

.1 Purpose

.11 To provide the guidelines and rules by which employees, temporary employees, contractors, and other persons may be authorized to operate City vehicles and equipment for protecting our employees from injury, our fleet of vehicles and equipment from damage, and to reduce property loss. This policy also provides the guidelines and rules by which to acquire and maintain a City of Tulsa's driver's license.

.12 Any City of Tulsa employee who drives or operates a City vehicle or piece of equipment, or who operates vehicles leased or utilized by the City of Tulsa. City of Tulsa employees are required to have their City of Tulsa driver's license and their state issued driver's license on their persons at all times when they are operating vehicles or equipment for which a City of Tulsa driver's license is required.

.2 Obtaining a permanent City of Tulsa driver's license

To obtain, individuals shall meet all the following:

.21 Be an employee of the City of Tulsa, a contractor, or otherwise be authorized, in writing, by the Senior Safety Coordinator to operate City vehicles or equipment.

.22 Be able to demonstrate (upon request) the ability to exercise safe driving techniques during the operation of City vehicles and equipment.

.23 Be free of any condition impairing an individual's ability to safely operate vehicles and equipment.

.24 Have completed the Driver's Orientation and Education class administered by the Safety & Health Section of Human Resources.

.25 Upon request, provide any relevant information required by the Safety and Health Section for purposes of determining license related issues.

.26 Hold a valid State of Oklahoma driver's license with full rights and privileges.

.3 Obtaining a temporary City of Tulsa driver's license

.31 Temporary driver's licenses are intended for temporary employees or those that do not satisfy all of the requirements in section 2.

.32 The Safety and Health Section may also waive the requirement for an Oklahoma driver's license for a specified period of six (6) months if the individual has a valid out-of-state driver's license.

- .33 Temporary COT driver's licenses are obtained through the Safety and Health Section of Human Resources
- .4 Revocation or Suspension of a City of Tulsa driver's license shall occur if:
  - .41 The licensee has been evaluated by the City Physician and found to have a condition which would impair the safe operation of a vehicle or piece of equipment.
  - .42 The licensee has operated City vehicles or equipment while impaired by alcohol (.04% or higher based on a breath test or blood alcohol test) or reasonable suspicion of controlled substance use is present per Personnel Policies and Procedures Manual 109.
  - .43 The licensee has demonstrated through an investigation that he/she is no longer a safe and/or careful driver capable of being entrusted with operating City of Tulsa vehicles or pieces of equipment.
  - .44 The licensee has accumulated:
    - .441 Ten (10) or more points in a thirty-six (36) month period against their City of Tulsa driver's license as the result of collisions
    - .442 Ten (10) or more points in a twenty-four (24) month period against their City of Tulsa driver's license as the result of incidents
    - .443 Collision points and incident points will be totaled independently
  - .45 The licensee's state driver's license is suspended or revoked. In such cases of state license revocation, the licensee shall contact their exempt supervisor and the Safety and Health Section of Human Resources immediately.
  - .46 The employee fails to notify the Safety and Health Section of Human Resources immediately of any citations issued while operating a city vehicle. (A copy of the citation shall be forwarded to the Senior Safety Coordinator.)
- .5 Reporting Procedures (non-sworn) for Vehicle and Equipment Collisions or Incidents (Sworn departments to develop and enforce separate policies)
  - .51 Supervisors and employees shall ensure the Collision Hotline is contacted in a timely manner whenever possible for an investigation when any non-sworn employee is involved in a City of Tulsa vehicle/equipment collision or incident regardless of how minor (see 961 Appendix 1 for reporting instructions). In most cases, reporting the collision within 15 minutes of occurrence is considered timely.
    - .511 Employees shall remain at the scene of the collision or incident if

not injured and shall remain there until the investigation is completed or they have been cleared to leave the scene by the investigator from the Safety and Health section.

- .512 If the vehicle(s) involved in the collision are obstructing the regular flow of traffic and the vehicle(s) can be moved and no one is injured in the collision, then the city driver shall make every reasonable effort to remove the obstructing vehicle from the roadway, so the regular flow of traffic is not blocked. DO NOT MOVE A CITY VEHICLE IF the collision occurred anywhere other than a public traveled street, roadway, or highway.
- .513 Clear the roadway by pulling off to the nearest agreed to location (emergency pullout, shoulder, off ramp shoulder or parking area).
- .514 If a collision or incident occurs anywhere at any time, Employees shall follow department/division specific reporting procedures to immediately notify the City of Tulsa Collision Reporting Hotline and their exempt supervisor for investigation.
- .515 If police are needed for a non-emergency collision, the City of Tulsa Collision Reporting Hotline will notify the Tulsa Police Department.
- .516 If emergency responders are needed 911 should always be called first prior to notifying dispatch.
- .517 Collisions/incidents involving employees driving their personal vehicles, leased vehicles, or other vehicles while being utilized on behalf of the City of Tulsa shall be reported to the exempt supervisor. Collisions in City leased or rented vehicles will normally be investigated. The Safety & Health Section of Human Resources will not normally investigate collisions in personal vehicles.
- .52 Employees shall be personally responsible for any traffic violation citation received while operating a city vehicle or piece of equipment and shall immediately notify their exempt supervisor. A copy of the citation(s) shall be emailed to the Senior Safety Coordinator.
- .53 Failure on the part of the employee to notify their exempt supervisor shall result in disciplinary action and shall result in suspension of driving privileges by the Collision Review Board for six (6) months.
- .54 If an employee or supervisor for an employee fails to properly report a vehicle or equipment collision or incident or receipt of a driving citation, DUI, or revocation or suspension of the employee's state driver's license, the Collision Review Board will request in writing that the department head hold a pre-action hearing for those individuals. The department head shall provide the results of the pre-action hearing to the Collision Review Board prior to the next scheduled meeting.

.55 Managers and supervisors shall ensure their employees understand the collision/incident reporting procedure and that they maintain the collision reporting information cards in their vehicles. (See 961 Appendix 1) Cards can be obtained from the Safety and Health Section of Human Resources.

.6 Collision Review Committee (CRC) Policy and Procedure

.61 All collision recommendations and determinations affecting fault/no fault decisions shall be made with reference to defensive driving techniques and collision prevention practices.

.62 Safety and Health staff, along with representatives from upper management (Section Manager or above), City of Tulsa Legal department, and AFSCME shall make an initial determination of fault/no fault and improper driving action. The Senior Safety Coordinator or designee shall chair the CRC and shall inform the employee of the CRC's decisions through their Section Manager within fourteen (14) calendar days after the date of the CRC's decision.

.63 The CRC shall make determinations based upon a review of the Safety and Health Section's investigation reports, law enforcement investigation reports, and any department investigation reports.

.64 Employees shall have only fourteen (14) calendar days to request, in writing, a reconsideration hearing by the Collision Review Board. This written notification of a request for reconsideration shall be by indicating on the "Employee Driving Record" form letter their desire to have reconsideration by checking next to the "yes" box of "Does the employee request reconsideration?" and responding via electronic mail to the Safety and Health section of Human Resources.

.65 Upon receipt of any timely presented request for reconsideration, the Senior Safety Coordinator or designee shall place such requests on the agenda of the next regular Collision Review Board meeting and shall notify the employee concerning the place and time when the Collision Review Board will meet to permit the employee's attendance.

.7 Collision Review Board (CRB) Policy and Procedure

.71 The CRB will hold one (1) regular meeting each month and such special meetings as may be necessary upon request of the Chair.

.72 The CRB agenda shall consist of reconsiderations requested by employees, a review of any driver's state or city license suspensions and/or revocations, and other special program cases.

.73 The Collision Review Board (CRB) shall consist of three (3) voting

members for all non-labor and trades employees; the Senior Safety Coordinator of the City of Tulsa or designee, City of Tulsa Legal department representative, and an upper management representative (Section Manager or above).

- .74 The CRB shall consist of four (4) voting members for all employees in the Labor and Trades classification; the same three (3) members as listed above, and one representative from AFSCME. Representatives from unions and the Safety and Health staff, and the initial Collision Review Committee shall be invited to provide input and discussion prior to voting. The Senior Safety Coordinator of the City of Tulsa or designee shall chair the CRB.
- .75 Two (2) voting members shall constitute a quorum and a majority vote of any such quorum shall be decisive for all non-Labor and Trades employees. For employees in the Labor and Trades classification three (3) voting members shall constitute a quorum and a majority vote of any such quorum shall be decisive. In the case of a tie, the most senior level member of the Safety & Health staff not sitting on the regular voting board shall cast their vote to break the tie.
- .76 The Senior Safety Coordinator shall notify the employee in writing within fourteen (14) calendar days of the CRB's decision.
- .77 Any employee aggrieved by the final decision of the Collision Review Board, as affirmed or modified at reconsideration hearing, shall have the right to appeal the CRB's decision through the grievance procedure set forth in the Personnel Policies and Procedures Manual or collective bargaining agreement as appropriate for the employee's classification.
- .78 The CRB shall administer and maintain the CRB Driving Record Point System.
- .79 The driving record point system which is utilized by the CRB does not constitute any form of discipline. Its purpose is to track the driving performance of employees entrusted with operation of City vehicles and equipment and to consistently evaluate whether the issued City driver's license should be revoked, suspended or reinstated and to determine any appropriate restrictions and evaluate employee need for remedial training.

.8 Driving Record Point System Definitions:

At Fault Collision/Incident: Includes the following categories: negligence, chargeable collision, preventable collision, preventable incident, and driving violations.

Chargeable Collision: The actions of the driver were the primary cause of the

collision.

Collision: An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a driving mode.

Incident: An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a tasking mode.

Gross Negligence: Failure to exercise the care that a reasonably prudent person would exercise in like circumstances.

Non-chargeable Collision: The actions of the driver was not the primary cause of the collision and did not contribute to its occurrence.

Non-chargeable Incident: The actions of the operator were not the primary cause of the incident and did not contribute to its occurrence.

Operating Violation: Operation of City vehicles/equipment resulting in a citation being issued.

Preventable Collision: The actions of the driver were the primary cause but not flagrant or excessive as determined by the review process.

Preventable Incident: The actions of the operator were found to be the primary cause of the incident occurrence

Report of Damage: The vehicle or piece of equipment was properly secured and not being operated when damage was sustained.

.9 Point Structure by Category

<b>Category</b>	<b>Points</b>
Gross Negligence	5
Chargeable Collision	4
Preventable Collision	1-3*
Non-Chargeable Collision	0
Preventable Incident	1-3*
Non-Chargeable Incident	0
Operating Violation	2
Report of Damage	0

\*Final point total will be based on standard guidance found in appendix 2

Failure to report shall add one point to the total number of points awarded for a specific accident collision or incident. This does not preclude the Department from taking additional disciplinary action.

.10 Department Administrative Review

.101 Failure to follow proper reporting of the loss or suspension of an employee's state license shall result in a pre-termination hearing being held for the employee.

.102 A pre-termination hearing shall be held for employees whose job description requires a valid driver's license have their state issued driver's license revoked or receive an unacceptable modification for any period of time, any case involving drug or alcohol abuse in the loss of their state, or City driver's license shall include mandatory participation in the EAP.

.103 Any action taken by the department will be provided in writing to the CRB.

.11 Special Safety Training for Drivers/Operators

Managers and supervisors shall observe operators' habits to determine unsafe practices. When remedial training is appropriate, the supervisor and/or manager shall contact the Safety and Health Section of Human Resources.

.12 Collision Repeaters Program

.121 Any employee suffering two (2) at fault collisions or accumulating five (5) collision points within any three (3) year period shall be reviewed through collision repeater process which shall be managed by departmental supervision. Any employee suffering two (2) at fault incidents or accumulating five (5) incident points within any two (2) year period shall be reviewed through collision repeaters process which shall be managed by departmental supervision.

.122 Collision repeater category employees shall meet with the division manager, the front-line supervisor, and a representative from the Safety and Health Section of Human Resources to discuss and review the circumstances of their collisions or incidents and methods of ensuring the problems leading to those occurrences are identified and corrected.

.123 Documentation of the Collision Repeater Program by the department shall be maintained in each employee's departmental personnel file for future reference and Safety & Health staff audit purposes. Corrective steps to be considered by department management in reference to Collision Repeater employees shall include but not limited to the following:

- Defensive Driving Program Attendance
- Safety and Health Driver/Operator Testing

- Safety and Health Driver/Operator Retraining
- Medical Examination
- Safety and Health Driver/Operator Assessment Program

.124 Upon completion of a collision repeater program, the employee shall be scheduled to attend the next CRB meeting to discuss improvements made to driving behavior.

.13 Corrective Actions

.131 Employees who suffer an initial collision or incident, which is deemed to fall within the “at fault” categories, shall be reviewed by the department for appropriate corrective action per Personnel Policies and Procedures Manual 411.

.132 Employees accumulating five (5) or more collision points in a three (3) year period or five (5) or more incident points within a two (2) year period shall be scheduled for a pre-termination hearing in addition to being included in the Collision Repeaters Program.

.133 Employees that receive 3 or more additional points while in the Collision Repeater Program shall be scheduled for a second pre-termination hearing.

.134 The progressive corrective steps provided in .141 through 143 above shall in no way preclude the department’s responsibility to effect immediate and higher-level corrective action.

.14 Policy Standards

Nothing within this policy shall restrict or modify the policy provisions of Safety Policy 109, Drug and Alcohol Testing Provisions.



## **Appendix 1 – Collision and Incident Reporting Procedure**

**All collisions and incidents must be reported to the Collision Dispatch Hotline per Policy 961.**

1. Contact the Collision Dispatch Hotline at **918-586-6999\***
2. Collision Dispatch will notify emergency personnel as needed
3. Notify your supervisor

For life threatening injuries, call 911 immediately prior to taking the steps above

961 - Appendix 2 - Preventable Collision/Incident Guidance

<b>Preventable Collision Guidance</b>		
Collisions in this category begin at 1 driving record point and increase based on guidance below		
<b>Guidance Criteria</b>	<b>YES</b>	<b>NO</b>
Vehicle towed; injuries sustained; ticketable offense?	1 pt	0
Extenuating circumstances present (i.e. adverse road conditions, environmental factors, etc)?	0	1 pt

<b>Preventable Incident Guidance</b>		
Incidents in this category begin at 1 incident record point and increase based on guidance below		
<b>Guidance Criteria</b>	<b>YES</b>	<b>NO</b>
Extenuating circumstances present (shifting load, spotter error, etc)?	0	1 pt
Failure to follow JHA/SOP or applicable sections of the Oklahoma Underground Facilities Damage Prevention Act?	1 pt	0