Hennepin County Administrative Policy

Motor vehicle safety

Print copies are for reference only. The most recent version is in the county's online policy hub.

Policy owner: Michael Tupy, workplace safety manager, Human Resources

Policy contact: Tracy Daly, workplace safety, Human Resources

Effective date: 04/13/2026

Last reviewed: 04/13/2026

Purpose

The Hennepin County Motor Vehicle Safety policy is to ensure the safety of staff who drive vehicles for county business, as well as their passengers, and the general public.

Scope

This policy applies to all staff (employees and volunteers) and elected officials driving vehicles (county-owned, county-leased, and personal) as part of their work duties.

Policy statement

This policy will mandate compliance with all traffic safety laws and motor vehicle operation laws; limit county liability and risks from motor vehicle crashes or incidents when county staff are driving as part of their work duties; and provide for training and educational opportunities.

Staff

Any county staff who drives as a part of the staff's work duties must have a valid driver's license applicable to the type of vehicle they are driving. Staff who are required to drive as part of their job duties must immediately report the loss of license and/or the issuance of a work permit to their supervisor. Failure to maintain a valid driver's license or to give notification of the loss of driving privileges may result in disciplinary action. In no case shall an employee drive a county vehicle or drive as part of their job duties

after they have lost their driving privileges. Under certain circumstances, a valid limited license may be acceptable in lieu of a valid driver's license. The Workplace Safety manager, in consultation with the department director or designee, will determine whether a limited license is acceptable.

Staff must also obtain and maintain a Hennepin County permit if they drive a county vehicle or if they transport clients (see Transporting of Clients section for additional information).

Any staff who has a crash or incident while operating a vehicle as a part of their work duties, shall report the crash or incident to the staff's immediate supervisor as described in the incident reporting procedure.

All motor vehicle crashes or incidents that happen as a part of a staff's work duties will be reviewed under the county's Incident Review Program.

Staff driving personal vehicles as a part of the staff's work duties must maintain their vehicle in a safe condition and must maintain appropriate motor vehicle insurance.

Staff are responsible for any traffic or parking tickets, fines, and criminal charges. Consistent with the county's Employee Tort and Professional Liability Indemnification Plan, staff may also be responsible for damage to vehicles or other property and/or personal injury incurred.

Staff should also review the County Vehicles and Equipment Policy for additional information and requirements.

Driver Permit Program

Human Resources Workplace Safety is responsible for the county's Driver Permit Program. A permit will be issued only after successful completion of a two-part process, including a driver training program and review of the staff's driving record. Permits will be valid for three years from date of issuance. Rehired staff must successfully complete the two-part process. For staff who are required to hold a permit to perform their work duties, failure to comply with provisions of this Policy may result in disciplinary action up to and including termination.

Staff requesting an initial or renewal permit will be required to complete the Authorization to Exchange Data form. This form may also be required upon request of Workplace Safety. Failure to complete the form may mean the driver will not be allowed to drive for the county.

Driver training:

- To obtain a permit, staff must complete the initial National Safety Council's Defensive Driving Course or other course deemed appropriate by the Workplace Safety manager.
- Staff renewing a current permit needs to complete the National Safety Council's Defensive Driving refresher course at least 30 days before the expiration of the permit.
- Staff rehired within 1 year of the last day worked must complete the National Safety Council's Defensive Driving refresher course.
- Staff rehired after 1 year from the last day worked must complete the initial National Safety Council's Defensive Driving course.
- Staff must complete corrective action training if assigned to prevent a reoccurrence of a preventable crash or incident, or an unsafe driving behavior.
- Departments may have additional training requirements for their staff to safely operate certain types of vehicles. Departments are responsible for determining what types of additional training, if any, is required.

Review of staff's driving record:

- A motor vehicle record (MVR) review of staff will be completed at different intervals. Records that show a pattern of moving violations (two or more in the past three years) or as determined by the Workplace Safety manager shall be referred to the staff's supervisor and Human Resources Business Partner.
- A permit will not be issued if the MVR shows that the staff does not have a valid driver's license, and the record will be referred to the staff's supervisor and Human Resources Business Partner for appropriate action.
- Human Resources Workplace Safety will check the driving record of current permit holders with Class D licenses at a minimum every year and those required to maintain a Commercial Driver's Licenses (CDL) will be monitored on a more routine basis. In addition, if a MVR shows an invalid license, the permit will be revoked. Any questionable record will be referred to the department director or their designee.
- Staff must self-report any proceedings, fines, charges, or convictions that may impact their driving privileges.

- Non-CDL drivers who are deemed higher risk due to a conviction(s) may be placed on monthly monitoring status for up to one year.
- Departments may conduct MVR reviews on a more frequent basis, if deemed necessary. This can formally be requested by contacting Human Resources Workplace Safety.
- A MVR review will occur within 30 days of a reported motor vehicle crash or incident.
- A MVR review will occur before issuing a duplicate permit due to loss or damage.

Safe operation of vehicles

Any staff driving a motor vehicle as a part of the staff's work duties must operate the vehicle in a safe and responsible manner, including but not limited to:

- Obey all traffic laws.
- Operate the vehicle in a safe manner consistent with the current conditions (such as road repair, weather, pedestrians).
- When operating a commercial motor vehicle, the operator must follow all state and federal regulations on vehicle operation and licensing requirements. This includes, but is not limited to, requirements under the County Vehicles and Equipment Policy, Federal Motor Carrier Safety Agency Act (FMSCSA) Regulations and Clearinghouse, and Hennepin County Drug and Alcohol Testing Policy – Additional Provisions for Commercial Drivers.
- HR Rules 16.3(g) prohibits staff from being at work while intoxicated, being under the influence of a nonprescribed controlled substance at work, or under the influence of a prescribed or over-the-counter drug that impairs their physical or mental abilities to the degree that the health and/or safety of the staff or others could be affected by the action or inaction of the staff.
- Interlock devices will not be installed in county fleet vehicles and interlock exemption requests shall not be authorized for staff. Any staff required to install an Interlock device in their personal vehicle must notify their supervisor if they use their personal vehicle as part of their work duties.
- Departments may require additional education and protocols for staff operating vehicles, to address driver expectations and minimize risk of injury or losses to the county.

Transporting clients

- Staff who transport clients as part of their work duties must possess and maintain a Hennepin County permit. See above Driver Permit Program section for additional information.
- The proper use of seat belts and child safety seats for the staff and client(s), in accordance with Minnesota Statute 169.686 and Minnesota Statute 169.685 or as amended, is required.
- Any staff who transports a child who needs to be in a car seat pursuant to Minnesota Statute 169.685 or as amended must have completed a car seat training program approved by the staff's department in accordance with Minnesota Statute 245A.18.
- If any staff needs access to a child safety seat or additional adaptive equipment, the staff should contact their supervisor.
- Staff may not transport individuals who cannot be restrained as required by law.

Use of personal vehicle

- **Insurance required:** If a county staff is driving a personal vehicle as a part of the staff's work duties, the staff is responsible for maintaining the required motor vehicle insurance in accordance with Minnesota Statute 65B.48 subdivision 1, or as amended. In addition, staff should consult with their insurance carrier regarding recommended coverage. The staff's personal insurance will be primary for any crash or incident involving a personal vehicle.
- **No county liability:** Staff are personally responsible for any damage to a personal vehicle operated by a county staff as part of the staff's work duties. The county will not be liable for such damage, including payment of any deductible or increased insurance premium that may result from using a personal vehicle as part of assigned work duties.

Supervisors/Managers

Supervisors are responsible for enforcing the requirements in this policy, including:

- Ensure staff have obtained a county driver permit prior to driving county fleet vehicles or transporting clients in personal vehicles.

- Ensure all required driver training is completed timely including department specific, county required and corrective action training.
- Ensure staff report all motor vehicle incidents per the Incident Reporting Procedures.
- Promptly review and address motor vehicle record concerns with the Human Resources Business Partner. This includes:
    - staff self-reporting citations/moving violations that result in suspension, revocation, or cancellation of their driver's license,
    - Workplace Safety notification of staff driving records that show a pattern of moving violations, loss of license, failure to renew license, or other major moving violation convictions.

Departments

Departments are responsible for communicating this Policy to employees, implementing it throughout the department, and ensuring compliance with the requirements.

Departments will:

- Assign department driver safety coordinators that act as a liaison between the departments and driver safety.
- Require additional education and protocols for staff operating vehicles, to address driver expectations and minimize risk of injury or losses to the county, when applicable.
- Consult with the Human Resources Business Partner when deciding to suspend or revoke a county permit based on unsafe driving behavior or MVR reports that show a pattern of moving violations, loss of state driving privileges, or pending court proceedings.

Area/Department with specific policy responsibilities

Not applicable.

Responsibilities for Area/Department that owns the policy

Human Resources Workplace Safety

Workplace Safety will:

- Manage and communicate this Policy to departments.

- Review staff driving records adhering to policy requirements and state statutes.
- Procure and provide defensive driving training for drivers authorized under this policy.
- Manage incident review program and permit review board procedures.
- Inform the department supervisor and Human Resources Business Partner when a driver's motor vehicle record and/or driving behavior does not meet policy requirements.

Definitions

Client is an individual who is not a county staff; and who is receiving transportation or other services from a county staff because the individual is a client of a Hennepin County department (e.g., Department of Community Corrections and Rehabilitation, Human Services and Public Health Department, Sheriff's Office, etc.).

Crash is defined as an unplanned, undesired event that results in personal injury or property damage.

Commercial Drivers License (CDL) is a license which authorizes an individual to operate a class of a Commercial Motor Vehicle, as defined in 49 C.F.R. § 383.5.

County Fleet Vehicle is any vehicle owned, leased, or rented by the county (refer to the County Vehicles and Equipment Policy.)

Defensive Driving Training is a course certified by the National Safety Council or other course deemed appropriate by the Workplace Safety manager.

Designee is a county staff member who has been delegated responsibility by their department director to complete responsibilities set forth in this Policy.

Driver is a county staff member operating a motor vehicle as part of their work duties.

Incident is an unplanned, undesired event that results in personal injury, property damage, or other adverse consequence.

Motor Vehicle Record (MVR) is a driver's motor vehicle driving history and license status.

Moving Violation is any citation issued for driving or traffic control violations, such as speeding, failure to yield, etc.

Permit is the county authorization for a driver to operate a county-owned or county-leased vehicle, or to operate a personal vehicle as part of their work duties.

Staff is any person who is employed by the county, including elected officials and volunteers.

Unsafe Driving Behavior is defined as any action behind the wheel that significantly increases the risk of collision, including activities like speeding, distracted driving, driving under the influence of alcohol or drugs, drowsy driving, aggressive driving, failing to follow traffic safety laws and improper lane changes.

Vehicle refers to county-owned vehicles, county-leased vehicles, and personal vehicles used to perform a staff's work duties.

Authorities and related information

Related information

- Incident Review Program
- Motor Vehicle Incident reporting form
- Reporting a Motor Vehicle Crash or Incident
- Authorization to Exchange Data form

Report a compliance concern

- Report a Concern

Authorities

- 49 CFR 383.5 Commercial Driver's License Standards
- Federal Motor Carrier Safety Agency Act (FMSCSA) Regulations and Clearinghouse
- Minnesota Statutes Chapter 169.685 Seat Belt; Passenger Restraint System for Children
- Minnesota Statutes Chapter 169.686 Seat Belt Use Required; Penalty
- Minnesota Statute 245A.18 Child Passenger Restraint Systems
- Minnesota Statutes Chapter 65B.48 subdivision 1 Reparation Security Compulsory
- Human Resources Rules 16.3(g)
- County vehicle and equipment policy

- Drug alcohol and cannabis testing policy
- Employee defense and indemnification policy

Procedures

Incident reporting

If any staff is involved in a motor vehicle crash or incident while driving as part of their work duties, the staff must make a report using the Motor Vehicle Incident online form. Additional information is available on the Reporting a Motor Vehicle Crash or Incident SharePoint page.

- Incident reporting procedure

Incident Review Program

The county has established an Incident Review Program to review reported driving incidents and provide tools and resources for staff to reduce crashes. This procedure is required after a motor vehicle incident is reported.

- Incident review program procedure

Permit Review Board

The Workplace Safety manager will initiate the Permit Review Board procedures if a driver's record shows a recurrence of three preventable crashes or incidents in a three-year period.

- Permit review board procedure

Hennepin County Administrative Procedure

Incident reporting

Print copies are for reference only. The most recent version is in the county's online policy hub.

Procedure owner: Michael Tupy, workplace safety manager, Human Resources

Related policy: Motor vehicle safety policy

Effective date: 04/18/2024

Last reviewed: 04/18/2024

Purpose

Any staff who has a crash or incident while operating a vehicle as a part of the staff's work duties and/or while operating a county-owned or county-leased vehicle, shall report the crash or incident using the Motor Vehicle Incident Report.

Scope

This procedure applies to all staff (employees and volunteers) and elected officials driving vehicles (county-owned, county-leased, and personal) as part of their work duties.

Responsibilities

Not applicable.

Procedures

Staff (driver of motor vehicle)

- Notify 911 if involved in a motor vehicle crash or incident.
- All county-owned and county-leased vehicles have an information sheet in the glove box to assist the driver in handling incidents. Staff in personal vehicles may print and use the same worksheet (link provided in associated documents below).
- Document information about persons involved:

    - Names, phone numbers and addresses of all individuals involved in the crash or incident.
    - Any witness contact information.
    - Driver's license number and insurance information of all drivers.
- Document information about vehicles involved:
    - Vehicle identification number (VIN numbers).
    - Obtain insurance information for all vehicles involved.
    - License plate numbers, make and model.
    - Take photos if possible.
- Promptly report crashes or incidents to the staff's supervisor or department designee.
- If you are injured in the crash or incident, notify your supervisor and complete the online First Report of Injury form.
- Complete the Motor Vehicle Incident Report form within 24 hours of crash or incident.

Supervisor, director, or designee

- Immediately report any vehicle crash or incident that causes staff death or hospital admittance to Workplace Safety, 612-348-4855. Complete the online First Report of Injury form.
- If the driver is unable to report the incident within 24 hours, the supervisor must complete the Motor Vehicle Incident Report on their behalf.
- Review reported motor vehicle incidents with staff to identify potential contributing factors and corrective measures.
    - Email additional documents such as the police report and photos to safety@hennepin.us and reference the incident date and incident number.
    - Review all forms for accuracy and completeness and keep copies of all forms for department records.
    - Implement corrective action recommended by the Incident Review Board.

Workplace Safety

- Arrange for incident review per the guidelines of the Incident Review Program procedure.

Training requirements

Not applicable.

Definitions

Not applicable.

Associated documents

- Motor Vehicle Incident Report
- Incident Information Sheet
- First Report of Injury Form
- Incident review program procedure

Hennepin County Administrative Procedure

Incident review program

Print copies are for reference only. The most recent version is in the county's online policy hub.

Procedure owner: Michael Tupy, workplace safety manager, Human Resources

Related policy: Motor vehicle safety policy

Effective date: 04/03/2026

Last reviewed: 04/03/2026

Purpose

The incident review program is an effective management tool to minimize injuries and protect property. The key elements are to actively assess the cause of driving crashes and analyze crash trends. The goal is to determine if the crash was preventable or non-preventable and provide tools and resources to staff to reduce crashes.

Scope

This procedure applies to county staff (employees and volunteers) and designated Incident Review Board members.

Responsibilities

Incident Review Board Members

Due to the nature of their work and established processes, the Hennepin County Sheriff's Office (HCSO), and Public Works will follow established policies for motor vehicle incident and crash review and maintain their own review system. These departments will be required to provide documentation on a quarterly basis about the status of their incident review boards (IRB).

All other departments will participate in the county-wide IRB and shall adhere to the policy set forth in this program. The county-wide IRB shall include seven members. The following lines of business will provide team members to sit on the county-wide IRB:

- Health and Human Services: 1 member
- Law, Safety and Justice (not from HCSO): 3 members
- Operations: 2 members
- Resident Services: 1 member

For the county-wide IRB, members shall be selected from participating departments with the highest frequency of motor vehicle incidents and crashes in the previous three years.

A minimum of two members must be non-supervisory representatives.

For purposes of conducting business, a quorum shall consist of four members present.

All appointments shall be for a three-year term and terms will be staggered to ensure continuity.

Workplace Safety Specialist

A Workplace Safety Specialist shall serve as the chair and is a non-voting member, whose presence does not count toward either a quorum or a majority for purposes of voting.

Subject Matter Expert(s) (SME)

Subject Matter Expert(s) (SME) may be requested to attend to provide information at the request of the IRB chair or department. SME's will be excused prior to a vote.

Procedures

The IRB will meet monthly or as needed to review all incident reports.

Workplace Safety will receive incident reports, redact staff information and assign the case to an IRB member representing the staff's line of business, who will be responsible for collecting relevant information and presenting the case to the IRB.

Each incident will be considered separately, reviewed according to established guidelines and its recommended action, discussed and voted on by the IRB. Name and identifying factors shall be redacted from all reports. The IRB will review all available evidence, including but not limited to:

- Motor Vehicle Incident Report
- Police report

- Witness statement
- Photographs or additional diagrams
- Inspection at crash scene

After the members of the IRB are satisfied they have sufficient information, a vote shall be cast to determine whether the incident was preventable or non-preventable.

The chair will then tally the vote and announce the majority decision. A simple majority of the members present shall decide all issues or questions before the IRB.

The IRB shall recommend any necessary additional corrective action to prevent similar incidents. Any recommendation must be supported by a majority vote.

All incident reports submitted to the IRB for review shall be processed and presented to the IRB for review within 60 days of the date of receipt.

Notification

- The chair shall send written notification of the board's findings to the driver safety program manager or designee for entry into the driver safety management tool.
- The chair shall send written notification to the staff and supervisor of the following:
- Preventable or non-preventable outcome
- Recommendations for additional corrective action
- Rights and responsibilities, including the appeals process
- For elected officials and higher-ranking staff, county administration will be notified.
- Supervisor will review findings with the staff promptly and is responsible for following up on any recommended actions.

Guidelines to determining a preventable or non-preventable incident

The IRB is responsible for reviewing and determining if an incident is preventable or non-preventable. Determining the cause of the incident and classifying as preventable or non-preventable is based on the National Safety Council's definition of preventable incident.

Preventable incident: A crash or incident involving any vehicle that results in property damage and/or personal injury, regardless of who was injured, what property was

damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent it.

- Staff failed to exercise due care
- Staff used poor judgment
- Staff deviated from established safe practices

Non-preventable incident:

- Staff was unaware of impending hazard
- Staff exercised required skill and good judgement
- Staff was legally parked, standing or stopped

Incident review board – incident classification guidelines

Members of the IRB should determine whether incidents are preventable or non-preventable after a review of the pertinent facts about the case. Preventability should be determined on the basis of whether the driver took all reasonable measures to prevent the incident. The illegal or unexpected actions of the other drivers are considered but DO NOT automatically make the incident non-preventable. Preventability is not to be confused with the court room process of finding fault. A driver may not be "at fault" but still may have been able to prevent the incident.

Unless there are extenuating circumstances, the following driver failures, although not an exhaustive list, may constitute adequate ground for ruling an incident preventable:

- Failure to adjust speed to existing conditions of light, weather, road and traffic.
- Failure to recognize and adjust to driver's own temporary physical, mental, emotional condition.
- Failure to adjust to clearance at top, sides, front or rear of vehicle, or driver misjudged available clearance.
- Failure to observe conditions at rear of vehicle while backing.
- Failure to yield right-of-way when necessary to avoid an incident.
- Failure to control speed to be able to stop within assured clear distance ahead.
- Failure to observe traffic laws and ordinances.
- Failure to observe regulations of any federal or state regulatory agency.
- Failure to observe safe practices taught in county training programs, operating rules, work rules, or other special instructions.

- Failure to report and correct obvious vehicle deficiencies (e.g. faulty brake signal lights, cracked windshield, etc.).

Struck in rear by other vehicle may be preventable if:

- Driver's vehicle was not legally and properly parked.
- Driver was not proceeding in his own lane of traffic at a safe and lawful speed.
- Driver was not stopped in compliance with traffic sign or signal.
- Driver was not stopped under the direction of a police officer or other person legitimately controlling traffic.
- Driver was not in proper lane while waiting to make turn.
- Driver made sudden stop to park, load or unload.
- Driver rolled back into vehicle behind while starting on grade.

Struck while parked may be preventable if:

- Driver was improperly parked in a location where parking was prohibited.
- Vehicle was not protected by emergency warning devices as required by federal and state regulations. These provisions shall apply to the use of turn signals as emergency warning lights under federal regulations.

Incidents at intersections may be preventable if:

- Driver failed to control speed so as to stop within available sight distance.
- Driver failed to check cross-traffic and wait for it to clear before entering intersection.
- Driver pulled out from a side street in the face of oncoming traffic.
- Driver collided with person, vehicle or object while making right or left turn.
- Driver collided with vehicle making turn in front of him/her.

Striking other vehicle in rear may be preventable if:

- Driver failed to maintain safe following distance and have the vehicle under control.
- Driver failed to keep alert to traffic conditions and note slow-down.
- Driver failed to ascertain whether vehicle ahead was moving slowly, stopped or slowing down for any reason.
- Driver misjudged rate of overtaking.

- Driver came too close before pulling out to pass.
- Driver failed to wait for car ahead to move into the clear before starting up.
- Driver failed to leave sufficient room for passing vehicle to get safely back in line.

Sideswipe and head-on collisions may be preventable if:

- Driver was not entirely in his/her proper lane of travel.
- Driver did not pull to his/her right and slow down or stop for vehicle encroaching on his/her lane of travel when such action could have been taken without additional danger.

Squeeze plays and shutouts may be preventable if:

- Driver failed to yield right of way when necessary to avoid an incident.

Backing incidents may be preventable if:

- Driver backed when backing could have been avoided by better planning of route.
- Driver backed into traffic stream when such backing could have been avoided.
- Driver failed to get out of vehicle and check proposed path of backward travel.
- Driver failed to check traffic before backing.
- Driver misjudged distance when backing.

Incidents involving rail-operated vehicles may be preventable if:

- Driver attempted to cross tracks directly ahead of train.
- Driver ran into side of train.
- Driver stopped on or parked too close to tracks.

Incidents while passing may be preventable if:

- Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to signal change of lanes.
- Driver pulled out in front of other traffic overtaking from rear.
- Driver cut in short when returning to right lane.

- Driver misjudged distance while attempting to pass.

Incidents while passed may be preventable if:

- Driver failed to stay in his/her own lane and hold or reduce speed to permit safe passing.
- Driver failed to leave sufficient room for passing vehicle to get safely back into lane.

Incidents while entering traffic stream may be preventable if:

- Driver failed to signal when pulling out from curb.
- Driver failed to check traffic before pulling out from curb.
- Driver failed to look back to check traffic if he/she was in position where mirrors did not show traffic conditions.
- Driver attempted to pull out in a manner which forced other vehicle(s) to change speed or direction.
- Driver failed to make full stop before entering from side street, alley or driveway.
- Driver failed to make full stop before crossing crosswalk.
- Driver failed to yield right of way to approaching traffic.

Pedestrian incidents may be preventable if:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right of way to pedestrian.

Mechanical defect incidents may be preventable if:

- Defect was of a type which driver should have detected in making pre-trip or en route inspection of vehicle.
- Defect was of a type which driver should have detected during the normal operation of the vehicle.

All types of incidents may be preventable if:

- Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.

- Driver failed to control speed so that he could stop within assured clear distance.
- Driver misjudged available clearance.
- Driver failed to yield right of way when necessary to avoid crash.
- Driver failed to yield to emergency vehicle.
- Driver failed to accurately observe existing conditions.
- Driver failed to maintain vehicle under control at all times.
- Driver was in violation of operating rules or special instructions; the regulations of any federal or state regulatory agency or any applicable traffic laws or ordinances.
- Driver failed to use good judgment.

Corrective actions

If the incident is determined to be preventable, use the following guideline:

- 1st preventable incident in a 3-year period: Require a 30-90 minute suggested training program.
- 2nd preventable incident in a 3-year period: Repeat National Safety Council's 8-hour defensive driving online training program and driver's license monitoring for one year.
- 3rd preventable incident in a 3-year period: Referral to driver safety program manager for permit review.

Staff may also be subject to disciplinary action, up to and including termination.

Staff appeal process

Any staff whose incident has been reviewed by the IRB has the option of bringing an appeal to a future scheduled meeting. The staff must request an appeal within 30 calendar days from the date of notice.

- The appeal will consist of a review of the facts and a testimony from the staff. The staff will then be excused. Again, a vote shall be cast to determine whether the incident is preventable or non-preventable. The chair will tally the vote and announce the majority decision.
- The IRB chair will communicate results of appeal using notification process above.
- Staff failure to attend the scheduled appeal without supervisory excusal will result in a dismissal of the appeal.

Training requirements

Incident review board members are required to attend training on the Motor Vehicle Incident Reporting system and processes, and the incident review program procedures and definitions.

Definitions

Preventable incident: A crash or incident involving any vehicle that results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent it.

- Staff failed to exercise due care
- Staff used poor judgment
- Staff deviated from established safe practices

Non-preventable incident:

- Staff was unaware of impending hazard
- Staff exercised required skill and good judgement
- Staff was legally parked, standing or stopped

Associated documents

- Corrective Action Suggested Training Modules

Hennepin County Administrative Procedure

Permit review board

Print copies are for reference only. The most recent version is in the county's online policy hub.

Procedure owner: Michael Tupy, workplace safety manager, Human Resources

Related policy: Motor vehicle safety policy

Effective date: 04/18/2024

Last reviewed: 04/18/2024

Purpose

The Permit Review Board will determine whether the staff's record while driving county vehicles or driving a personal vehicle while transporting clients poses a risk such that the staff should not be permitted to drive county vehicles and/or personal vehicles for county business, or transport clients.

Scope

This procedure applies to all staff (employees and volunteers) and designated Permit Review Board members.

Responsibilities

Workplace Safety Manager

The Workplace Safety manager will convene a Permit Review Board if a staff member's driving record shows a recurrence of three preventable incidents in a three-year period.

Procedures

The Permit Review Board will consist of the driver safety program manager or designee, the county fleet manager, one safety representatives from the line of business, the driver's supervisor or management representative, a representative from Human Resources.

The functions of the Permit Review Board are as follows:

- Review the staff's driving record, including the incidents leading to the convening of the Permit Review Board.
- Review any findings and recommendations of the Incident Review Board(s).
- Determine the appropriate response which may include but is not limited to, revoking the County Driver's Permit, requiring additional training, and/or the completion of a corrective action plan.
- Report final determination to the driver's department director or their designee for additional action.

Exceptions

Incidents involving elected officials and high-ranking staff will be referred to the County Administrator, Hennepin County Attorney's Office, and Assistant County Administration for review.

Training requirements

Not applicable.

Definitions

Not applicable.

Associated documents

Not applicable.