

## SEAT BELT POLICY – SAMPLE 1

1. \_\_\_\_\_ has declared that all passengers, including the driver, riding in a vehicle owned by \_\_\_\_\_ are required to properly wear installed seat belts when operating a \_\_\_\_\_ vehicle.

Exceptions are as follows:

- a. Tractors/equipment not equipped with “Roll-Over Protection System” (ROPS)
- b. Specialized construction equipment
- c. Prisoners/suspects of law enforcement officers being transported for short distances in the back seat of the vehicle when restraining devices or other documented circumstances prevent the proper wearing of seat belts
- d. Other exceptions must be requested in writing giving a full justification. Requests will be addressed to the [Risk Management/HR/other] Department for approval.

2. Failure to use a seat belt is a serious safety violation and is not to be taken lightly. It is a known fact that seat belts can and do help reduce the severity of injuries when they are properly used. Proper use constitutes proper adjustments as well as proper latching of the unit. Employees who receive an auto allowance or for any other reason for operating their personal vehicle on \_\_\_\_\_ business are required to wear their seat belts in their personal vehicles as well as those in \_\_\_\_\_ County vehicles. To bring employees into compliance with this policy:

**First Offense:** Will result in a written warning;

**Second Offense:** Will result in a two-day suspension without pay.

**Third Offense:** Will result in the loss of driving privileges for those who drive \_\_\_\_\_ County vehicles;

**Offense for those who receive auto allowance:** Will be the forfeiture of that allowance.

## SEAT BELT POLICY – SAMPLE 2

### *Required Seat Belt Use:*

\_\_\_\_\_ values the lives and safety of its employees. It is estimated that seat belts reduce the risk of death in a motor vehicle crash by 45%; therefore, \_\_\_\_\_ has adopted the following policy concerning employee seat belt usage.

All employees and their passengers are required to use a seat belt when traveling in any vehicle while in the course of conducting \_\_\_\_\_ business. The requirement applies to business travel in a vehicle owned by \_\_\_\_\_, in a rental vehicle or in a vehicle owned by an individual employee, regardless of whether the employee is compensated for the use of his/her vehicle.

If an employee is provided a county-owned vehicle that is used in the course of his/her employment and is also available for that employee's personal use, that employee, together with all passengers who occupy the vehicle at any time and for any purpose, whether business-related or personal, are required to use seat belts at all times the vehicle is in motion.

The use of seat belts is to be considered a condition of employment with \_\_\_\_\_. Failure to abide by this stated policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.