

A. D. No: 11.7
Effective Date: Current
Reviewed Date: _____
County Administrator
Approved: _____

**PINELLAS COUNTY
ADMINISTRATIVE DIRECTIVE**

PROHIBITION OF SMOKING IN COUNTY VEHICLES DIRECTIVE

SUMMARY:

The Smoking within County-owned or leased vehicles is prohibited.

Insomuch a vehicle is an extension of an employee's workplace, and similar to Administrative Directive 6-6 which addresses smoking within County buildings, this directive shall help ensure the health and well being of drivers and passengers, while protecting and maintaining the value of County assets.

FORMS:

None

DOCUMENT:

None

Prepared by
Risk Management and Real Estate Management Departments

PROHIBITION OF SMOKING IN COUNTY VEHICLES DIRECTIVE

SUPERSEDES:

12-18-12 Version

DEFINITIONS:

County Vehicle (owned or leased) – Any County self-propelled rolling stock, vehicle or towed motor vehicle, including but not limited to private passenger cars, all trucks, buses, vans and self-propelled equipment.

Employee – any employee of a County, private or not-for-profit entity conducting business in a County-owned or leased vehicle. This definition includes volunteers.

Smoking – this includes inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco products. Products such as dip, snuff and chew are also prohibited. Additionally, the use of ‘electronic cigarettes’ are prohibited. Electronic cigarettes include any product that employs a battery, chemical or mechanical means to produce an aerosol from any substance containing nicotine/product/chemical, including but not limited to an electronic cigar, electronic cigarillo, electronic pipe, vaporizer, vape pen or other similar devices or products.

PROCEDURE:

Smoking is prohibited in County-owned and or leased vehicles as defined above. All drivers operating County-owned or leased vehicles, and passengers shall refrain from smoking. Failure to do so will result in the appropriate disciplinary action pursuant to the County’s personnel rules.

Risk Management shall be responsible for the periodic review of this policy.

COMMENTS:

None

AUTHORITY:

County Administrator – Provide for the health, safety and well being of employees and preserve the value of County assets.