures Manual to become effective on January 14, 2008.

DATED THIS 12th DAY OF December 2007.

BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

Aye Nay Abstain/Absent

Mark Labhart
Mark Labhart, Chair

✓ _____ _____

Charles J. Hurliman
Charles J. Hurliman, Vice-Chair

✓ _____ _____

Tim Josi
Tim Josi, Commissioner

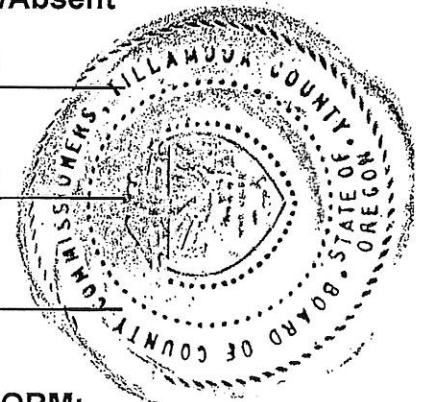
✓ _____ _____

ATTEST: Tassi O'Neil,
County Clerk

APPROVED AS TO FORM:

BY: Susan L. Beecraft
Special Deputy

William K. Sargent
William K. Sargent, County Counsel



DRIVING/VEHICLE POLICY

A. POLICY

Driving is among the most hazardous tasks performed by employees and volunteers of Tillamook County. Therefore, it is the policy of Tillamook County that employees and volunteers will follow safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departure, refraining from operating equipment such as cell phones and radios while the vehicle is moving under non-emergency circumstances and not operating a vehicle when the driver's ability to react is impaired. Drivers are expected to follow defensive driving principles, Oregon laws and regulations to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions. It is the intent of this Policy that unsafe or improper behavior be identified and corrected.

Department Heads are responsible for enforcing this Policy and shall ensure all employees and volunteers who drive are provided with a copy of this Policy and are notified of all the potential consequences of Policy violations.

B. PURPOSE

The purpose of this Policy is to provide for the maintenance and safe operation of vehicles owned by Tillamook County.

C. GOALS

Goals of this Policy also include:

1. Ensure safe driving practices.
2. Fully utilize County-owned vehicles.
3. Reduce travel expenses and liabilities for use of personal vehicles on County Business.

D. AUTHORIZATION

1. Tillamook County reserves the right to withhold the use of County-owned vehicles from any person for reasons associated with safety of equipment or personnel.
2. At the discretion of each Department Head, a requirement for maintaining a log book may be imposed on employee/volunteer drivers. Upon operation of any such vehicle, the operator shall enter the required information into the vehicle log book.

3. Some departments may be assigned permanent vehicles based on special needs. These vehicles will be available to the motorpool when not in use by the Department. This does not include emergency or other specialized vehicles.
4. Authorized personnel whose work requires travel out of County may use their own personal vehicle, if approved by the Department Head or Elected Official. Such approval shall be subject to the County's Policy for mileage reimbursement and shall depend upon County vehicle availability, the nature of the trip and the availability of travel funds within the department's budget.
5. A copy of this Vehicle Policy will be kept in each County-owned vehicle.

E. PROCEDURES

Tillamook County shall allow only drivers that meet the following eligibility criteria to drive on its behalf.

1. Job Applicants

When any position is being filled for which driving is an essential function, the driving record for the previous three (3) years shall be evaluated according to the following procedure:

- 1.1. The Tillamook County Personnel Department shall conduct a driving record check through DMV prior to finalizing an employment offer. The Tillamook County Personnel Department may also request that a three (3) year driving history be provided with the application or provided at the time of interview.
- 1.2. If the applicant being considered for hire is from outside the State of Oregon, the Tillamook County Personnel Department will require a copy of the applicant's driving record to be provided to comply with the requirements of the position.
- 1.3. The Tillamook County Personnel Department will complete the driving record check and will inform the Department Head with the results. If the driving record does not meet Tillamook County standards, the recommendation not to hire the applicant will be made.

- 1.4. If the Department Head requesting the hire wishes to contest this recommendation, an appeal may be made to the Tillamook County Board of Commissioners. If required by the position the driving record shall be considered in determining whether an applicant is acceptable (see Appendix A).

2. Tillamook County Employees/Volunteers

Any Tillamook County employee/volunteer must meet the following criteria in order to be allowed to drive on Tillamook County business:

- 2.1. Must possess a valid Oregon Driver's License or provide an alternate means of transportation that is approved by the Manager/Administrator.
- 2.2. Be at least eighteen (18) years old.
- 2.3. Possess a valid Commercial Driver's License (CDL) if driving a vehicle requiring such.
- 2.4. If involved in an at-fault accident on Tillamook County business, an employee/volunteer is required to complete a defensive driving course within six (6) months of the accident.
- 2.5. If in possession of a Washington (or other State) Driver's License, sign a release form allowing Tillamook County access to his/her motor vehicle reports.
- 2.6. If driving their personally-owned vehicle, provide proof of insurance at the inception of this Policy or when driving responsibilities that are covered by this Policy begin and at any time there is a change to the Policy, to their Department Head evidencing liability limits no less than the State required minimum of Twenty-Five Thousand (\$25,000) Dollars single occurrence/Fifty Thousand (\$50,000) Dollars annual aggregate.
- 2.7. In addition to the above requirements, any Tillamook County employee/volunteer holding a position that requires driving as part of the job duties shall maintain an acceptable driving record, to be determined as follows:
 - 2.7.1. Upon assigning driving privileges or responsibilities to an employee/volunteer, the Department Head shall provide pertinent information in writing (e.g. name, date of birth, driver's license number) to the Tillamook County Personnel Department.. If a driving violation occurs that falls into the category noted in Appendix A, the Employee shall notify the Department Head and

the Human Resources Department. Violations falling into the categories noted in Appendix A, as well as a pattern of violations, along with other factors, if relevant, will be used to determine if the employee/volunteer has an acceptable driving record.

3. Other Drivers

In addition to Tillamook County employee/volunteers, the following people may be allowed to drive vehicles on Tillamook County business:

- 3.1. An officer or agent representing Tillamook County.
- 3.2. Another person designated by a Department Head to act on behalf of Tillamook County.

Drivers who are not Tillamook County employee/volunteers must meet the following criteria in order to be allowed to drive on Tillamook County business:

- 3.3. Possess a Driver's License valid in the State of Oregon.
- 3.4. Be at least eighteen (18) years old.
- 3.5. Possess a Commercial Driver's License (CDL) if driving a vehicle requiring such.
- 3.6. If driving their personally owned vehicle, provide proof of insurance to the Department Head within which they work evidencing liability limits no less than the State required minimum of Twenty-Five Thousand (\$25,000) Dollars single occurrence/Fifty Thousand (\$50,000) Dollars annual aggregate.
- 3.7. Obtain permission from the Department Head within the area they are assigned.
- 3.8. Provide a detail log of County Business performed, time of day County related travel occurred and miles driven.

4. Passengers

Only authorized passengers are allowed to ride in Tillamook County vehicles and other vehicles while in use for Tillamook County business. Authorized passengers are:

- 4.1. Tillamook County employees/volunteers doing Tillamook County business.

- 4.2. Officer and agents representing Tillamook County.
- 4.3. Volunteers acting on behalf of Tillamook County.
- 4.4. Vendors and contractors working on behalf of Tillamook County.
- 4.5. Participants in official Tillamook County business, training, tours and programs.
- 4.6. Representatives of other governmental agencies working with Tillamook County.
- 4.7. Anyone with prior authorization by the Department Manager or with specific authorization by an Elected Official or other Department Head.

F. DRIVER RESPONSIBILITIES

The following responsibilities apply to anyone who drives any vehicle on Tillamook County business:

1. Drivers and passengers are required to wear seatbelts at all times when the vehicle is in motion. It is recognized there are some officer safety issues where a deputy in a tactical situation will not be required to wear a seat belt.
2. Drivers shall have the vehicle's lights on when driving. It is recognized that it is common police practice to operate a vehicle without lights when approaching certain emergency calls.
3. Drivers shall inspect vehicles at the beginning of each shift or prior to each trip to ensure that the vehicles are in safe operating condition prior to their use. This should include:
 - 3.1. Check fuel level, tire inflation, lights and mirrors.
 - 3.2. Check for broken, cracked or dirty windows and lights.
 - 3.3. Check that a First Aid Kit is present.
4. Drivers shall comply with all applicable State and local driving laws, parking regulations and all Tillamook County and departmental safety policies and rules.
5. Drivers will drive according to the road conditions during inclement weather. Drivers will know how to drive in such conditions and be prepared, in advance, of bad weather/adverse weather and road conditions.

6. Drivers shall be held personally responsible for any tickets received while driving a vehicle on Tillamook County business. All tickets for moving violations and/or parking fines received while driving Tillamook County vehicles shall be paid or otherwise resolved promptly by the driver. Drivers shall notify their Supervisor within forty-eight (48) hours of receiving any citation while in a Tillamook County vehicle.
7. For photo radar or other citations issued against the vehicle's registration, the employee/volunteer's department will complete the "Affidavit of Non-Liability" or similar document issued with the citation to identify the driver. The driver shall be personally responsible and liable for promptly paying the fine or otherwise resolving the citation.
8. In the event of an accident on Tillamook County business, drivers shall immediately contact their Supervisor and, if driving a Tillamook County vehicle, follow all Tillamook County instructions/procedures for reporting accidents. (See County Drug & Alcohol Testing Policy)
9. A driver whose license has been suspended or revoked shall immediately notify his/her Supervisor and the Human Resources Department.
10. For employees who are required to drive or maintain a valid Driver's License as part of their official duties, driving record convictions may be considered as grounds for disciplinary action up to and including termination, if the offenses and infractions occurred during or outside work hours affect the employees ability to perform their job. Collective bargaining agreement procedures would be followed where applicable. Volunteers with driving record convictions on or off the job may be subject to reassignment or removal from volunteer placement.
11. Drivers shall ensure that any passengers who ride with them in a Tillamook County vehicle or in any vehicle while on Tillamook County business are authorized by their Supervisor. Drivers shall not transport passengers unless the passengers are wearing safety belts or other restraint devices in accordance with Oregon Revised Statutes.
12. In the event of a citizen emergency that requires the use of a Tillamook County vehicle, Department Heads can grant prior authorization under specific circumstances they establish. If an employee/volunteer on Tillamook County business encounters a stranded motorist, please be aware of the following:
 - 12.1. There is no obligation to stop and render assistance.
 - 12.2. You should consider all objective circumstances regarding your own personal safety before choosing to stop.

- 12.3. The only authorized action is to help connect the motorist with the appropriate roadside assistance.
14. Drivers shall not drive Tillamook County vehicles or private vehicles for Tillamook County business when they are required to take medication that may impair their ability to safely operate a moving vehicle. If in doubt, the employee/volunteer should first obtain approval from his/her physician that it is safe to drive while taking the medication. If the employee/volunteer comes to work but due to the medication cannot drive, the employee/volunteer shall immediately inform their Supervisor and ask for an alternate work assignment. If there is no work available, the employee/volunteer may be assigned to another department or sent home.
15. Employees/volunteers are expected to use good judgment at all times while driving on behalf of Tillamook County. In circumstances where the employee/volunteer is uncertain if he/she should be operating or continue to operate a vehicle (such as prescription or over-the counter medication, extended or continuous shifts, end-of-day long distance travel, fatigue, poor weather or road conditions), the employee/volunteer is expected to contact their Supervisor/Manager to assist in making the safest determination of whether to continue to drive or not.
16. When accessories, parts or tools are stolen from a Tillamook County vehicle the loss should be reported immediately to the employee's Department Head.
17. Smoking is prohibited in Tillamook County vehicles.
18. Drivers will not pick up hitchhikers at any time when operating Tillamook County vehicles.

G. USING CELL PHONES WHILE DRIVING

Tillamook County encourages the safe use of cellular telephones by employee/volunteers who use these tools to conduct business for Tillamook County. It is understood that law enforcement is often called upon to operate radios or talk on a cell phone while en-route to an emergency. However, when employee/volunteers are otherwise operating a vehicle, driving is the first responsibility. Employee/volunteers who use cell phones while on Tillamook County business should refrain from making or receiving business calls while driving. If an employee/volunteer needs to make or receive a phone call while driving, the employee/volunteer should make sure the vehicle is stopped and that he/she is parked properly and off the roadway to make or receive the call.

Employee/volunteers must use common sense when using a cell phone and operating a vehicle. Concentration on driving should be the highest priority. Talking on a cell phone

while driving, like adjusting the radio, eating or writing a note, makes it difficult to concentrate on driving. Therefore, if the content of a call impairs concentration, postpone the call until you can stop.

Employee/volunteers who use cell phones and must keep business conversations brief while driving. However, the vehicle should be stopped and parked in a safe and proper parking area if the conversation becomes involved, notes are to be taken, the traffic is heavy or road conditions are poor.

Employee/volunteers who are faced with an emergency, such as traffic accident or car trouble may find it necessary to make a phone call while driving.

H. VEHICLE USE

1. Tillamook County-Owned/Supplied Vehicles

Tillamook County provides vehicles for use by qualified drivers to conduct official Tillamook County business in the course and scope of their job and/or to maintain the ability to respond to Tillamook County business outside the employee/volunteer's normal work hours when special equipment or tools are available in or on the vehicle. Tillamook County vehicles shall not be used for personal business. Use of Tillamook County vehicles to commute to and from work, except as stated above, is prohibited, unless approved in advance by the Department Head/Elected Official. Commuting miles are taxable under IRS code and are not considered work time.

2. Privately Owned Motor Vehicles

Tillamook County allows use of privately owned motor vehicles to conduct official Tillamook County business when a County-owned vehicle is not otherwise available; all employees must complete Appendix D in the Travel Policy prior to the use of a privately owned vehicle. A privately owned motor vehicle used for Tillamook County business must be a conventional, at least four (4) wheel vehicle and be in safe mechanical condition that is adequate to provide safe transport for the road and weather conditions. Vehicle equipment must conform to State of Oregon requirements. A motorpool vehicle shall be used when a personally owned vehicle does not meet these standards. Vehicle registration and insurance must be current.

Mileage reimbursement in accordance with the Travel Policy for the use of a privately owned motor vehicle is considered full payment (including deductibles, depreciation, insurance, maintenance, fuel and operating costs) for its use.

3. Insurance Requirements

The driver of a privately owned motor vehicle used to conduct official Tillamook County business must be insured against liability (person and property) in an amount not less than the minimum requirements of the State of Oregon. Proof of such insurance must be provided to the Department Head as indicated in Appendix D to the Travel Policy.

The vehicle owner is responsible for any comprehensive and collision coverage the owner may elect to carry.

4. Out-of-State Rental Vehicles

Tillamook County provides excess liability coverage to supplement the coverage automatically provided by rental car companies. However, the Oregon Tort Claims Act does not apply outside of Oregon. For that reason, drivers shall purchase the offered insurance through the rental company. Excess liability coverage, collision coverage deductibles and other charges not covered by the car rental company insurance will not be paid by Tillamook County if an accident occurs when the vehicle is used outside the scope of Tillamook County business (e.g. on an out-of-State trip where a rental vehicle is used for a non job-related side trip). Travelers are required to know the driving laws for any State they drive in, apply the criteria of common sense, propriety and consider the relationship to business purpose to the use of rental vehicles and transporting passengers while on Tillamook County business.

5. Defensive Driving

All vehicles will be operated in strict compliance with traffic laws and road courtesy. Drivers must exercise principles of skillful and defensive driving.

Driving safety is dependent on good driving attitudes. County drivers should follow a driving pattern, which would tend toward the conservative.

Watch the overall picture. Keep a general watch over a wide deep traffic scene rather than focusing on any one detail. Keep your eyes moving. Make a habit of forcing your eyes to move about every two (2) seconds and more often in heavy traffic.

Aim high in steering. Looking over the entire lane is more beneficial than sighting along either edge of the lane or curb.

Leave yourself an "out". Get in the habit of placing your vehicle in a position to have an "out" should trouble develop. Don't box yourself in.

I. CARE AND MAINTENANCE OF COUNTY-OWNED VEHICLES

TILLAMOOK COUNTY – DRIVING/VEHICLE POLICY (10/07)

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1. Safety Checks

No drivers can be safer than the vehicle being driven. Proper care of vehicles is essential to job performance.

1.1. All vehicles are required to have a spot check safety check prior to operation of the vehicles as follows:

1.1.1. Check fuel level, tire inflation, lights and mirrors.

1.1.2. Check for broken, cracked or dirty windows and lights.

1.1.3. Check that a fully stocked First Aid Kit is present.

1.2. Report any unusual problems with the vehicle.

1.3. Vehicles will be washed once per month.

2. Routine Fuel and Emergency Purchase of Parts, Oil and Gas

2.1. Fuel must be obtained from the centralized fueling area whenever practical and possible.

2.1.1. A cardlock system will be used and the appropriate information entered into the vehicle log book (where required) when a cardlock vendor is available. Use only regular unleaded fuel.

2.1.2. If a need for fueling occurs during a trip and the cardlock system is unavailable, locate a vendor and fuel the vehicle with regular unleaded fuel and record in the log book (where required).

2.2. The contract vendor will provide oil and other fluids (other than gasoline). Oil shall be added when necessary at the vendor's location.

2.2.1. If an oil shortage in the engine is indicated, maintain the proper level by using a multi-viscosity 10-W-30 or 10-W-40 rating MS as specified for the vehicle.

2.3. Parts may be needed due to breakdown or mechanical failure.

2.3.1. Call purchasing at (503) 842-3401 for a purchase order number.

2.3.2. Have the problem repaired and bring the invoice to the Purchasing Department.

- 2.4. Reimbursement for fuel, oil or parts must follow these guidelines or reimbursement will not be approved to individuals or to the department.
 - 2.4.1. Vehicle license number must appear on the receipt.
 - 2.4.2. Name and address of the vendor.
 - 2.4.3. Description of purchase.
 - 2.4.4. Date of purchase.
 - 2.4.5. Signature of claimant.
 - 2.4.6. All receipts must be turned in to the Department Supervisor for review and initialing.
 - 2.4.7. Department Head or Elected Official must turn receipts, a statement of mileage and expenses form and claim voucher into Accounts Payable for reimbursement.

2.5. Preventative Maintenance

All vehicles will be scheduled for service and maintenance by the driver when the vehicle has been driven in excess of three thousand (3,000) miles or six (6) months since the last service and maintenance.

If any malfunction in vehicle's operation should occur, it must be reported for evaluation and repair to the Motorpool Administrator at (503) 842-1809.

2.6. Towing

2.6.1. Warranty Vehicles

If the vehicle is under warranty call the factory roadside assistance number for the manufacturer for free roadside assistance for flat tire, fuel or towing.

2.6.2. Non-Warranty Vehicles

If a vehicle requires towing, the driver will contact the nearest towing company. The vehicle shall be towed to County vehicle contractor if the vehicle is within seventy-five (75) miles. Beyond that distance have the vehicle towed to the closest dealership or certified shop.

J. ACCIDENTS AND ACCIDENT REPORTS

1. If you have an accident:
 - 1.1. Stop at once and as close as possible to the accident without blocking or endangering other traffic.
 - 1.2. Call Police or State Patrol.
 - 1.3. Provide your name, address and the license number of the vehicle to the other driver, passengers or any injured party.
 - 1.4. Obtain names, addresses and the license number of all others involved in the accident.
 - 1.5. Show your Driver's License and give number, if asked.
 - 1.6. At the employee/volunteer's discretion, an employee/volunteer may render reasonable aid to injured persons taking into account the following:
 - 1.6.1. Injured persons should NEVER be moved.
 - 1.7. Report the accident to the State DMV if there is more than Fifteen Hundred (\$1,500) Dollars damage to anyone's property or if any person is injured or killed.
 - 1.7.1. This report must be filed within seventy-two (72) hours.
 - 1.7.2. Accident Report forms are obtained at the Police Department, Sheriff Department or a local DMV field office.
 - 1.7.3. Accidents on private property or when the car is legally parked need not be reported to the State.
 - 1.8. Any accident must be reported to the employee/volunteer's Supervisor immediately.
 - 1.9. The Supervisor shall report any accidents to Tillamook County Counsel, our insurance carrier and to the Tillamook County Personnel Department if the accident involves injury to any person.
 - 1.10. A Tillamook County employee/volunteer involved in an accident shall not discuss the conditions of the accident with the other involved party or party's representative.

- 1.11. In no case, upon the occurrence of an accident, shall a Tillamook County employee/volunteer tell the other party that Tillamook County will initiate action towards making repairs to the vehicle or property of the other party.
- 1.12. A Tillamook County employee shall not make a private settlement with the other party regardless of how minor the damages to the other party's car or property may appear to be.
- 1.13. The employee/volunteer may be asked to take a drug and alcohol screen test in accordance with the Drug & Alcohol testing policy.

K. PARKING

1. Parking Areas

Vehicles shall only be parked in designated parking spaces at and around the Tillamook County facility. No Tillamook County vehicle should be parked in designated employee parking spaces.

2. Parking Vehicles

When parking vehicles, check to make sure lights, fans, radios and other electrical functions on the vehicle are off. Lock the vehicle. Remove personal items, including business articles, lap top computers, briefcases, books, etc. Items in assigned department vehicles are to be secured and locked if remaining in the vehicle. In all cases, do not leave lap top computers, GPS units or other valuable equipment in the vehicle.

L. DIRECTORY

1. Telephone Numbers

- 1.1. Emergencies Dial 911
- 1.2. Motorpool Administrator Paul Levesque (503) 842-1809
- 1.3. Purchasing Department Toni Miller (503) 842-3401
- 1.4. Towing service numbers contact the nearest towing service listed in the telephone directory.

M. DISCIPLINE

A Tillamook County employee/volunteer, who is found to have violated this Policy or where any indications of misconduct, misuse or abuse involving a motor vehicle are found, may be grounds for disciplinary action up to and including termination. Should disciplinary action become necessary, it shall follow the Tillamook County Policy and Procedures Manual and Union contracts, as applicable.

1. Misuse of Tillamook County Vehicle

The following includes the misuse of a Tillamook County vehicle:

- 1.1. Use of a Tillamook County vehicle for anything other than official Tillamook County business.
- 1.2. A Tillamook County vehicle driven to or from an employee/volunteer's home or vicinity thereof, after completion of a work day unless:
 - 1.2.1. The employee/volunteer's home is reasonably en-route to or from the work area where the work is to commence the next day.
 - 1.2.2. The vehicle is to be used by the employee/volunteer before usual working hours or unplanned overtime is incurred which would make it impossible to obtain transportation.

1.2.3. The employee/volunteer is required to respond to urgent or emergency call outside of their regular work hours, reasonably requiring the use of a Tillamook County vehicle.

1.2.4. Carrying in a Tillamook County vehicle any persons other than those directly involved with official Tillamook County business unless the Department Head's approval is obtained prior to each trip.

1.3. Abuse of a Tillamook County Vehicle

The following includes the abuse of a Tillamook County vehicle:

1.3.1. Reckless or abusive driving or other practices that would contribute to immediate or long-term damage to a vehicle and create a hazard to others.

1.3.2. Except for Sheriff's Department Emergency Response vehicles, attempting to "jump-start" or tow another vehicle.

1.3.3. Not reporting damage of a vehicle to the Department Head or Elected Official.

1.3.4. Not keeping vehicle responsibly clean, inside and outside, including windows.

APPENDIX A

Requirements of an Acceptable Driving Record

These requirements become effective on the date of adoption of this Policy.

1. No Class A infraction convictions during the past thirty-six (36) months and no more than one (1) Class A infraction conviction between the past thirty-six (36) and sixty (60) months.
2. No more than one (1) Class B infraction conviction during the past twelve (12) months and no more than two (2) Class B infraction convictions during the past thirty-six (36) months.
3. No more than two (2) Class C infraction convictions during the past twelve (12) months and no more than three (3) Class C infraction convictions during the past thirty-six (36) months.
4. Demonstrated ability to maintain a driver's license without suspensions for the past thirty-six (36) months.
5. No felony or misdemeanor driving convictions within the past thirty-six (36) months.

Examples of violations listed by Classification

Class A Infraction

1. Failure to obey a traffic flagger
2. Driving while suspended (infraction)
3. Careless driving (accident involved)
4. Speed racing
5. Speeding (30+ mph over posted limit)
6. Failure to stop for school bus

Class B Infraction

1. Passing in a no pass zone
2. Failure to drive on right side of the road
3. No operator's license
4. Careless driving (no accident involved)
5. Failure to obey a traffic control device
6. Driving uninsured

Class C Infraction

1. Failure to use traction devices
2. Defective headlights
3. Illegal U-turn

4. Failure to yield to pedestrian in crosswalk
5. Speeding (11 – 20 mph over posted limit)

Class D Infraction

1. Impeding the flow of traffic
2. Failure to signal lane change
3. Failure to display license plates
4. Speeding (1 – 10 mph over posted limit)
5. Failure to use safety belts
6. Failure to change information on driver's license

Class A Misdemeanor

1. DUI
2. Reckless endangerment of a highway worker
3. Providing false information to a police officer
4. Hit and run (property damage)
5. Reckless driving
6. Driving while suspended

Class B Misdemeanor

1. Providing false information regarding liability insurance
2. Providing false information on an accident report

Class C Misdemeanor

1. Failure to display a driver's license
2. Failure to return suspended license

Class C Felony

1. Hit and run (injury)
2. Attempting to elude a peace officer
3. Driving while suspended/revoked



BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR TILLAMOOK COUNTY, OREGON

In the Matter of Amending the)
Tillamook County Vehicle Policy)

ORDER #10-028

FILED
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APR 14 2010
1:20p
TASSI O'NEIL
COUNTY CLERK

This matter came before the Board of Commissioners for Tillamook County, Oregon, on the 14th day of April, 2010, at the request of Paul Levesque, Director, Fleet, Facilities and Contracts.

The Board of Commissioners being fully apprised of the records and files herein, finds as follows:

1. On December 12, 2007, by Order #07-125, the Commissioners adopted a County Vehicle Policy for employees and volunteers.
2. Appendix A inadvertently omitted a certain Class B infraction that should not have been omitted.
3. The attached new Appendix A without the omission replaces the existing Appendix A.

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NOW THEREFORE, IT IS HEREBY ORDERED that the Tillamook County Vehicle Policy be amended and adopted to reflect the new Appendix A with the Class B infraction therein.

DATED this 14 day of April, 2010.

BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

Aye Nay Abstain/Absent

Mark Labhart
Mark Labhart, Chair

 /

Charles J. Hurliman
Charles J. Hurliman, Vice-Chair

 /

Tim Josi
Tim Josi, Commissioner

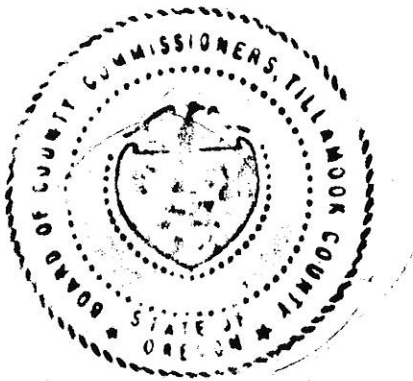
 /

ATTEST: Tassi O'Neil, County Clerk

APPROVED AS TO FORM:

By: Susan L. Beckett
Special Deputy

William K. Sargent
William K. Sargent, County Counsel



APPENDIX A

Requirements of an Acceptable Driving Record

These requirements become effective on the date of adoption of this Policy.

1. No Class A infraction convictions during the past thirty-six (36) months and no more than one (1) Class A infraction conviction between the past thirty-six (36) and sixty (60) months.
2. No more than one (1) Class B infraction conviction during the past twelve (12) months and no more than two (2) Class B infraction convictions during the past thirty-six (36) months.
3. No more than two (2) Class C infraction convictions during the past twelve (12) months and no more than three (3) Class C infraction convictions during the past thirty-six (36) months.
4. Demonstrated ability to maintain a driver's license without suspensions for the past thirty-six (36) months.
5. No felony or misdemeanor driving convictions within the past thirty-six (36) months.

Examples of violations listed by Classification

Class A Infraction

1. Failure to obey a traffic flagger
2. Driving while suspended (infraction)
3. Careless driving (accident involved)
4. Speed racing
5. Speeding (30+ mph over posted limit)
6. Failure to stop for school bus

Class B Infraction

1. Passing in a no pass zone
2. Failure to drive on right side of the road
3. No operator's license
4. Careless driving (no accident involved)
5. Failure to obey a traffic control device
6. Driving uninsured
7. Speeding (21 – 30 mph over posted limit)

Class C Infraction

1. Failure to use traction devices
2. Defective headlights
3. Illegal U-turn
4. Failure to yield to pedestrian in crosswalk
5. Speeding (11 – 20 mph over posted limit)

Class D Infraction

1. Impeding the flow of traffic
2. Failure to signal lane change
3. Failure to display license plates
4. Speeding (1 – 10 mph over posted limit)
5. Failure to use safety belts
6. Failure to change information on driver's license

Class A Misdemeanor

1. DUII
2. Reckless endangerment of a highway worker
3. Providing false information to a police officer
4. Hit and run (property damage)
5. Reckless driving
6. Driving while suspended

Class B Misdemeanor

1. Providing false information regarding liability insurance
2. Providing false information on an accident report

Class C Misdemeanor

1. Failure to display a driver's license
2. Failure to return suspended license

Class C Felony

1. Hit and run (injury)
2. Attempting to elude a peace officer
3. Driving while suspended/revoked