

ORIGINAL

ST. CHARLES PARISH
DRIVER SAFETY POLICY

I. POLICY GOALS

St. Charles Parish Government is committed to an aggressive driver safety program. The program is designed to increase safety awareness among employee and volunteers operating vehicles for/on the parish's behalf. The goals of the program are to minimize the exposure to liability financial losses and to establish accountability for safe driving.

II. PURPOSE

Address vehicle safety for our employees and the public

Mitigate the exposure to liability and minimize losses

Identify & eliminate the use of vehicles by high risk drivers

Manage/control the number and severity of vehicle accidents

Achieve accountability for safe driving

III. CRITERIA FOR POLICY GOALS

Restricting vehicle operations to a minimum number of drivers who have acceptable driving records

Ensuring Parish drivers meet established criteria for driver authorization

Improve supervisory involvement in the management of vehicular operations

Provide defensive driver training

Investigating all accidents to determine the cause and taking necessary action to prevent recurrences

Increase efficiency in the areas of safety, productivity & accountability

IV. SCOPE

This applies to any licensed vehicle owned, leased, rented and/or operated on behalf of St. Charles Parish Government. Any Parish employee's driving record, including data collected by the GPS system on Parish vehicles - on and/or off the job shall apply to this policy.

V. DRIVER CATEGORIZATION

All drivers of Parish vehicles as defined above must be identified using the following categories:

- A. Regular Driver is an individual whose normal job duties require him/her to drive in the course and scope of his/her employment on a frequent basis (such as daily).
- B. Occasional Driver is an individual whose normal job duties do not require him/her to drive in the course and scope of his/her employment but may drive only on an infrequent basis.
- C. Non-Driver is an individual whose normal job duties do not require him/her to drive in the course and scope of their employment and does not normally drive, even in an irregular or infrequent basis may drive in an emergency situation.

VI. DRIVER AUTHORIZATION

Any St. Charles Parish employee whose position may require the operation of a parish owned, rented or leased vehicle *must obtain driver authorization*. This authorization will be effective for the duration of employment. The following must be accomplished in order to obtain authorization:

- A. Authorization and approval by his/her management to drive a Parish vehicle.
- B. Completion by employee of the Authorization and Drivers History Form and forwarded by the supervisor/Department Head to the Parish Risk Management Office.
- C. The form is used to acquire the Operator Driver Record (ODR) from the Department of Public Safety.
- D. The Risk Management Office in coordination with the Chief Administrative Officer and/or other administrative personnel shall determine if an employee is allowed to operate a Parish vehicle (as defined above in "Scope") based upon review of the Driver Authorization History Form and the Operator Driver Record.

VII. DRIVER SAFETY TRAINING

The Risk Manager Office shall facilitate training and using various tools including a nationally recognized Defensive Driving Course applicable to Parish drivers. All employees categorized as regular drivers of Parish vehicles shall attend the Driver Safety Course within three months of the Policy's effective date or upon designation of becoming a "regular driver". Regular Drivers must attend a refresher course at least once every three years unless their class of license requires other training or testing.

VIII. HIGH RISK DRIVER

- A. Definition - is an employee who's driving record on and/or off the job, meets one or more of the following:
 - 1. An individual having a single conviction, guilty plea or *nolo contendere* plea for Operating a vehicle while intoxicated, under the influence of drugs (legal or illegal), hit and run driving, vehicular negligent injury, reckless operation of a vehicle, leaving the scene of an accident or similar violation within a one year period.

2. An individual having three or more moving violations (i.e., speeding tickets, illegal lane changes, etc.) on their driving record within a twelve month period or no more than five moving violations during a four year period.
- B. Consequences:
1. An Employee Driver who meets the above definition of a High Risk Driver shall not be allowed to operate a Parish vehicle as defined in the Scope above for six months and be required to participate in an appropriate driver improvement course at their own expense.
 2. If the primary function of the employee's job requires driving a Parish vehicle, the employee will be temporarily demoted to a position which does not require driving as a primary function.

IX. AT FAULT DRIVING ACCIDENTS AND SERIOUS VIOLATIONS

For purposes of this section total damages shall include property damage and bodily injury.

- A. **One** at fault driving accident, within a twelve month period, with total damages of **less than \$2,500.00** will result in:
 1. Employee completes a drug screen.
 2. Documented counseling of the employee by their Supervisor and/or the Risk Management Office and completion of an action plan for improvement.
- B. **One** at fault driving accident, within a twelve month period, with damages of **\$2,500.00 or greater** will result in:
 1. Employee completes a drug screen.
 2. Documented counseling of the employee by their Supervisor and/or the Risk Management Officer and completion of an action plan for improvement.
 3. Within thirty working days of the accident the employee is given two days off without pay.
 4. The employee shall be required to participate in an appropriate driver improvement course at his/her own expense in a timely manner.
- C. **Two** at fault driving accidents within a twelve month period, with total damages of **less than \$2500.00** will result in:
 1. Employee completes a drug screen.
 2. Documented counseling of the employee by their Supervisor and/or the Risk Management Officer and completion of an action plan for improvement.
 3. Within thirty working days of the accident the employee is given three days off without pay.
 4. The employee shall be required to participate in an appropriate driver improvement course at his/her own expense in a timely manner.
- D. **Two** at fault driving accidents within a twelve month period, with total damages of **\$2500.00 or greater** will result in:
 1. Employee completes a drug screen.
 2. Documented counseling of the employee by their Supervisor and/or the Risk Management Officer and completion of an action plan for improvement.
 3. Within thirty working days of the accident the employee is given four days off without pay.

4. The employee shall be required to participate in an appropriate driver improvement course at his/her own expense in a timely manner.
 5. The employee may be designated a High Risk Driver, may not be allowed to operate a Parish vehicle for six months and may be subject to disciplinary action up to and including termination.
- E. Three or more at fault driving accidents, within a twelve month period, with total damages of less than \$2500.00 will result in:
1. Employee completes a drug screen.
 2. Within thirty working days of the accident the employee is given five days off without pay.
 3. Documented counseling of the employee by their Supervisor and/or the Risk Management Officer and completion of an action plan for improvement.
 4. The employee shall be required to participate in an appropriate driver improvement course at their own expense in a timely manner.
 5. The employee is subject to additional disciplinary action up to and including termination.
- F. Three or more at fault driving accidents, within a twelve month period, with total damages of \$2500.00 or greater will result in:
1. Employee completes a drug screen.
 2. Within thirty working days of the accident the employee is given seven to ten days off without pay.
 3. Documented counseling of the employee by their Supervisor and/or the Risk Management Officer and completion of an action plan for improvement.
 4. The employee shall be required to participate in an appropriate driver improvement course at their own expense in a timely manner.
 5. The employee completes an action plan for improvement.
 6. The employee shall be designated as a High Risk Driver and shall not be allowed to operate a parish vehicle for six months and shall be subject to additional disciplinary action up to and including termination.

X. ACCIDENT REPORTING

- A. All vehicle accidents shall be reported immediately to the supervisor and to the Risk Management Office.
- B. An accident is defined as any incident in which a vehicle comes in contact with another vehicle, person, object, or animal. It is also considered an accident regardless of whether there are injuries, what was damaged or to what extent, where it occurred or who was responsible. This also applies even if there is no visible damage. The Parish Vehicle Accident Form No. 100 is available and should be in the glove compartment of each Parish vehicle. Additional copies can be obtained from the Risk Management Office.
- C. Employees in the course and scope of work that are involved in accidents shall:
 1. Notify the police immediately.

2. Notify their Supervisor/Management immediately.
 3. Not leave the scene of the accident until all required information is obtained and the Police have issued a report/compliant number.
 4. If possible, take photos of damaged vehicle(s) and/or property.
- D. The Vehicle Accident form shall be completed and submitted to the Risk Management Officer within twenty-four hours after an accident occurs.
All vehicular accidents must be reported to the police department no matter how minor.

XI. RISK MANAGEMENT OFFICES RESPONSIBILITIES

Coordination and implementation of the Driver Safety Program for the Parish.

The Risk Manager in coordination with Department Directors shall ensure the policies and procedures are implemented, enforced, and the driver training courses are conducted and employee's driving records are maintained.

Ensure reports reflecting the impact of the program are provided to the department heads to include accident analysis through the quarterly claims report.

In coordination with Department Heads ensure ODRs (Operator Driver Record) on employees are reviewed annually.

Assist in investigations of automotive accidents and assist Departments by making written recommendations to prevent recurrences.

XII. DEPARTMENT HEADS/DEPARTMENT MANAGEMENT

Ensure all Driver Safety Program policies and procedures are implemented and followed within their respective departments.

All accidents must be reported to Risk Management Officer immediately.

Before authorization to drive Parish vehicles on official business is issued, he/she will ensure that the completed form shall be signed and dated by all parties and a review of the employee driving records has been conducted.

Identify all employees as either regular, occasional or non-driver.

Ensure the authorized driver has the proper class license for the vehicle operated.

Enroll employees designated as regular drivers in the Driver Safety Course within three months of authorization of policy's effective date.

Shall review employee's need for operating Parish vehicles annually. Those no longer having a need to drive or who are high risk drivers, will lose their current driving classification status.

If a department has custodianship of a Parish vehicle, the department Director or his designee shall be responsible for seeing that the vehicle provided to the employee is in safe operating condition and that a regular vehicle inspection is completed and maintained. The vehicle inspection is mandatory. The inspection must be documented and completed on a quarterly basis with exception of CDL operators who must perform daily inspections. A sample copy of a vehicle inspection checklist is located in the appendix. Each Department is responsible for developing, implementing, and maintaining records for a vehicle inspection and maintenance program.

Department/Office Heads will be held responsible and accountable to ensure that these guidelines are met.

Only authorized department/office heads shall be allowed to view the GPS data of vehicles under their supervision.

XIII. SUPERVISOR RESPONSIBILITIES

Assure that the Risk Management Officer(s), Department Head and/or other authorities have been notified about the accident.

Review the Parish Accident form with employee(s) to assure form is accurate and complete.

Facilitate medical treatment for employees, if necessary.

If possible, take photos of damaged vehicle(s) and/or property.

Assure that completed accident report is turned into Risk Management within twenty-four hours.

XIV. PARISH DRIVERS RESPONSIBILITIES

Must abide by Driver Safety Policy.

Must maintain a current, valid Driver's License at all times and immediately notify their department management of any change in driver's status.

Complete a Driver Authorization History Form and be authorized by the Parish Administration prior to operating a Parish Vehicle.

Operate a Parish vehicle in a safe and responsible manner, using good defensive driving techniques and follow all local, state, and federal laws.

Prior to and during use, regular vehicle inspection must be done and documented to ensure vehicle is in safe operating condition.

Are responsible for all citations issued by local, state, and federal authorities while operating parish vehicles/equipment.

Are responsible to assure that the proof of insurance, current vehicle registration and a copy of the Parish Vehicle/Equipment Form is in the vehicle. If not, notify your supervision immediately.

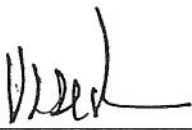
Understand that there is no right to privacy while in a Parish vehicle and data collected by the GPS system is stored in Parish records.

No employee operating a Parish vehicle that requires the possession of a commercial driver's license (CDL) shall use a hand-held mobile telephone, including the use of hands free mobile devices, while operating the Parish vehicle.

An employee may be subject to disciplinary action up to and including termination, if he/she does not follow the policy and procedures. More specifically disciplinary action may result, but is not limited to the following:

1. as a regular driver, knowingly and intentionally operates a Parish vehicle without a current, valid driver's license and/or drives unauthorized.
2. fails to report an accident/incident involving a Parish vehicle immediately to their Supervisor/Manager and/or Risk Management.
3. fails to report having been cited and/or convicted for reckless operation of a motor vehicle, driving while intoxicated, driving under the influence of drugs (legal or illegal) and/or reckless/careless operation while driving a parish vehicle and/or a privately owned vehicle.
4. Fails to report receiving any driving citations received while operating Parish vehicle.

Policy Approved by:



V.J. St. Pierre, Parish President

8/29/13

Date

9/1/13

EFFECTIVE POLICY DATE

ST. CHARLES PARISH
DRIVER SAFETY POLICY
ACKNOWLEDGEMENT FORM

I have read the St. Charles Parish Driver Safety Policy. I understand its terms and conditions and hereby agree to adhere to its provisions.

Employee Printed Name

Employee Signature

Date

Witness

Date