

**Yellow Medicine County Board of Commissioners
Policy Manual**

Policy Statement

TITLE	CODE
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Authorized Use of County Vehicles by Volunteers	301
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REFERENCE

None

PERSONNEL RESPONSIBLE

County Administrator and Restorative Justice Department

EFFECTIVE DATE

March 1, 2017

UPDATED/AMENDED

POLICY

301.100 Policy Statement - This policy is enacted for the purpose of providing for the ability of the Restorative Justice program to more fully utilize their Volunteers by authorizing use of county vehicles to attend meetings, provide transportation to clients, and attend training opportunities and other functions that require driving.

301.200 Definitions

301.201 Volunteers are defined as a person who performs or offers to perform a service voluntarily and without the expectation of compensation. Volunteers are expected to act on behalf of, subject to the direction of and under the control of Yellow Medicine County. Volunteer duties are assigned by Yellow Medicine County; specifically the Director and employees of the Restorative Justice Department.

301.202 Authorized Use is defined as having been given approval to drive a county

owned vehicle by the Restorative Justice Department personnel on a specific date for a specific purpose.

301.300 Prerequisites to using a county vehicle.

301.301 Each Volunteer must provide the following information to the Restorative Justice Department prior to being authorized to drive a county vehicle: proof of a valid Driver's License, a signed Release of Information to allow for a Criminal History Background check, and information about any situation and/or conditions that may impair their ability to safely drive.

301.302 The above information will be kept on file in the Restorative Justice Department for a period of seven (7) years.

301.400 Minnesota Counties Intergovernmental Trust (MCIT) provisions.

301.401 Auto Liability and Physical Damage Coverage. MCIT responds to claims caused by volunteers driving member-scheduled vehicles with the expressed permission of the member for work purposes. Both liability coverage and physical damage coverage would apply to any scheduled vehicle if involved in an accident when a volunteer is driving.

301.402 Liability Coverage. MCIT includes volunteers in the definition of 'Covered Party' Therefore, MCIT responds to liability claims on behalf of the member and its authorized volunteers, subject to the terms, conditions, limitations and exclusions of the MCIT Coverage Document. This coverage applies only to claims occurring from acts within the scope of the volunteers' duties on behalf of the member.

301.403 Workers' Compensation - Volunteers are not eligible for workers' compensation if they are injured while performing duties unless otherwise stated in Minnesota Statute. Volunteers are responsible for any expenses related to injuries received while volunteering for Yellow Medicine County.

