

Policy #53

## **VOLUNTEER EMPLOYEE CONSENT FORM WHEN OPERATING COUNTY EQUIPMENT**

Date Adopted: July 23, 2018

Minute Book: 41 page 54

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**POLICY:** To implement a procedure outlining guidelines for non county employees operating county equipment.

**PROCEDURE:** At the advisement of the county's liability insurance provider and for the benefit of non-county employees operating county equipment or driving county vehicles, the attached policy (see page 2) has been established. Please note that this policy requires all volunteers to complete and sign the attached form prior to operating county vehicles or using county equipment. It will be the responsibly of the county department head under whom these volunteers are receiving direction to assure that these forms are completed prior to allowing the volunteer to drive a county vehicle or use county equipment. It is also the county department heads responsibility to assure that the signed documents are forwarded to the Personnel Director on a timely basis. If the volunteer will not be driving or operating county owned equipment, there is no need to have the form signed.

## Houston County Volunteer Application

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_

As a volunteer for Houston County, Alabama (“County”), it is possible that you will be operating a vehicle or other heavy equipment, operate or load a vehicle or heavy equipment, use tools, including both power and hand tools, that have the capacity to injure any person. Such actions place the possibility of harm on both volunteers for the County as well as others in the community. It is the policy of the County to only permit individuals to volunteer on behalf of the County that are not under the influence of or have in their system alcohol, mind altering substances, or illegal substances.

Therefore, the following are required of any County volunteer:

1. All volunteers are required to refrain from alcohol use for a minimum of four hours prior to volunteering and must be in a state of mind and physical condition free from the influence of drugs and alcohol.
2. All volunteers are required to report all injury or damage related accidents that occur while volunteering for the County or operating a county owned vehicle to the department head for the County division you volunteer for immediately.
  - 2.1. By signing this document, the volunteer hereby agrees to submit to a post-accident drug/alcohol test as soon as possible after an accident, but not to exceed thirty-two (32) hours after an accident for drug testing and eight (8) hours after an accident for blood alcohol level testing.
  - 2.2. Each volunteer whose performance either contributed to the accident or cannot be completely discounted as a contributing factor to the accident shall be subject to testing.
  - 2.3. The department head or the department head’s designee shall schedule the drug screening test immediately following a reportable incident involving medical treatment, property damage or injury to a citizen or a vehicle related accident.
  - 2.4. The department head or the department head’s will arrange for the volunteer to be taken as soon as practicable to a collection site designated by the County.
    - 2.4.1. If a volunteer is medically incapacitated or otherwise unable to evidence consent to the drug/alcohol test, the volunteer will not be tested during such incapacity.
    - 2.4.2. Nothing in this document should be construed to require the delay of necessary medical attention for injured persons following an accident, or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
    - 2.4.3. All CDL drivers will be tested in accordance with Federal Highway Administration (FHWA) requirements.

**By signing this application, I hereby consent to and agree to abide by the above stated requirements:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_