

**ADMINISTRATIVE ORDER**  
**OF THE**  
**JEFFERSON COUNTY COMMISSION**  
**02-3**

PURSUANT to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

**PURPOSE**

To establish a policy and procedure to ensure that all operators of vehicles on County business possess a valid operator's license.

**I. POLICY**

It shall be the policy of the Jefferson County Commission that County officials and employees who operate vehicles on County business shall have on their person a valid operator's license.

**II. PROCEDURE**

It is the responsibility of every County official and employee to have on his/her person a valid operator's license when operating a vehicle on County business. County officials and employees who do not have on their person a valid operator's license or whose operator's license is suspended, revoked, canceled or otherwise invalidated shall not operate a vehicle on County business. County officials and employees whose job with the County calls for operation of a vehicle and whose operator's license is suspended, revoked, canceled or otherwise invalidated are hereby directed to provide written notification of same to their Department Head and the Risk Manager within twenty-four (24) hours of the suspension, revocation, cancellation or invalidation of their vehicle operator's license. Operation of a County vehicle or other vehicle on County business without a valid

operator's license or failure to provide the timely notification required herein shall result in disciplinary action which may result in termination of employment for a first offense.

It is the responsibility of each Department Head to ensure that vehicles used on County business are operated only by persons with a valid operator's license. Department Heads shall conduct audits of their employees who operate vehicles on County business at least two times each year to ensure they possess a valid operator's license.

ORDERED at the Jefferson County Courthouse this \_\_\_\_\_ day of \_\_\_\_\_,  
2002.

---

GARY WHITE, President  
Jefferson County Commission