



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 11/16/03

SECTION <b>1409</b>	SUBJECT <b>MOTOR VEHICLE DRIVER SAFETY PROGRAM</b>
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The City has established this Motor Vehicle Driver Safety Program to apply to all employees who drive City vehicles. The primary objectives of this program are to provide the consistent application of policy to further employee and public safety, to establish training requirements, and to identify program responsibilities. Individual departments may establish additional training and safety procedures not in conflict with City policy. The Fire and Police Departments may establish separate policies upon approval of the Director of Personnel and the Administrator of Self-Insurance Programs for sworn, uniformed public safety employees.

## **I. EMPLOYMENT**

- A. The City has established policies governing the requirements for employment in a position requiring the operation of motor vehicles and for promotion, transfer, or demotion to such a position. Policies established for positions requiring a commercial driver's license (CDL) and those requiring a regular driver's license. (See Section 309, Special Employment Policies and Procedures for Drivers.)
- B. The requirements for each position are stated in the job description and the essential functions/physical demands for the position.
- C. Employment procedures for both CDL and non CDL positions will require a thorough selection process. A skills test may be given as a part of the selection process for all CDL positions and all non CDL positions when driving is a primary function. Pre-employment detailed background and reference checks will be performed.
- D. See section 1205, Substance Abuse Policy and Procedures for policies regarding pre-employment controlled substance testing requirements and Section 309, Special Employment Policies and Procedures for Drivers, for policies regarding reference checks for CDL applicants.

## **II. DRIVING REQUIREMENTS**

Before an employee may drive a City vehicle, the employee's department is responsible for conducting an initial orientation and familiarization with the vehicles and the work performed.

Additionally, the employee's department shall ensure the employee meets the following applicable requirements before the employee is permitted to operate City motor vehicles. This applies to all employees driving or operating City vehicles regardless of frequency.

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## A. Non CDL Vehicles

Before an employee may drive a non CDL vehicle, the employee shall:

1. Possess a valid driver's license, and
2. Successfully complete the following:
  - a. Successfully complete the City's approved classroom defensive driving course, or
  - b. Successfully complete the City's approved computerized defensive driving course version (DDC-PC), and be cleared by a City recognized driver trainer/evaluator, or
  - c. Successfully complete an equivalent course with prior approval by the City's Self-Insurance Administrator.

## B. CDL Vehicles

Before an employee may operate a CDL vehicle, the employee shall:

1. Possess a CDL or a Learner's Permit each with appropriate endorsement(s). Learner's Permit holders will have 60 days after employment or assignment to obtain their appropriate level of CDL with appropriate endorsement(s). Learner's Permit holders shall not operate CDL vehicles unless accompanied by another City employee who possesses a valid CDL, and
2. Successfully complete the following:
  - a. Successfully complete the City's approved classroom defensive driving course, or
  - b. Successfully complete the City's approved computerized defensive driving course version (DDC-PC), and be cleared by a City recognized driver trainer/evaluator, or
  - c. Successfully complete an equivalent course with prior approval by the City's Self-Insurance Administrator.

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C. Approved Courses

Any defensive driving course or equivalent and road tests used to satisfy the requirements in Paragraphs A and B above require prior approval by the City's Self-Insurance Administrator.

D. City Recognized Driver Trainer/Evaluator

For the purposes of this policy, a "City recognized driver trainer/evaluator" refers to employees who have been appointed by their departments to provide general, hands-on motor vehicle operator training with an emphasis on safety to other employees, and to act as an evaluator of driver knowledge, skills, and abilities.

Designated driver trainer/evaluators must meet specific criteria and complete a training course coordinated by the Self-Insurance Administrator as well as meet other requirements imposed by their department. The training course may be waived by the Self-Insurance Administrator when the employee can show equivalent qualifications and expertise.

Driver trainer/evaluators must meet the following criteria:

1. Possess a valid driver's license or CDL with proper endorsements.
2. Thorough knowledge, skills, and abilities in equipment operation and safety, and demonstrated ability to instruct and evaluate drivers.
3. Have acceptable job conduct, job performance, and safety records.
4. Have an acceptable driving record.
5. Be employed with the City for not less than 2 continuous years immediately prior to appointment. This requirement may be waived by the Self-Insurance Administrator when the employee's department can show the employee possesses equivalent training and qualifications.

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### III. TRAINING

In addition to on the job training requirements specified in Paragraphs A and B above, the following training is required. This applies to both CDL and non CDL vehicle operators:

- A. Upon an employee's transfer, promotion or other placement in a job requiring vehicle operation, the employee's department is responsible for orienting the employee on the equipment and for explaining departmental process, policies and procedures.
- B. When an employee is assigned to a new or different class or type of vehicle, the department is responsible for orienting and training the employee on the operation of that vehicle.
- C. All motor vehicle operators will be required to receive City refresher training every 2 years. Departments are responsible for ensuring their motor vehicle operators attend either the City's refresher classroom defensive driving course or successfully complete the City approved computerized defensive driving course (DDC-PC).
- D. Individual departments, Personnel and Office of Self-Insurance will periodically review accident statistics and coordinate specific training when needed. In addition, the Self-Insurance Administrator will present periodic, specialized driving safety training covering accident trend-related optics and/or current concerns.
- E. Departments with employees who regularly or frequently drive City vehicles should provide periodic training on current driving safety topics. This training can be accomplished by short periodic "tailgate sessions" that focus on driving safety topics. The Office of Self-Insurance can provide training materials and staff are available to assist.
- F. The Office of Self-Insurance will make available other educational and training materials to departments and employees.
- G. Remedial training consisting of all or a portion of training specified in Section II may be required under the following circumstances:
  - 1. When management or the departmental safety committee has determined that employee has been involved in a preventable accident.

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2. When management or employee's supervisor has observed less than satisfactory defensive driving skills.
3. Other situations such as a founded citizen complaint or Motor Vehicle Record (MVR) negative point balance in excess of policy guidelines.

#### **IV. STANDARDS OF CONDUCT FOR DRIVERS OF CITY VEHICLES**

In addition to complying with all applicable Federal, State and City regulations, City employees shall observe and follow specific policies stated in Section 1001, Standards of Conduct and any specific departmental/divisional policies.

#### **V. CONTROLLED SUBSTANCES AND ALCOHOL TESTING POLICIES AND REQUIREMENTS**

See section 1205, Substance Abuse Policy and Procedures for provisions applicable to drivers of City vehicles.

#### **VI. STANDARDS FOR CONTINUED EMPLOYMENT**

For continued employment with the City, vehicle operators shall:

- A. Maintain a valid driver's license or CDL with appropriate endorsement(s) and an acceptable driving record. All drivers shall allow periodic reviews of their Motor Vehicle Record (MVR) by the City. A MVR with major moving violations or a pattern of moving violations may disqualify drivers from continued employment in a position requiring the use of a City car, van, truck or other on road equipment. Drivers of non CDL vehicles whose MVR negative point balance is 8 or greater or CDL drivers whose MVR negative point balance is 6 or greater as a result of moving violations will be closely reviewed by the employee's department and Personnel to determine if the employee will be permitted to continue to operate City vehicles or retain employment with the City.
- B. Continue to meet any medical standards for operating all assigned vehicles.
- C. Satisfactorily participate in all required training.
- D. Satisfactorily operate all assigned vehicles.
- E. Meet or exceed all City and Department conduct and performance standards.

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- F. Comply with all applicable controlled substances and alcohol regulations.
- G. Maintain an acceptable driving record.
- H. Maintain all other qualifications and meet all other requirements for continued employment.

### References

Section 309, Special Employment Policies And Procedures For Drivers  
 Section 505, Loss of Driver's License  
 Section 900, Performance Standards  
 Section 1001, Standards of Conduct  
 Department of Motor Vehicles (DMV) standards  
 U.S. Department of Transportation (DOT) standards

## **VII. LICENSE CHECKS**

- A. Motor Vehicle Record (MVR) checks will be conducted by the Office of Self-Insurance or departments approved by them at least annually for non CDL, less frequent drivers. MVR checks will be performed a minimum of 2 times annually for all CDL and frequent non CDL drivers of City vehicles. With employee's written consent, individual MVR checks can be conducted at any time to verify employee's driving record.
- B. If an employee loses their driver's license, refer to section 505, Loss Of Driver's License.

## **VIII. DEPARTMENTAL RESPONSIBILITIES FOR THE MOTOR VEHICLE PROGRAM**

Departments are responsible for:

- A. Orienting all new drivers to assigned vehicles and to departmental policies and procedures.
- B. Coordinating initial driver training/retraining for all drivers.
- C. Ensuring all City motor vehicle drivers receive refresher training every 2 years as specified in Section III, Training.
- D. Coordinating any maintenance and/or State inspections of City vehicles with the Department of Vehicle and Equipment Services.

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- E. Conducting periodic short training sessions such as "Tailgate Sessions".
- F. Entering and maintaining records of training in the City's training tracking system and other similar records the department may deem appropriate.
- G. Ensuring that MVR checks are performed.
- H. Reviewing accidents and developing corrective actions as necessary in consultation with the Office of Self-Insurance.

## **IX. RECORDS OF TRAINING**

Records of employees' completion of any training and clearance for driving will be entered into the City's training tracking system by the department. Departments may also maintain these records internally if they desire.

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