

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.