

MILLE LACS BAND OF OJIBWE HHS POLICY & PROCEDURE

Department: HHS Administration – Human Resource Management

Policy Number: HHS-ADM-HRM 3134

Policy Title: General Guidelines for Drivers and Users of HHS Vehicles and Equipment

Attachments:

Revision History: 5/2016

Revised by/Date: Holly Hunter 11/8/2019

Approved by:

Date:

Jan Manary, Executive Director of HHS

Approved by:

Date:

Nicole Anderson, Commissioner of HHS

11-18-2019

POLICY STATEMENT: Mille Lacs Band Health and Human Services (HHS) employees, when using Band vehicles or equipment, or personal vehicles for business purposes, or for the band-authorized transport of other persons, are expected to exercise due care and follow all operating instructions, safety standards, and all vehicle safety guidelines and applicable traffic laws.

PURPOSE: The purpose of this policy is to outline the general guidelines that must be followed when using Band owned or personal vehicles, or Band owned tools and equipment, for Mille Lacs Band of Ojibwe (MLBO) business or band-authorized transport purposes.

PROCEDURES:

Driver's License: HHS Band employees who drive any motor vehicle to conduct Band business, must possess a valid driver's license issued by a state of competent jurisdiction; and for personally owned vehicles, must maintain the minimum amount of insurance as required by applicable law. If any change occurs as to the validity of the employee's driver's license or insurance coverage, such change must be reported as soon as practicable to the supervisor in charge of the HHS employee's driving activities.

Fines: Each HHS Band employee is personally responsible to pay for any fine or other legal costs incurred as a result of driving infractions occurring on or off work duty; and also for all parking violation citations issued.

Impairment: HHS Band employees are strictly prohibited from operating any HHS Band or personal vehicle, for any and all Band business functions, when a physical, mental or chemically induced impairment is causing the employee any effects that would preclude the employee from operating motor vehicles or other Band-owned tools and equipment safely. This prohibition strictly includes circumstances where the employee is either temporarily or permanently unable to operate motor vehicles or equipment safely or legally because of injury, illness, medication use, intoxication or any other physical, chemical or mentally induced impairment that would have cause and effect on safe operation of such vehicles and equipment.

Band Vehicles for Personal Use: HHS employees are strictly prohibited from using HHS Band-owned vehicles for personal, non-business use or purposes.

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Compensation While Driving: Times spent by an HHS employee while driving an HHS Band or personal vehicle for Band business, during normal working hours, is to be considered that portion of hours worked for pay purposes.

Safety Restraints: When HHS employees are driving any vehicle for Band business purposes, where the job description includes transport of community members, the responsible HHS employee(s) are required to make sure that all occupants of vehicles in-motion, are utilizing seat belts, shoulder harnesses, required infant carriers and child booster seats, appropriately, at all times. HHS Drivers that transport infants and small children must also complete and follow the required child car seat training, and must also ensure that infants, small children and frail adults are placed appropriately in the motor vehicles, in accordance with the vehicle manufacturer's guidelines, so as not to sustain serious injury or death by the untimely deployment of vehicle air bags or other vehicle safety equipment.

Use of Employee Personal Vehicle: If there is no Band vehicle available for use, HHS employees may use their own personal vehicles for Band business purposes. In these situations, the employee may request reimbursement for mileage, as prescribed by the Office of Management and Budget travel policies. This reimbursement is intended to cover the allocated costs of gasoline, oil, depreciation and insurance as prescribed by rates established in Federal law. Claims for mileage reimbursements must be approved by the employee's department head and submitted to the Office of Management and Budget for disbursement of payment, in accordance with the Office of Management and Budget policies and procedures.

Incident Reporting: HHS Employees must report immediately to their supervisors, any known accidents, injuries, inappropriate vehicle use, careless driving incidents or issuance of driving citations or warnings by law enforcement, related to a vehicle's operating condition or a driver's inappropriate behavior or vehicle operation behind the wheel. Incident reporting and investigation are key components to the safety and health of Mille Lacs Band employees and community. A failure to report any type of known accident, injury, incident or inappropriate employee behaviors related to use of HHS motor vehicles or equipment, will receive zero tolerance, and will result in the applicable disciplinary action as overseen by the MLBO Human Resources Department, and as set forth in the Mille Lacs Band of Ojibwe Personnel Policy and Procedures manual.

Vehicle and Equipment Maintenance: Band employees or contractors using HHS vehicles and equipment are responsible for proper maintenance of such vehicles and/or equipment, and must document in writing, and report any malfunctions or needed maintenance requirements to the applicable supervisor.

Disciplinary Process: Any necessary disciplinary actions warranted, as a result of incidents or inappropriate behaviors identified within the scope of this document, shall be carried out in accordance with the Mille Lacs Band of Ojibwe Personnel Policy and Procedures manual, as it relates to Performance Management, Progressive Discipline, Termination, Summary Dismissal, and Termination for Just Cause, and any other disciplinary policy that may be within the scope of required disciplinary actions under this policy.

Internal and/or External References	Mille Lacs Band of Ojibwe Personnel Policy and Procedures Manual HHS-ADM-HRM 3153 Fuel Charging HHS-ADM-HRM 3111 HHS Vehicle Use
Compliance - Posting Date	11/18/2019 #FF
Replaces – Policy Number	
Next Review - Due Date	11/18/2022