
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Employee Driver Safety and Driving Record
POLICY NUMBER: 7255

7255.1 This policy applies to all District employees, trustees, and volunteers who drive on behalf of the District. Trustees are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

7255.2 Butte County Mosquito and Vector Control District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (EPN). DMV issues Motor Vehicle Reports (MVR) on every person registered in the EPN Program. The DMV automatically issues MVR's annually and whenever the driver is involved with certain legal actions or activities. Employees who have terminated employment with the District will be deleted from the program.

7255.3 Information that will be generated during the record review will include, but not limited to: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

7255.4 Each employee who operates a motor vehicle as part of his/her district duties is expected to have and maintain a satisfactory driving record both on and off the job. The standard which the District will use primarily is an absence of excess convictions for violations, as evidenced by the employee's driving record based on California's Department of Motor Vehicle Negligent Operator Treatment System (NOTS) criteria. Each employee is expected to operate District vehicles safely at all times.

7255.5 Each successful applicant for regular, part-time, and temporary employment which requires operation of a motor vehicle will be required to furnish a current DMV driving record report prior to the commencement of employment.

7255.6 Each employee who in the course or scope of his/her employment operates a District vehicle will be subject to the following standards as a condition of employment:

7255.6.1 Four (4) points in 12 months, Six (6) points in 24 months, Eight (8) points in 36 months: The District shall issue a warning letter to the employee with written acknowledgement to be signed by the employee; that employment may be jeopardized if there are additional violations or accidents, resulting in reassignment or termination in accordance to section 7255.6.6.

7255.6.2 Felony convictions: Any employee receiving a felony conviction involving conduct while driving a vehicle, including but not necessarily limited to, driving while under the influence of alcohol or a controlled substance (with injury), hit and run, and/or vehicular manslaughter (with or without gross negligence), may become ineligible for coverage through the District and section 7255.6.6 may apply.

7255.6.3 Revoked or suspended license: Any employee with a revoked or suspended license shall automatically be ineligible for coverage through the District.

7255.6.4 Any employee who is ineligible for liability insurance coverage by the District by reason of his/her driving record, may be assigned to work which does not require operation of a District vehicle, or if such a work assignment is not available or is not feasible, the employee shall be terminated. Termination under this Section shall be subject to Personnel Policy, Section 7110.5 and 7110.6, except that the employee may be placed on uncompensated administrative leave by the District Manager during the appeal process.

7255.6.5 Any decision to appeal the action of the District shall rest with the Board of Trustees.

7255.7 As part of this policy, it is understood that points are removed from a driving record over time as a person maintains a good driving record, so that any employee, with diligence can meet and maintain these standards.

7255.8 Other evidence may be used, separate from the point system, to make a determination that an employee is operating a District vehicle unsafely.

7255.9 An overreaching concern of the District is personal safety of employees during the performance of their duties and the public at large. Therefore, employees should use proper safety procedures at all times when using a cell phone/hand-held radio, but especially while operating equipment, driving on District business or performing similar duties. Additionally, after July 1, 2008, California Vehicle Code Section 23123 prohibits drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device.

7255.9.1 Hand-Held Radios: The District issued hand-held radio may be used for very short responses while operating a motor vehicle. The vehicle operator is required to pull over and stop the vehicle at a safe place off the roadway for all other communications. When employees are riding two to a vehicle, the passenger shall handle the communications duty.

7255.9.2 Cell Phones: The use of personal and/or District owned cell phones is prohibited at all times while driving on District business unless used with a hands-free device. Employees must limit personal cell phone use, including calls made or received and text messaging, to their assigned break and lunch. Employees may use personal cell phones for official District business when authorized by their Supervisor or the District Manager. Additional cell phone policies are located within the Policy Manual, Section 7230.

7255.10 Other requirements per the Vector Control Joint Powers Agency;

7255.10.1 Authorized Drivers must be capable of demonstrating familiarity with the type of vehicles assigned. Those employees for which driving is designated as an "essential job function" or where driving is more than an occasional part of their job duties shall be required to attend a defensive driving course once every three years. Supervisory "ride alongs" may also be conducted based upon an employee's motor vehicle report and/or reported/observed unsafe driving behavior; and,

7255.10.2 Authorized Drivers must be capable of passing physical examinations administered by a licensed physician when a question of fitness to drive arises or is required by regulation; and,

7255.10.3 An Authorized Driver may have his or her employment terminated or be reassigned to a non-driving position at the discretion of the District in the event his or her license is revoked or suspended by a court of a law or by an enforcement agency, or if it is determined that the employee does not meet the minimum driving standards of the district.

7255.11 Accident reporting procedures; When a District-owned vehicle or an employee-owned vehicle being operated on behalf of the District is involved in an accident, the following procedures will be followed, even if there do not appear to be any injuries and/or property damage:

7255.11.1 Assure injuries or medical needs are addressed either using first aid or calling for emergency services;

7255.11.2 If possible or needed move vehicles to a safe location, position warning signals (flares, etc);

7255.11.3 Immediately notify the police department or California Highway Patrol (CHP) and your supervisor of the accident. Do not admit negligence or liability. Leave the determination of liability to the responsible law enforcement agency;

7255.11.4 Do not attempt settlement, regardless of how minor the incident and do not admit fault;

7255.11.5 Utilize the Vehicle Accident Reporting Packet provided by the District, located in the glove box of District owned vehicles and follow the procedures below;

7255.11.5.1 Take photographs at the scene of the accident; to include damages that occurred during the accident, prior damage if any, undamaged portions of the vehicles involved, District's vehicle damage, property damage, license plate(s) of vehicles involved, VIN number(s), and photographs of the accident site in all directions;

7255.11.5.2 Get the name, address, and phone number of all persons involved including any injured persons and witnesses, ensure information is legible. Take photographs of driver license(s) of all involved in the accident, if possible;

7255.11.5.3 Exchange vehicle identification and insurance information, including name of insurance company, a policy number, name of registered owner, and take photographs of insurance card(s).

7255.11.5.4 Turn all documentation over to a supervisor or manager within twenty-four (24) hours.

7255.12 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Employee Driver Safety and Driving Record policy. This signed copy will be retained in the employees personnel file as receipt of acknowledgement of being informed of such policy.

Date

Signature

Print name here