

### **7.3 MOTOR VEHICLE, DRIVER'S LICENSE, & LIABILITY INSURANCE**

All employees and volunteers whose duties and/or services require the operation of a county motor vehicle must possess a valid state driver's license and maintain a safe driving record. Additionally, those employees who operate a privately owned motor vehicle while conducting official county business as a part of their employment are required to maintain automobile liability insurance coverage at least equal to the state specified minimum liability levels.

Employees who regularly operate vehicles on county business shall submit to a motor vehicle record (MVR) review on an annual basis. Employees operating a privately owned motor vehicle while conducting official county business will also need to submit proof of insurance coverage to the Department Head on a semi-annual basis.

An employee whose duties require the operation of a motor vehicle who either loses his/her state driver's license through suspension or termination or becomes uninsurable under either his/her personal insurance carrier or the County's insurance carrier may be immediately terminated by the County. However, such employee, within ten days, may make request to the Board of Supervisors for an unpaid leave of absence in lieu of termination. In considering said request, the Board may consider the employee's past employment record with the County, as well as the facts surrounding the license suspension and/or revocation and/or the loss of insurability.