



# TOWN OF CHAPEL HILL

## Safe Driving & Accident Policy and Procedures Overview-Orientation

September 1, 2020





# Overview of Safe Driving and Accident Procedures

- Safe Driving and Accident Policy & Procedures Effective Sept. 1<sup>st</sup>, 2020
- Why have a policy and procedures for employee safe driving?
- How does this new policy and procedure impact me directly?
- Which type of Town Driver are you?
- What are general requirements for all types of drivers?
- What are some violations of the Safe Driving Procedures?
- How are Town-owned vehicle accident or incident investigations managed?
- Town authorized drivers, who are they?
- Review of the Town Driver Evaluation Criteria or Point System.
- Where can questions be directed?





# Safe Driving and Accident Policy

## I. POLICY

The Town of Chapel Hill expects all employees and volunteers who drive in the course of their work to demonstrate safe, efficient driving skills and other good road safety habits at all times. The Town may require an individual to meet established guidelines before driving any vehicle for a Town purpose including, but not limited to, personal vehicles, Town-owned vehicles, or rental vehicles paid for with Town funds. The Town can revoke its approval to drive a Town-owned/rented vehicle for any individual who does not meet these guidelines. The Town may discipline an employee who has a preventable accident and/or violates applicable laws.

Town

## II. PURPOSE

The Town has a responsibility to protect its employees, members of the public, and Town property. Assuring that those who drive Town vehicles have safe driving records and good driving habits supports our Town value of Safety.

RESPECT

**Safety:** We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.

The Risk Manager is authorized to issue Procedures consistent with this policy.



# Safe Driving and Accident Policy & Procedures



## ➤ Why have a policy and procedures for employee safe driving?

- Protect Employees, the Public, and Town Property
- Vehicle Liability is the #1 Exposure for Local Governments
- Fleet Auto Insurance Requirements and Related Costs
- Driver Safety Standards = Safe Driving Habits
- Annual Driver Training Promotes Safe Operations
- Qualifying Safe Drivers to Operate Town Vehicles
- Accidents, Injuries, & Costs Impact Employees





# Safer Workers Means Safer Roads for ALL

## National Safety Council (NSC) Information:

- Every 7 seconds, someone is injured in a crash
- Every 15 minutes, someone is killed
- Many of these crashes occur during the workday or the daily commute
- Employers and employees absorb direct & indirect costs associated with vehicle accidents
- Motor Vehicle Crashes are the # 1 cause of workplace death



# Safe Driving and Accident Policy & Procedures



## ➤ How does this new policy and procedures impact me?

- If you drive a Town owned vehicle or drive your personal vehicle to fulfill work related duties or responsibilities, this policy and procedures will apply to you.
- These procedures apply to all full-time and program support employees, including volunteers, whose job responsibilities require a valid drivers' license and are subject to this policy.
- All Departments shall comply with these procedures unless otherwise noted. Chapel Hill Transit will comply with Federal Transportation Administration's (FTA) rules and regulations, as well as and other appropriate federal and state requirements.
- Departments may develop and implement additional safe driving guidelines or procedures to satisfy special safety requirements or other regulatory standards.



# Safe Driving and Accident Policy & Procedures

## Which type of Town Driver are you?



- **Essential Drivers** – Employees whose positions require them to regularly drive a Town vehicle in order to discharge the essential functions of their positions. Essential Drivers must receive safe driver training annually and are subject to an annual Motor Vehicle Report (MVR) review.
- **Commercial Drivers** – Employees whose positions require a Commercial Driver’s license (CDL), typically classified as Essential Drivers, may be subject to additional or differing requirements. Must comply with all federal and/or state regulations. Annual safe driver training and MVR review will be conducted annually for these drivers.
- **Occasional Drivers** – Employees who occasionally drive a Town-owned vehicle or their personal vehicle to fulfill work requirements. These drivers must receive annual safe driver training and be authorized to driver for Town purposes. These drivers are included in a random MVR review by the Town’s insurance carrier.



# Safe Driving and Accident Policy & Procedures



- What are some of the general requirements for all types of drivers.
  - For Town positions that require a valid driver's license, the employee must always maintain a valid driver's license in order to fulfill their job duties and to remain employed by the Town.
  - HRD will conduct a Motor Vehicle Report (MVR) review as part of the pre-employment process or when an individual has been authorized by the Department Head to operate a Town vehicle as a part of their assigned duties and responsibilities.
  - The Risk Manager will work with department managers and supervisors to utilize the Town's evaluation criteria and driver classification system to evaluate the employee's Motor Vehicle Record. This process will assist the department in determining if the employee is acceptable, marginal, probationary or unacceptable to drive for the Town.
  - When driving a personal vehicle for Town purposes, the employee is subject to safe driving requirements as set forth in these procedures and shall follow all relevant state, local or federal motor vehicle driving laws.





# Safe Driving and Accident Policy & Procedures



## ➤ What are general requirements for becoming an authorized driver?

- For drivers of Town-owned vehicles, or drivers of Town rented vehicles, they typically must be 21 years of age. Departments can work with the Office of Risk Management to qualify drivers under the age of 21.
- Drivers should have at least one year of experience as a licensed driver and receive training on how to safely operate the Town vehicle.
- All type drivers must be preapproved to drive a Town vehicle or to drive for a Town purpose. Preapproval means the employee completes Safe Driver Training annually and receive an annual Motor Vehicle Report (MVR) review for essential and commercial Town drivers.
- Supervisors are responsible for ensuring that employees comply with this policy and procedures.
- Additional Safe Driver training will be provided to employees that are involved in a vehicle accident or incident while driving a Town-owned vehicle.



# Safe Driving and Accident Policy & Procedures



## ➤ What are violations of the Safe Driving Procedures?

- The following behaviors are not allowed when driving a Town-owned/rented vehicle **at any time**. These behaviors constitute Detrimental Personal Conduct and Negligence in the Performance of Duties, as defined in the [Town's Code of Ordinances, Sections 14-116 and 14-117](#) respectively and will be handled according to the [Town's Disciplinary Policy, PP 5-3](#).
  - a. Eating, reading, texting, smoking or other activities that distract attention and hands from driving while operating a Town-owned/rented vehicle
  - b. Talking on a cell phone while driving a Town-owned/rented vehicle, even with a hands free device, is prohibited unless there is a direct business need or for emergency communications.
  - c. Using personal listening devices, such as earbuds or earphones while driving.



# Safe Driving and Accident Policy & Procedures



- How are Town-owned vehicle accident or incident investigations managed?
  - The Town will conduct an investigation to determine what, if any disciplinary action is appropriate after a collision. During this time, driving privileges may be suspended and/or the employee may be placed on administrative leave, pending the outcome of the investigation. See the Town's Disciplinary Policy, [PP 5-3](#), for more information. An investigation is not required in order to revoke a volunteer's driving privileges or remove them from an assignment.
  - Failure to report an accident involving a Town-owned/rented vehicle is a violation of our Town value of Ethics and is considered "detrimental personal conduct" under the Town's [Disciplinary Policy, PP 5-3](#), and may result in disciplinary action, up to and including termination.
  - Human Resource Development (HRD) staff participate in the accident review and investigation at an organizational level, as needed. HRD staff also guide Departments and the Office of Risk Management on administrative and disciplinary procedures. (See flow Chart in Overview)





## Evaluation Criteria and Point System

- Evaluation Criteria: The evaluation criteria and Town point system is used to evaluate Motor Vehicle Records (MVR) for Town authorized drivers. The evaluation system has four classifications for existing drivers based on their five-year driving records.
- Driver Classifications are used to evaluate Occasional Drivers of Town vehicles, Essential Drivers and Commercial Drivers. A point system, in which points are assigned to accidents, moving violations or other general types of driving violations is being used.
- Two (2) points will be removed from each employee's point accumulation for every 12 months they drive without a driving violation.
- Non-moving violations such as improper equipment, parking tickets and failure to wear seatbelts are not included in the Town Driver Evaluation.



# TOCH Evaluation Criteria



Violation Type	Description	Points Allocated
Type A Violations	<p>These are DWI, DUI, OUI, OWI, refusing a substance test, driving with an open container of alcohol, hit and run, fleeing a police officer, racing, driving while license is revoked or suspended, manslaughter or vehicular homicide.</p> <p><b>Note:</b> Any driver with a Type A violation within the prior five (5) years is not acceptable.</p>	<p>Eight (8) Points</p> <p>For all Type A Violations</p>
Type B Violations	<ul style="list-style-type: none"> <li>* Speeding (<math>\leq 10</math> m.p.h. over limit)</li> <li>* Speeding (<math>\geq 11</math> m.p.h. over limit)</li> <li>• Reckless Driving</li> <li>• Following too close</li> <li>• Passing a stopped school bus</li> <li>• Failure to yield the right of way, traffic signal or sign; or to emergency vehicles</li> <li>• Failure to yield right-of-way to bicycle, motor scooter, or motorcycle</li> <li>• Failure to yield right-of-way to pedestrian</li> <li>• Speeding in a school zone in excess of posted speed limit</li> <li>• Failure to report accident involving a moving violation</li> <li>• Improper lane change</li> <li>• License suspension</li> <li>• At-fault accident</li> </ul>	<p>Two (2) point</p> <p>Three (3) points</p> <p>Two (4) points</p> <p>Three (3) points</p> <p>Two (3) points</p> <p>Two (2) points</p> <p>Two (2) points</p> <p>Two (2) points</p> <p>Two (2) points</p> <p>Two (2) points</p> <p>Two (2) points</p> <p>Two (2) points</p> <p>Two (2) points</p>



# Driver Classification (Rolling 5 -year period)



<b>Classification</b>	<b>New Hires</b>	<b>Existing Drivers</b>
Acceptable	0 to 2 Points	0 to 4 Points
Marginal	3 to 4 Points	5 Points
Probationary	<i>not applicable</i>	6 to 7 Points
Unacceptable	5 points or more	8 Points or more





# Driver Action Plans

- **Acceptable:** Employee may drive without qualification. At 2 to 4 points and based on type of violations, counseling and a plan for MVR improvement may be recommended and developed for the employee.
- **Marginal:** Employee may drive. Remedial training is required, and their updated MVR will be re-evaluated every three (3) months by the Office of Risk Management. Any increase in points will result in being placed on probation or removed from their driving position. Counseling and a plan for MVR improvement will be recommended and developed for the employee.
- Drivers who reach the “marginal” classification will be required to take a mandatory online Defensive Driving Course. Based on the severity of the violation or outcome of Town’s internal investigation, they may also be subject to disciplinary action in accordance with the Town’s Disciplinary Policy, PP 5-3.
- **Probationary:** Employee may drive. Remedial training required and their updated MVR will be re-evaluated every month by the Office of Risk Management. Any increase in points will result in their immediate removal from their driving position.
- **Unacceptable:** Employee is not permitted to operate a Town vehicle or drive for Town purposes under any circumstance. Any unauthorized use may result in termination of employment.





# Additional Requirements

- The employee must notify his/her supervisor or the Office of Risk Management of any moving violation or accident as soon as possible after the event, but not later than 24 hours from the occurrence.
- The supervisor will conduct a documented verbal counseling session with the driver as a standard procedure after notification of every moving violation or at-fault accident. Risk Management and HRD can provide technical assistance to the supervisor as requested.
- Drivers who reach the “marginal” classification will be required to take a mandatory online Defensive Driving Course. They may also be subject to disciplinary action in accordance with the Town’s Disciplinary Policy and Procedures.
- Drivers who reach the “probationary” classification may be subject to disciplinary action in accordance with the Town’s Disciplinary Policy and Procedures.
- Two (2) points will be removed from each employee’s point accumulation for every 12 months without a violation. An “unacceptable” classification could become a “probationary” classification and have their driving privileges restored after 12 months violation free.





# Safe Driving and Accident Policy & Procedures



**Safe Driving in the workplace supports our Town values of SAFETY and RESPONSIBILITY.**



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