

GRATIOT COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
DRIVER AUTHORIZATION POLICY**

**RESOLUTION NUMBER 26-388
ADOPTED MARCH 17, 2026**

WHEREAS Michigan statute reserves authority to establish rules and regulations in reference to the management of the interest and business concerns of the county to the Board of Commissioners (MCL 46.11(m)); and

WHEREAS a driver authorization policy would help to ensure that only authorized individuals are permitted to operate vehicles on behalf of the County; and

WHEREAS the proposed policy is designed to minimize risks associated with vehicle use, such as liability, property, and workers' compensation issues; and

WHEREAS the proposed policy establishes clear guidelines for vehicle operation, including requirements for vehicle use, driver qualifications, and the responsibilities of authorized drivers; and

WHEREAS Gratiot County wishes to require that every employee or volunteer with driving duties has a motor vehicle record that meets certain grading requirements; and

WHEREAS these grading requirements would apply both to drivers of County-owned vehicles, as well as employees or volunteers who use personal vehicles in the course of County business.

THEREFORE, BE IT RESOLVED that the Gratiot County Board of Commissioners hereby adopts the attached Driver Authorization Policy.

BE IT FURTHER RESOLVED that this policy supersedes all previous Driver Authorization policies and/or past practices which are hereby rescinded.

BE IT FURTHER RESOLVED that this policy shall have immediate effect.

The resolution set forth was offered by Commissioner _____ and supported by Commissioner _____.

A vote was thereupon taken on the foregoing resolution and the voter for such resolution was as follows:

AYES: _____

NAYS: _____

A majority of the members-elect having approved such resolution deems the resolution APPROVED.

STATE OF MICHIGAN)
)ss
COUNTY OF GRATIOT)

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Gratiot County Board of Commissioners, that such resolution was duly adopted at a regular meeting held on the 17th day of March 2026, and that notice of such meeting was given as required by law.

Angie Thompson, Gratiot County Clerk

Approved: **DRAFT**

Resolution No.

1. **PURPOSE:** The purpose of this policy is to provide Gratiot County risk managers and other applicable personnel with the driving requirements that must be met for County officers, employees, or agents to be authorized to use a County-owned, leased, or rented vehicle or a personally owned vehicle while on County business. These specifications provide guidance to evaluate and screen drivers with the goal of assuring required automobile liability protection and reducing uncertainty and loss from vehicle claims. The policy also outlines related provisions for the use of vehicles while on County business.
2. **AUTHORITY:** Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).
3. **APPLICATION:** This policy shall apply to all County officials, employees, agents, and volunteers with driving duties.
4. **RESPONSIBILITY:** The County Administrator, elected officials, and department heads shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:**
 - 5.1 ***“Motor vehicle record”*** means an official document that provides a detailed overview of an individual’s driving history including traffic violations, accidents, and license status.
 - 5.2 ***“Preventable accident”*** means an avoidable collision in which the driver failed to do everything that he/she reasonably could have done to avoid it.
6. **POLICY:**
 - 6.1 **Initial Driver Authorization.** Motor vehicle records will be examined prior to the start of employment or volunteer driver service, and annually thereafter. Any employment offer for a position with mandatory driving duties shall be contingent upon a motor vehicle record meeting these required standards.
 - 6.1.1 All drivers must have valid Michigan driver’s license.
 - 6.1.2 All drivers must have an acceptable motor vehicle record based on criteria shown in Table 1212.1, using up to five most recent years’ experience. Any serious violation during the period of the motor vehicle record is considered unacceptable. These violations include, but are not limited to:
 - a. Excessive speeding (15 miles per hour or more over the speed limit).

- b. Operating a vehicle under the influence of alcohol or narcotics, or refusal of chemical test.
- c. Driving with a suspended, revoked or invalid license.
- d. Reckless driving or negligent driving.
- e. Speed racing or drag racing.
- f. Hit and run, leaving the scene of an accident.
- g. Refusing to stop or fleeing from a law enforcement officer.
- h. Vehicular homicide, manslaughter or assault with an automobile.

6.1.3 Drivers who fall into the “borderline” category may be deemed acceptable subject to management discretion based on specific circumstances involved with the violation or accidents. In these cases, a provisional driver authorization may be granted with appropriate documentation of the facts supporting the decision.

6.1.4 Driving records must remain “acceptable” no more than three minor driving violations and/or accidents combined within the last five years as shown in Table 1212.1, below.

Number of Preventable Accidents	Number of Moving Violations <i>(other than serious)</i>			
	0	1	2	3
0	Acceptable	Acceptable	Acceptable	Borderline
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3	Borderline	Unacceptable	Unacceptable	Unacceptable

Table 1212.1: Scale of acceptable motor vehicle records.

6.2 Ongoing Driver Authorization.

6.2.1 Once a driver has been authorized to drive, it is the driver’s responsibility to notify his/her supervisor of any violations (except parking violations) or accidents immediately if it may affect their eligibility under the criteria presented in Table 1212.1. Minor violations or accidents that do not affect driver eligibility must be reported within 72 hours. This includes personal vehicles as well as company vehicles.

6.2.2 Each employee/volunteer driver shall annually complete and submit an Authorized Driver Certification of Violations and Accidents form. Department heads shall monitor driver status and not allow uncertified employees/volunteers to operate a motor vehicle in the commission of their duties.

7. **ADMINISTRATIVE PROCEDURES:** The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy. The County Administrator is authorized to reject any expenditure deemed inconsistent with provisions of this policy. An employee who disagrees with the Administrator’s determination may appeal the decision to the Board of Commissioners.

8. **ADMINISTRATOR AND LEGAL COUNSEL REVIEW:** The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.

DRAFT



Gratiot County Authorized Driver Certification of Traffic Violations and Accidents

Vehicle operators can create substantial risk for Gratiot County. A best practice for reducing vehicle risk is to ensure that only drivers with safe driving records are allowed to operate vehicles on County business. Each employee/volunteer driver shall annually complete and submit an Authorized Driver Certification of Violations and Accidents form. Department heads shall monitor driver status and not allow uncertified employees/volunteers to operate a motor vehicle in the commission of their duties.

Employee/Volunteer Name _____ Department _____

Driver's License Number _____ Date of Birth _____

I have no violations Violations are listed below

I have completed a driver improvement course to have points removed.

List traffic violations and accidents (other than parking violations) during the **past 12 months**.

<u>Date</u>	<u>Moving Violation / Accident Type</u>	<u>Location (City)</u>	<u>Vehicle Type</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify that the preceding is a true and complete list of traffic violations and accidents (other than parking violations) for which I have been convicted during the past 12 months. I understand that falsification of this report may result in disciplinary action including termination. Ogemaw County reserves the right to run an updated motor vehicle record at any time during the course of employment or volunteer work.

Employee / Volunteer Signature Date

Department Head Signature Date