

ADMINISTRATIVE ORDER
O F T H E
JEFFERSON COUNTY COMMISSION

96-1

Pursuant to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish the Jefferson County policy applicable to incidents involving damage to County property.

POLICY

It is the policy of the Jefferson County Commission that County employees operate vehicles and equipment safely and keep County property under their control in good operating condition and properly maintained.

IMPLEMENTATION

Employees shall periodically submit vehicles and equipment under their control for routine maintenance and inspection to ensure that it is in safe operating condition.

The County shall provide driver safety training opportunities to employees who operate licensed motor vehicles. The County shall also provide employees who operate unlicensed rolling stock and other equipment a general information, safety, and performance test. Unlicensed rolling stock includes such items as tractors, bulldozers, loaders, plant mix spreaders, backhoe equipment, etc. Other equipment includes such items as mowers, trimmers, chain saws, hammers, wrenches, power tools, etc

Employees, who operate licensed motor vehicles and/or unlicensed rolling stock and equipment, agree to comply with safety rules and obey laws and regulations applicable to operation of vehicles and equipment. Employees shall maintain the required license to operate any vehicle or equipment and shall immediately report any revocation or suspension of the required license to their supervisors. Employees shall report malfunctioning, broken, or inoperable vehicles or equipment to their supervisors immediately upon discovery.

ENFORCEMENT

The County Safety Committee shall review all incidents involving damage to County property to determine if any employee is chargeable for the damage. A chargeable incident occurs when the employee is determined to be at fault due to negligence, incompetency or inefficiency, or neglect or waste of public supplies or equipment. The County Safety Committee shall report chargeable

incidents to the appropriate Department Head of the employee, except when the Department Head has previously reported a chargeable incident and taken appropriate disciplinary action.

Department Heads shall initiate disciplinary action against subordinate employees for all documented chargeable incidents in accordance with established rules and regulations. When an incident is chargeable against a Department Head, the supervising County Commissioner shall initiate the disciplinary action and the remaining County Commissioners shall conduct the disciplinary proceeding without participation of the supervising County Commissioner.

Department Heads must notify all County employees within their departments of this Administrative Order and enforce it according to its terms by proper disciplinary action.

EFFECTIVE DATE

This Administrative Order will take effect upon its execution below.

Ordered by the Jefferson County Commission this ____ day of May 1996.



Mary M. Buckelew, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 5-15-96
MINUTE BOOK: 113
PAGE(S): 2445