Procedure for Use of Pinellas County Equipment by Personnel Solutions Plus (PSP) Employees

If a Pinellas County department requests that a Personnel Solutions Plus (PSP) contract employee drive a County vehicle or operate a mower or a golf cart, they must follow the procedure outlined below. For questions, contact Risk Management at (727) 464-3664.

**County Vehicle**

This applies to a County car, pickup truck, or small SUV:

1. The department manager/supervisor must request a motor vehicle background check through PSP.
2. Once the background check comes back, a Risk Management safety manager/safety specialist will review it and approve/deny according to the Pinellas County driver policy.
3. If it is approved, Risk Management will send an email to PSP stating their approval of the motor vehicle background check.
4. PSP will inform the requesting department to contact a Risk Management safety specialist to conduct a driver safety orientation.
5. After the training is completed by Risk Management, then the temp employee is approved to drive County vehicles.
6. When the contract employee no longer works for the County, they must surrender their County driver license.

**County Mower**

1. The temp employee must be 18 years of age to operate a County mower.
2. The requesting department shall request the type of mower the PSP temp employee will be operating to ensure the safety and efficiency of County property.
3. Training on the operation of the mower is the responsibility of PSP.
4. Temp employee must have a valid driver license to operate County mowers. PSP may use this link to ensure the license is valid:
   https://services.flhsmv.gov/DLCheck/DLCheckResultView.aspx
5. The requesting department equipment trainer shall conduct safety training on the mower for the temp employee.

**County Golf Cart**

1. The temp employee must be 18 years of age to operate a County golf cart.
2. Temp employee must have a valid driver license to operate County golf carts. PSP may use this to ensure the license is valid:
   https://services.flhsmv.gov/DLCheck/DLCheckResultView.aspx
3. Training on the operation of the golf cart is the responsibility of PSP.
4. The requesting department will contact a Risk Management safety specialist to conduct safety training on the golf cart for the temp employee.