

Purpose
.1 Policy Statement

~~.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.~~

It is the policy of the City of Tulsa to provide all employees with a safe working environment. This policy provides guidance on who is authorized to operate City of Tulsa vehicles and equipment along with the proper reporting procedure following an ~~vehicle or equipment event involving resulting in injury or property damage~~ involving vehicles or equipment used for City business.:

.2 Scope

~~.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.~~

This policy applies to any ~~all non-sworn personnel~~ employees, excluding Police Department and Fire Department employees, who drive or operate any vehicle or piece of equipment owned, leased, or utilized by the City of Tulsa. Police Department and Fire Department employees shall comply with their department-specific collision policy.:

.3 Obtaining a City of Tulsa Driver's License

.31 ~~Obtaining~~ To obtain a permanent City of Tulsa driver's license, ~~To obtain,~~ individuals ~~shall meet all~~ the following requirements:

.311 Be an employee of the City of Tulsa, a contractor performing work for the City of Tulsa, or otherwise be authorized, in writing, by the ~~Senior Safety Coordinator~~ Safety Program Manager to operate City vehicles or equipment.

.312 Be able to ~~demonstrate~~ demonstrate, upon request, the ability to ~~exercise safely driving techniques during the operation of~~ operate City vehicles and equipment.

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

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

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

.316 ~~.26~~ Hold a valid State of Oklahoma driver's license with full rights and privileges.

.3-22 Once obtained, City of Tulsa employees are required to have their City of Tulsa driver's license and their ~~state issued~~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.

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

.41 Temporary driver's licenses are intended for temporary employees or those ~~that who~~ do not satisfy ~~all of~~ the requirements in section 961.23.

.42 Temporary COT driver's licenses are obtained through the Safety and Health Section of Human Resources.

.43 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.

~~.42~~ ~~Temporary COT driver's licenses are obtained through the Safety and Health Section of Human Resources~~

.5 Revocation or Suspension of a City of Tulsa driver's license shall occur whenif:

The licensee has been evaluated by the City Physician and found to have a condition which would ~~could~~ impair the safe operation of a vehicle or piece of equipment.

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 Policy 950109.

The licensee has demonstrated through an investigation that he/she is ~~they are~~ no longer a safe and/or careful driver capable of being entrusted with operating City of Tulsa vehicles or pieces of equipment.

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~~

~~The licensee's state driver's license is suspended, or revoked, or expired. In such cases, of state license suspension or revocation, the licensee shall contact their exempt supervisor and the Safety and Health Section of Human Resources immediately.~~

~~The employee fails to immediately 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.)~~

~~A revoked or suspended City of Tulsa driver's license will remain suspended or revoked until the Collision Review Board is presented with information they determine is sufficient to reinstate the license.~~

~~Reporting Procedures: (non-sworn) for Vehicle Collisions, and Equipment Incidents, Collisions or Incidents and Reports of Damage. (Sworn departments to develop and enforce separate policies)~~

- .51 ~~Supervisors and employees shall ensure the Collision Hotline and their supervisor is contacted in a timely manner when ever possible for an investigation when any non-sworn employee is involved in a City of Tulsa vehicle collision, equipment incident, collision or damage is discovered involving vehicles or equipment owned, leased, or personal vehicles utilized for City of Tulsa business. incident. In most cases, reporting the collision, incident, or damage within 15 minutes of occurrence/discovery is considered timely. If an employee is unable to call the collision hotline, the employee's supervisor shall ensure the hotline is contacted. This notification shall be made regardless of how minor the damage appears (see 961 Appendix 1 for reporting instructions). In most cases, reporting the collision, incident, or damage within 15 minutes of occurrence/discovery is considered timely.~~

~~.511 If emergency responders are needed 911 should always be called first prior to notifying dispatch.~~

~~.511 Unless injured, 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 of Human Resources. For collisions or incidents that occur after hours, weekends, and/or holidays, Employees do not have to wait for shall remain at the scene until they have been cleared clearance from by Safety and Health an exempt supervisor after hours, on weekends, or on holidays.~~

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~~.513 If no one is injured and the vehicles are obstructing the regular flow of traffic, City of Tulsa drivers should remove their vehicle from the roadway, if it can be done safely. If a vehicle or piece of equipment needs to be moved to allow for the flow of traffic, photos shall be taken prior to moving vehicles, if it can be done safely. 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.~~

~~Clear the roadway by pulling off to the nearest agreed to location (emergency pullout, shoulder, off ramp shoulder or parking area).~~

~~.512 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.~~

~~.513.514 If police are needed for a non-emergency collision, the City of Tulsa Collision Reporting Hotline will notify the Tulsa Police Department appropriate law enforcement agency.~~

~~.514 If emergency responders are needed 911 should always be called first prior to notifying dispatch.~~

~~.515 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.~~

~~.516~~

~~.52 Employees shall be personally responsible for any traffic violation citation received while operating a City of Tulsa 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 by the supervisor.~~

~~.53 Failure on the part of the employee to notify their exempt supervisor shall result in disciplinary action and shall result in the suspension of driving privileges by the Collision Review Board for six (6) months and may result in disciplinary action.~~

.52 The CRB Collision Review Board (CRB) will request in writing a disciplinary hearing for any~~if an~~ employee, or supervisor for an employee, who fails to properly report a collision or incident.

~~vehicle or equipment collision or~~

~~equipment 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 dDepartment Hhead shall provide the results of the pre-action disciplinary hearing to the Collision Review Board prior to their next scheduled meeting.~~

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Managers and supervisors shall ensure their employees understand the collision/incident reporting procedure and ~~that they~~ maintain the collision reporting information cards in each City of Tulsa ~~their~~ vehicles. (See 961 Appendix 1) Cards can be obtained from the Safety and Health Section of Human Resources ~~or Office Services~~ the City of Tulsa Print Shop.

.6 Reporting procedures: DUIs, license suspensions, citations, and pending civil or criminal actions against an employee's state driver's license.

.61 All employees who drive for the City of Tulsa shall be responsible for reporting DUIs, license suspensions, citations received while driving for the City of Tulsa, and pending civil or criminal actions against an employee's state driver's license to their exempt supervisor. Failure on the part of the employee to notify their exempt supervisor shall result in the suspension of driving privileges by the Collision Review Board for six (6) months and may result in disciplinary action.

.62 CDL holders shall report all traffic convictions, including those on personal time, to their exempt supervisor within 30 days, in accordance with 49 CFR 383.31. A copy of the citation(s) shall be emailed to the Safety Section of Human Resources.

.63 Employees shall be personally responsible for any traffic citation received while operating a vehicle or piece of equipment on behalf of the City of Tulsa and shall immediately notify their exempt supervisor. A copy of the citation(s) shall be emailed to the Safety Section of Human Resources.

.67 Collision Review Committee (CRC) - Policy and Procedure

.64-71 The CRC shall make an initial determination of fault/no-fault and improper action based upon a review of the Safety and Health Section's investigation reports, law enforcement investigation reports, and any departmental investigation reports. The Safety Program Manager or designee shall inform the employee of the CRC's decisions through their exempt supervisor within fourteen (14) calendar days of the CRC's decision.

.72 All collision recommendations and determinations affecting fault/no fault decisions shall be made with reference to defensive driving techniques, ~~and~~ collision and incident prevention practices, ~~and safe equipment operations~~.

.62-73 The Collision Review Committee shall consist of:

- Safety Program Manager (Chair) or designee
- Safety and Health staff, along with representatives Representatives from upper management (Section Manager or above),
- City of Tulsa Legal department Department, ~~and~~
- AFSCME, and

- Safety and Health staff

~~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 departmental investigation reports.~~

~~.64-74 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. The timely completion and electronic return of the Collision Review Decision form to the Safety and Health Section of Human Resources will trigger the reconsideration process.~~

~~.65-75 Upon receipt of any timely presented request for reconsideration, the Senior Safety Coordinator Safety Program Manager or designee shall place such requests on the agenda of the next regular Collision Review Board meeting and shall notify the employee of the date, time and location of the meeting. The CRB will not consider the reconsideration request unless the employee is present will be notified of the time, date, and location of the meeting and their attendance is mandatory. Failure of the employee to attend the meeting will result in the CRC determination being upheld. and shall notify the employee concerning the place and time when the Collision Review Board will meet to permit the employee's attendance.~~

.8 Collision Review Board (CRB) - Policy and Procedure

~~.81 The CRB will hold one (1) regular meeting each month and such special meetings as may be necessary upon request of the Chair. The Senior Safety Coordinator of the City of Tulsa or designee shall chair the CRB.~~

The CRB ~~agenda shall consist of reconsiderations requested by employees, a review of information any driver's state or city license pertaining to the suspensions and/or revocations, reinstatement or suspension of an employee's City driving privileges, any and other special program cases, and reconsiderations of CRC determinations requested by employees. Employees who are requesting a review of a CRC determination may invite supervisors, witnesses, union representatives, etc. to the CRB meeting to provide input and discussion.~~

~~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).~~

.82 ~~The CRB will hold one regular meeting each month and such special meetings as may be necessary upon request of the CRB Chair. The Safety Program Manager of the City of Tulsa or designee shall chair the CRB.~~

.83 ~~.74~~ ~~The CRB shall consist of four (4) voting members for all employees in the Labor and Trades classification.;~~

- ~~†The Senior Safety Coordinator of the City of Tulsa~~Safety Program Manager or designee
- City of Tulsa Legal department representative
- ~~an~~Upper management representative (Section Manager or above)
- ~~AFSCME 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.~~

.84 ~~.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.~~

.85 ~~The CRB Chair or designee shall notify the employee in writing within fourteen (14) calendar days of the CRB's decision.~~

.86 ~~Failure of the employee to attend the CRB meeting will result in the CRC determination being upheld. If an employee is unable to attend the scheduled CRB meeting, due to extenuating circumstances, the employee must notify the CRB Chair and their supervisor in writing detailing why they are unable to attend the meeting. The CRB Chair will determine if the reconsideration will be placed on the next CRB agenda.~~

~~The Senior Safety Coordinator shall notify the employee in writing within fourteen (14) calendar days of the CRB's decision.~~

.87 ~~Any employee aggrieved by the final decision of the Collision Review Board, as affirmed or modified at a 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 the employee's collective bargaining agreement as appropriate for the employee's classification.~~

.88 ~~The CRB shall administer and maintain the CRB Driving Record Point point~~

Systemsystem.

.89 ~~The driving record point system which is utilized by the CRB does not constitute any form of discipline. Its~~ The purpose of the point system is to track the ~~driving~~ performance of employees entrusted with the operation of City vehicles and equipment and does not constitute any form of discipline. ~~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.~~

.810 The CRB will request in writing a disciplinary hearing for any employee, or supervisor for an employee, who fails to properly report the:

- receipt of a citation while operating a vehicle or piece of equipment on behalf of the City of Tulsa
- submission of a blood and/or breath test under suspicion of DUI
- refusal of a blood and/or breath test under suspicion of DUI
- suspension, revocation, or expiration of the employee's state driver's license

.9 Driving Record Point System Definitions:

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

Chargeable Collision: The actions of the driver were the primary cause of the collision and were determined to be flagrant or excessive.

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~~ the collision.

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

Operating Violation: Operation of a City vehicles or piece of 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.~~ contributed to the collision.

Preventable Incident: The actions of the operator ~~were found to be the primary cause of~~contributed to the incident.~~_occurrence~~

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

.10 Point Structure by Category

Category	Points
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~~Appendix 2.

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

.11 City of Tulsa Driver's License Suspension

.111 Suspension of a City of Tulsa driver's license shall occur when:

.1111 The City Physician determines the licensee has a condition that could impair the safe operation of a vehicle or equipment.

.1112 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 per Personnel Policies and Procedures Manual Policy 950.

.1113 The licensee has demonstrated through an investigation they are no longer a safe and/or careful driver capable of being entrusted with operating City of Tulsa vehicles or pieces of equipment.

.1114 The licensee has accumulated:

- Ten (10) or more collision points in the current thirty-six (36) month period, or
- Ten (10) or more incident points in the current twenty-four (24) month period.

.1115 The licensee's state driver's license is flagged, suspended, revoked, or expired. In these cases, the licensee shall contact their exempt supervisor immediately upon returning to work. The

exempt supervisor shall contact the Safety and Health Section of Human Resources without delay.

.1116 The employee is suspected of driving under the influence of drugs or alcohol by law enforcement and:

- submits to a blood and/or breath test, or
- refuses the blood and/or breath test.

.1117 The employee fails to immediately notify their exempt supervisor of any citations issued while operating a vehicle or piece of equipment owned, leased, or utilized by the City of Tulsa. A copy of the citation shall be forwarded to the Safety Section of Human Resources.

.112 Departments shall not allow an employee who meets the criteria for a City of Tulsa License suspension, to drive vehicles or operate equipment on behalf of the City of Tulsa until the CRB can make a license suspension determination.

.113 The Collision Review Board shall make determinations on City of Tulsa license suspensions.

.114 A suspended City of Tulsa driver's license will remain suspended until the Collision Review Board is presented with sufficient information to reinstate the license.

.115 Any case involving drug or alcohol use in the loss of their state, or City driver's license shall include mandatory participation in the EAP (Employee Assistance Program) before reconsideration of license reinstatement by the CRB.

.12 Department Administrative Review

.401-121 Failure to ~~follow proper reporting of~~properly report the ~~loss~~revocation or suspension of an employee's state license shall result in a ~~disciplinary~~disciplinary ~~pre-termination~~ hearing being held for the employee.

.402-122- A ~~disciplinary~~disciplinary ~~pre-termination~~ hearing shall be held for employees whose job description requires a valid driver's license when have their ~~City or state issued~~state-issued driver's license has been suspended, revoked, or has received an unacceptable modification for any period of time, ~~;~~ a~~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 (Employee Assistance Program).~~

.403-123- Any action taken by the department will be provided in writing to the CRB.

.13 Special Remedial Safety Training for Drivers/Operators

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

.14 Collision/Incident Repeaters Program

~~.121~~ 141 Any employee ~~determineddetermined to be~~ suffering two (2) at fault at fault in two (2) collisions or accumulating five (5) collision points within any three (3) year period shall be reviewed ~~through for placement in the Collision Repeater Program weollision-repeater process~~ which shall be managed by departmental supervision. Any employee ~~suffering two (2) at fault determinreddetermined to be at fault in two (2)~~ incidents or accumulating five (5) incident points within any two (2) year period shall be reviewed for placement in through the Incident Collision Repeater process-Program which shall be managed by departmental supervision.

~~.122~~ 142 Collision/Incident repeater ~~category~~ program employees shall meet with the division manager, ~~the front-line~~ exempt 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.

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

- ~~Medical~~ Medical Examination
- Defensive Driving Program Attendance
- ~~Safety and Health~~ Driver/Operator Assessment ~~Testing~~
- ~~Safety and Health~~ Driver/Operator Retraining and
- ~~Medical Examination~~ Driver/Operator Testing
~~Safety and Health Driver/Operator Assessment Program~~

.144 Upon completion of ~~the~~ a collision/incident repeater program requirements, the employee shall be scheduled to attend the next CRB meeting to discuss improvements made during the Collision Repeater Program ~~to driving behavior~~.

.15 Departmental Corrective Actions

~~.135~~ 1 ~~Any employee determined to be at fault for a~~ 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.

~~.132-152~~ 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 ~~disciplinary~~ disciplinary ~~pre-termination~~ hearing ~~in addition to being included in the Collision Repeaters Program.~~

~~.133-153~~ Employees that receive three (3) or more additional points, within the same point classification (incident or collision) while in the that qualified them for the Collision Repeater repeater Program, shall be scheduled for a second ~~disciplinary~~ disciplinary ~~pre-termination~~ hearing.

~~.134-154~~ The ~~progressive departmental~~ corrective action steps ~~provided listed above in 141 through 143 above~~ shall ~~in no way not preclude~~ prevent the department's ~~responsibility to effect~~ from taking additional immediate and higher-level corrective personnel actions determined to be necessary.

.16 Policy Standards

Nothing within this policy shall restrict or modify the policy provisions of Human Resources Safety Policy Policies and Procedures Manual Section 109.950, ~~---~~ 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 HR Personnel Policies and Procedures PolicySection 961.

For life-threatening injuries, call 911 immediately prior to taking the steps below.

Reporting Procedure

1. Contact the Collision Dispatch Hotline at (918)-586-6999*
2. ~~Collision~~-Dispatch will Contact TPD, City Safety, and EMSA ~~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

Preventable Collision Guidance Collisions in this category begin at 1 driving record point and increase based on guidance below
Vehicle towed; injuries sustained; ticketable offense?
Extenuating circumstances present (i.e. adverse road conditions, environmental factors, etc)?

Preventable Incident Guidance Incidents in this category begin at 1 incident record point and increase based on guidance below
Guidance Criteria Extenuating circumstances present (shifting load, spotter error, etc)?
Failure to follow JHA/SOP or applicable sections of the Oklahoma Underground Facilities Damage Prevention Act?

Driver Licensing, Collision, and Incident Policy - Appendix 2

961.9 Definitions & 961.10 Points Structure

Revised: September 9, 2024

<u>COLLISIONS</u>			
<u>Code</u>	<u>Collision:</u> An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a driving mode.	<u>Points Charged</u>	
<u>CC</u>	<u>Chargeable Collision:</u> The actions of the driver were the primary cause of the collision and were determined to be flagrant or excessive.	<u>4 points</u>	
<u>PC-1</u> <u>PC-2</u> <u>PC-3</u>	<u>Preventable Collision:</u> The actions of the driver contributed to the collision.	<u>1 to 3 points</u>	
<u>NCC</u>	<u>Non-chargeable Collision:</u> The actions of the driver did not contribute to the collision.	<u>0 points</u>	
<u>PREVENTABLE COLLISION GUIDANCE</u>			
<u>Collisions in this category Begin at 1 Driving Record Point and increase based on guidance below</u>			
<u>A</u>	<u>Vehicle towed, injuries sustained, ticketable offense?</u>	<u>Yes</u> <u>1 pt</u>	<u>No</u> <u>0 pt</u>
<u>B</u>	<u>Extenuating circumstances present (adverse road conditions, environmental factors, etc.)</u>	<u>Yes</u> <u>0 pt</u>	<u>No</u> <u>1 pt</u>
<u>INCIDENTS</u>			
<u>Code</u>	<u>Incident:</u> An occurrence whereby property damage or bodily injury occurs while operating a vehicle or equipment in a tasking mode.	<u>Points Charged</u>	
<u>PI-1</u> <u>PI-2</u> <u>PI-3</u>	<u>Preventable Incident:</u> The actions of the operator contributed to the incident.	<u>1 to 3 points</u>	
<u>NPI</u>	<u>Non-preventable incident:</u> The actions of the operator did not contribute to its occurrence.	<u>0 points</u>	
<u>PREVENTABLE INCIDENT GUIDANCE</u>			
<u>Incidents in this category Begin at 1 Incident Record Point and increase based on guidance below</u>			
<u>A</u>	<u>Extenuating circumstances present (shifting load, spotter error, etc.)</u>	<u>Yes</u> <u>0 pt</u>	<u>No</u> <u>1 pt</u>
<u>B</u>	<u>Failure to follow JHA/SOP or applicable sections of the Oklahoma Underground Facilities Damage Prevention Act</u>	<u>Yes</u> <u>1 pt</u>	<u>No</u> <u>0 pt</u>
<u>OTHER</u>			
<u>NEG</u>	<u>Gross Negligence:</u> Failure to exercise the care that a reasonably prudent person would exercise in like circumstances.	<u>5 points</u>	
<u>OPV</u>	<u>Operating Violation:</u> Operation of City vehicles or equipment resulting in a citation being issued.	<u>2 points</u>	
<u>+1</u>	<u>Failure to Properly Report:</u> collision or incident	<u>1 point</u>	
<u>ROD</u>	<u>Report of Damage:</u> The vehicle or piece of equipment was properly secured and not being operated when damage was sustained.	<u>0 points</u>	