

Approved: March 17, 2026

Resolution No. 26-388

1. **PURPOSE:** The purpose of this policy is to provide Gratiot County risk managers and other applicable personnel with the driving requirements that must be met for County officers, employees, or agents to be authorized to use a County-owned, leased, or rented vehicle or a personally owned vehicle while on County business. These specifications provide guidance to evaluate and screen drivers with the goal of assuring required automobile liability protection and reducing uncertainty and loss from vehicle claims. The policy also outlines related provisions for the use of vehicles while on County business.
2. **AUTHORITY:** Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).
3. **APPLICATION:** This policy shall apply to all County officials, employees, agents, and volunteers with driving duties.
4. **RESPONSIBILITY:** The County Administrator, elected officials, and department heads shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:**
 - 5.1 ***“Motor vehicle record”*** means an official document that provides a detailed overview of an individual’s driving history including traffic violations, accidents, and license status.
 - 5.2 ***“Preventable accident”*** means an avoidable collision in which the driver failed to do everything that he/she reasonably could have done to avoid it.
6. **POLICY:**
 - 6.1 **Initial Driver Authorization.** Motor vehicle records will be examined prior to the start of employment or volunteer driver service, and annually thereafter. Any employment offer for a position with mandatory driving duties shall be contingent upon a motor vehicle record meeting these required standards.
 - 6.1.1 All drivers must have valid Michigan driver’s license.
 - 6.1.2 All drivers must have an acceptable motor vehicle record based on criteria shown in Table 1212.1, using up to five most recent years’ experience. Any serious violation during the period of the motor vehicle record is considered unacceptable. These violations include, but are not limited to:
 - a. Excessive speeding (15 miles per hour or more over the speed limit).

- b. Operating a vehicle under the influence of alcohol or narcotics, or refusal of chemical test.
- c. Driving with a suspended, revoked or invalid license.
- d. Reckless driving or negligent driving.
- e. Speed racing or drag racing.
- f. Hit and run, leaving the scene of an accident.
- g. Refusing to stop or fleeing from a law enforcement officer.
- h. Vehicular homicide, manslaughter or assault with an automobile.

6.1.3 Drivers who fall into the “borderline” category may be deemed acceptable subject to management discretion based on specific circumstances involved with the violation or accidents. In these cases, a provisional driver authorization may be granted with appropriate documentation of the facts supporting the decision.

6.1.4 Driving records must remain “acceptable” no more than three minor driving violations and/or accidents combined within the last five years as shown in Table 1212.1, below.

Number of Preventable Accidents	Number of Moving Violations <i>(other than serious)</i>			
	0	1	2	3
0	Acceptable	Acceptable	Acceptable	Borderline
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3	Borderline	Unacceptable	Unacceptable	Unacceptable

Table 1212.1: Scale of acceptable motor vehicle records.

6.2 Ongoing Driver Authorization.

6.2.1 Once a driver has been authorized to drive, it is the driver’s responsibility to notify his/her supervisor of any violations (except parking violations) or accidents immediately if it may affect their eligibility under the criteria presented in Table 1212.1. Minor violations or accidents that do not affect driver eligibility must be reported within 72 hours. This includes personal vehicles as well as company vehicles.

6.2.2 Each employee/volunteer driver shall annually complete and submit an Authorized Driver Certification of Violations and Accidents form. Department heads shall monitor driver status and not allow uncertified employees/volunteers to operate a motor vehicle in the commission of their duties.

7. ADMINISTRATIVE PROCEDURES: The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy. The County Administrator is authorized to reject any expenditure deemed inconsistent with provisions of this policy. An employee who disagrees with the Administrator’s determination may appeal the decision to the Board of Commissioners.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW**: The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.

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