



ANTRIM COUNTY VETERANS AFFAIRS

P.O. Box 1049, Bellaire, MI 49615
(231) 533-8499 Fax (231) 533-8317

Antrim County Safe Driver Program Policy

Purpose: Antrim County places the highest value on the safety and health of Antrim County volunteers and the well being of its citizenry. Antrim County acknowledges the need for safe operation of county vehicles by its volunteers and has established this safe driver program policy to ensure that all Volunteers who are granted the privilege of driving a county vehicle are safe and properly licensed operators.

Antrim County has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the privilege to drive for failure to meet those standards. This policy defines the minimum standards for all county volunteers. Nothing herein shall be construed as to limit departments from setting higher standards that may be necessary to meet the particular needs of the individual departments.

Notwithstanding anything to the contrary in this policy, the county reserves the right to prohibit or limit any volunteer's use or operation of any county owned vehicle for any reason.

The specific responsibilities of a volunteer operating an Antrim County vehicle are:

1. Have a valid and properly classed Michigan vehicle operator's license
2. Not drive in violation of any restrictions associated with their license.
3. Safely operate their assigned county vehicle or personal vehicle.
4. Properly use furnished seat belts and/or other vehicle safety restraints when driving or riding in a county owned vehicle.
5. Advise the department head immediately of any accident
6. Advise the department head immediately of the loss of their valid operator's license by suspension, revocation, or expiration. Failure to comply may result in discipline up to and including termination of volunteer work.
7. Maintain an assigned county vehicle's cab, bed, and/or body in a clean and safe condition.
8. Conduct a daily safety check prior to driving a county assigned vehicle.
9. Promptly report to the on-duty supervisor or department head any vehicle safety defect found during inspection or while operating the vehicle. Failure to report safety defects found during inspection or while operating the vehicle may result in discipline up to and including termination of volunteer work.

Failure to comply with any of these rules may result in discharge.

Any volunteer who operates an Antrim County vehicle must complete a form provided by the county that authorizes the county to check their driving record.

Each department head is responsible to:

- Ensure that all volunteers are informed of this policy
- Identify all volunteers in their department who operate a county owned vehicle, and ensure that they are included in the county's motor vehicle record flag program.



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- Ensure that all assigned vehicles are inspected as required.
- Ensure the safe maintenance and operation of all assigned county owned vehicles.
- Ensure that when a volunteer who does not regularly use their personal vehicle in the performance of their duties, that such volunteer does comply with sections of this policy that applies to such volunteer.
- Ensure that thorough and timely accident investigations are conducted and reported.
- Maintain a record of all safety checks performed by volunteers in their department.
- Deliver all necessary completed forms to the coordinator/planner office for all volunteers who operate any County vehicle. A list will be compiled and sent to the Michigan Secretary of State's Office for a check into the driving record of each volunteer.
- Ensure that any disciplinary measures taken related to this policy are consistent with the overall intent of this policy.
- Administer and enforce all County-wide and departmental policies and procedures regarding vehicle operation.

The administration office is responsible for:

- Maintaining the motor vehicle record flag
- Assist the department heads with making sure that all volunteers within their department, who operate a county vehicle, have a valid Michigan Operator's License.
- Monitoring the program and motor vehicle records and report record development to the appropriate department head.
- Provide consultation and training to the departments as needed.

Anyone found not to have a valid Michigan driver's license (or is not properly classed), or driving in violation of restrictions of their license will lose the privilege to operate a county vehicle

Through the Motor Vehicle Record Flag Program offered by the State of Michigan Secretary of State's Office, a check on each individual's driving record will be performed once a year. Additionally, the Secretary of State will notify the Coordinator/Planner office when an infraction is posted to a given record.

General Provisions:

- Only those volunteers who are determined to be safe operators will be allowed to operate a county owned vehicle
- All volunteers and occupants shall use seatbelts or other safety restraints provided whenever they are operating or riding in a vehicle.
- No volunteer shall knowingly operate a vehicle found to be in violation of a state safety code or the laws of the State of Michigan
- A volunteer who does not regularly operate their personal vehicle in performance of their duties may operate their personal vehicle without review of their driving record when such operation is incidental to the performance of their duties. (i.e., driving to and from trainings, conferences,



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meetings, etc.) However, such volunteer must also comply with paragraphs 1-5 under "Responsibilities of an Employee Operating an Antrim County Vehicle".

Application of Antrim County Safe Driver Program Policy to volunteers who regularly use their personal vehicles in the performance of their duties:

- The Antrim County Safe Driver Program shall apply to any volunteer who regularly operates their personal vehicles in the performance of their duties, including but not limited to such departments or agencies as the Construction Code Department and the Commission on Aging.

Corrective Action Including:

- Volunteers may be prohibited from operating county vehicles.

Definitions:

Motor Vehicle Record Flag Program: A program provided by the Secretary of State's office by which a court print driving record can be automatically produced and sent to an enrolled municipality when a conviction, accident, or suspension is posted to a given record.

Preventable Accident: Any vehicle accident in which the driver/operator failed to do everything he/she reasonably could have done to prevent the accident.

Vehicle Accident: Any occurrence involving a county-owned, rented, or leased motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q), trailer or any other motorized contrivance now known or invented in the future, which results in a death, personal injury or property damage.

County Vehicle: Any county owned, rented, or leased motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q), trailer or any other motorized contrivance now known or invented in the future and used by a volunteer for county business.

Applicant Screening Guide

Conviction of law violations or civil infractions may serve as a basis for disqualification of the privilege to operate a county vehicle or personal vehicle used by a volunteer for county business. The applicant's total record will be evaluated; the applicant must have at least two (2) years of documented driving experience. The pattern of law violations, the seriousness, the surrounding circumstances, the number, and how recent the violations are will be considered for both an applicant and a volunteer. For example, multiple convictions of the same offence can be disqualifying as they indicate a pattern of inadequate responsibility and disregard for law and order, which may affect safety. Likewise, traffic misdemeanors which do not carry points (e.g., improper plates, expired plates) or civil infractions may



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be considered when determining qualification as exhibiting a lack of ability to follow rules and a disregard for the law. The county may also consider convictions arising not only from the operation of a motor vehicle, but also from the operation of a motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q) or any other motorized contrivance now known or invented in the future.

For purposes of determining disqualifying violations, Antrim County will consider only those offenses followed by a conviction (forfeited bond, jailed, fined, "let it off with a warning," order to attend traffic school). For purposes of establishing time frames for disqualification, the county will use the date of the actual violation.

The Convictions Noted Below Will Be Cause for Automatic Disqualification:

1. Conviction of a driving related felony.
2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State driver's license point system.
Exception: *Applications from those who maintain a driving record free of license suspension or revocation and moving violation conviction(s) of civil infraction determination(s) in the last five (5) years previous to making application to the county will be accepted, or in the case of a volunteer, five (5) years from the date of disqualification.*
3. An at-fault accident resulting in a fatality. An at-fault accident is defined as one in which the applicant had been fined, sued and received an adverse judgment, applicant's insurance company settled for damages to other party or applicant settled out of court, or otherwise was determined to be liable arising from the operation of a motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q) or any other motorized contrivance now known or invented in the future.

The Conviction Noted Below May Be Cause for Automatic Disqualification:

1. An at-fault accident resulting in a serious impairment of a body function as defined by MCL 257.58c. An at-fault accident is defined as one in which the applicant had been fined, sued and received an adverse judgment, applicant's insurance company settled for damages to the other party or applicant settled out of court, otherwise was determined to be liable arising from the operation of a motor vehicle, motorcycle, snowmobile, ORV, ATV, personal watercraft or vessel as defined by MCL 324.80184(e)(q) or any other motorized contrivance now known or invented in the future.



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Disqualification if Five (5) Years Prior to Application or Within Five (5) Years of Approval:

1. If applicant has accumulated more than six (6) points on his/her driving record, the application will not be processed for consideration.
2. If a volunteer has accumulated more than six (6) points on his/her driving record, the county shall revoke driving privileges under this policy. The county, as it's sole discretion, may allow such employee to submit an application for consideration of reinstatement of driving privilege before the expiration of five (5) years. However, the county is not required to approve such an application.
3. If applicant has any alcohol/drug related convictions, application will not be processed for consideration.
4. If a volunteer, after being approved under this policy obtains any alcohol/drug related convictions, the county shall suspend driving privileges for five (5) years.
5. If applicant has any conviction of driving while license was suspended or revoked, application will not be processed for consideration.
6. If a volunteer, after being approved under this policy obtains any conviction of driving while license was suspended or revoked, the county shall revoke driving privileges under this policy. The county, at its sole discretion, may allow such volunteer to submit an application for consideration of reinstatement of driving privileges before the expiration of five (5) years. However, the county is not required to approve such an application.

Disqualification if One (1) Year Prior to Application or Within one (1) Year of Approval:

1. If applicant has accumulated more than three (3) points on driving record, application will not be processed for consideration. If a volunteer has accumulated more than three (3) points on driving record, the county may suspend driving privileges under this policy.



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I have been provided with, read and understand the Antrim County Safe Driver Program Policy.

Signature Date

Printed Name

Antrim County Safe Driver Program Authorization Form

I hereby authorize Antrim County to review my driving record through the State of Michigan Secretary of State office.

Name (Exactly as it appears on your Michigan Driver's License)

Date of Birth Michigan Driver's License Number

Signature Date



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VOLUNTEER APPLICATION

Name: _____

Address: _____

Phone: (home) _____ (cell) _____

E-mail: _____

Emergency Contact: (name) _____ (phone) _____

Past Volunteer Experience: _____

Are you currently employed? YES NO

If so, where? _____ (phone) _____

TIME AVAILABLE OR VOLUNTEERING

(Circle all that apply)

Monday Tuesday Wednesday Thursday Friday
Weekly Semi-weekly Monthly As Needed
Mornings Afternoons

What is the best way to reach you? _____

How far in advance do you need to be notified of available volunteer work? _____



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REQUEST FOR CRIMINAL HISTORY

A Criminal History Record is being requested by the Antrim County Veteran's Affairs office.

I. Requesting Company's Name and Address:

*Antrim County Veteran's Affairs
203 E Cayuga St. PO Box 1049
Bellaire, MI 49615-0614*

II. A history is requested for the following volunteer:

(Last, First, MI)

(Maiden Name, Previous Married Name, or Alias)

(Current Mailing Address)

(Date of Birth)

(Driver's License Number)

(Social Security Number)

(Race/Ethnicity)

I understand that new state regulations require a Criminal History Record search for all persons participating in volunteer positions providing services to governmental agencies. My signature below authorizes the Antrim County Veteran's Affairs to perform a Criminal History Record search on myself. Further, I understand that should I refuse to allow the Antrim County Veteran's Affairs to perform a Criminal History Record search, I will not be allowed to continue in any in-home volunteer position.

(Volunteer Signature)

(Date)



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POLICY/PROCEDURE

PURPOSE: To provide mechanisms to maintain confidentiality for Clients', staff, and potential volunteers' personal information.

POLICY:

- Client health information, including non-healthcare information, contained in reports, records, electronic files, and in oral and written communications, including information obtained in person or via phone, is considered confidential.
- Unauthorized disclosure of such information by any employee or volunteer shall be considered sufficient grounds for dismissal.
- Unauthorized disclosure by staff or volunteers of employee files or disciplinary actions, or any information received on potential employees, to any other staff, volunteers, or members of the public shall be considered sufficient grounds for dismissal.
- All staff and volunteers provide confidentiality for clients and client clinical records in order to protect the client's rights to privacy and to prevent the clinical record from loss, alteration, unauthorized use, or damage, along with preserving the client's right to privacy of their non-healthcare information.
- All employees and volunteers must sign the below "Employee/Volunteer Confidentiality Acknowledgement".

EMPLOYEE/VOLUNTEER CONFIDENTIALITY ACKNOWLEDGEMENT

I, _____ will keep confidential any information I obtain about clients that I provide Antrim County Veteran's Affairs services to as noted above. I discuss any problems I observe about the recipient of these services only with the Director (Brandon Corbin) or appropriate staff at the Antrim County Veteran's Affairs office.

Signature

Date

Mailing Address

Phone Number

REFERENCE: HIPAA Act of 1996

DISTRIBUTION: Original copy to volunteer file