

SAFETY COMMITTEE MEMBERS

Marc Bello
Christine Vuletich
Cathy Hill
John Stewart
Jan Houk
Anne Stoll-Thompson
Celeste Wallick



**LEGAL COUNSEL TO THE
SAFETY COMMITTEE**
Mary Kandaras

NOTICE OF MEETING AND AGENDA

WASHOE COUNTY SAFETY COMMITTEE

**Washoe County Administration Complex
1001 E. Ninth Street, Reno, Nevada
Comptroller's Large Conference Room, Building D, 2nd Floor**

March 15, 2018

1:30 PM

NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; or may be voted on in a block. NRS 241.020(2)(d)(6) and (7).
The Washoe County Comptroller's Large Conference Room is accessible to the disabled. If you require special arrangements for the meeting, call the Risk Management Office, 328-2665, at least 24 hours prior to the meeting.

Time Limits. Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to two minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Safety Committee meeting. Persons may not allocate unused time to other speakers.

Forum Restrictions and Orderly Conduct of Business. The Safety Committee conducts the business of Washoe County and its citizens during its meetings. The presiding officer may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive comments or behavior may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

Responses to Public Comments. The Safety Committee can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Safety Committee. However, responses from the Safety Committee to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Safety Committee will consider, the Safety Committee may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff action or to ask that a matter be listed on a future agenda. The Safety Committee may do this either during the public comment item or during the following item: "Topics for Future Agendas".

Pursuant to NRS 241.020, the Agenda for the Washoe County Safety Committee Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street, Bldg. A); Washoe County Courthouse-Second Judicial District Court (75 Court Street); Washoe County – Reno Downtown Library (301 South Center Street); Sparks Justice Court (1675 E. Prater Way, Ste. 107, Sparks, NV); the Washoe County website (www.washoecounty.us/comptroller/board_committees/safety_committee) and the Nevada Public Notice Website (<https://notice.nv.gov>).

Support documentation for the items on the agenda, provided to the Washoe County Safety Committee is available to members of the public by contacting Jeri Renshaw at the Comptroller's Office (1001 E. 9th Street, Bldg. D, 2nd Floor, Room 200, Reno, Nevada), or phone 775-328-2665.

1:30 p.m.

1. Roll Call.
2. Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. Comments are to be made to the Safety Committee as a whole.
3. A review and approval of the Washoe County Safety Committee meeting minutes of January 18, 2018, for possible action.
4. Presentation of Industrial Injury Summary Reports and recommendations of the Committee for prevention of work-related injuries or illnesses for possible action.
5. For possible action: discussion, recognition and for possible action of new member Deputy Vander-Heyden
6. Status of bleeding control classes training and purchase of supplies for possible action.
7. Status of signs in front of ice melt buckets.
8. Discussion of a review of Open Meeting Law.
9. For possible action: discussion and for possible action on checklist for department inspections.
10. For possible action: discussion and for possible action on activity or results of the HR Rep meeting.
11. For possible action: discussion and for possible action on safety award nominations.
12. Discussion on response from Department Head's meeting.
13. For possible action: discussion and for possible action changes to driver policy.
14. Topics for future agendas for possible action.
15. Public Comment. Comment heard under this item will be limited to two minutes per person and may pertain to matters both on and off the Safety Committee agenda. Comments are to be made to the Safety Committee as a whole.
16. Adjournment.



COMPTROLLER
Risk Management
Division

- Safety
- Insurance

WASHOE COUNTY

"Dedicated to Excellence in Public Service"

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SAFETY COMMITTEE MEETING MINUTES **COMPTROLLER CONFERENCE ROOM – 2ND FLOOR**

January 18, 2018

1:30 PM

Call to Order

Chairperson Lt. Marc Bello called the meeting to order at 1:32pm.

1. Roll Call

Lt. Marc Bello	Chairperson - Washoe County Sheriff's Supervisory Deputies Association
Anne Stoll-Thompson	WCEA representative
Cathy Hill	Washoe County Comptroller and Risk Manager
Jan Houk	Washoe County Nurse's Association
Celeste Wallick	Washoe County Risk Analyst
Mary Kandaras	Legal Counsel for Committee

Not present

Deputy John Stewart	Washoe County Sheriff's Deputies Association
Christine Vuletich	Washoe County Manager's Office

Public Present

Valerie Wade – Washoe County Human Resources
Patricc McDonald – Washoe County Facilities Supervisor

2. Public Comment

There was no response to the call for public comment.

3. Approval of minutes from November 16, 2017 meeting

Jan Houk made a motion to approve the minutes of the November 16, 2017, safety committee, Anne Stoll-Thompson seconded the motion; no opposition, minutes unanimously approved.

Open Issues

4. Selection of Chairperson for possible action

Celeste Wallick made the motion to nominate Lt. Marc Bello to continue as Chairperson of the Safety Committee, Jan Houk seconded the nomination; no opposition, unanimously approved that Lt. Marc Bello will serve as Chairperson for 2018.

5. Review and Discussion of Industrial Injury Summary Reports

Celeste Wallick instructed the Committee that the reports began on page 7 through page 10 of the packet. Ms. Wallick canvassed the committee for comments and recommendations. Cathy Hill stated that the claims and incidents are down; however this could be related to lack of snow. Cathy Hill inquired to Lt. Bello surrounding incidents involving “being spit on my inmates”. Lt. Bello explained that there are spit hoods if an inmate is known to spit on personnel. Cathy also inquired as to the status of Animal Service employees wearing protective gear. Celeste has spoken with Animal Services on wearing PPE and will continue to work with them on increasing the use of the equipment. It is at the discretion of the employee to wear PPE as it is not mandatory.

Lt. Bello explained the circumstances surrounding the claims associated with hearing issues and a loud explosion that occurred in an enclosed area.

There was no further review or comment.

6. Discussion and possible action regarding inspections, training, and other safety initiatives

Celeste informed the committee that inspections will be scheduled for each department and will be visited each year. Carla Arribillaga from Human Resources will be present as well. This will begin with Technology Services. Celeste will inform the committee of the schedule should a committee member wish to attend.

Training will continue to be offered to assist with corrective actions. There is also online training available. Safety initiatives are occurring through outreach and currently with handouts. Jan Houk asked what is being looked at during the inspections. Celeste explained that an inspection checklist is used – similar to that of OSHA, everything from floor to ceiling for any hazard issues or concerns.

Item 6 was revisited by Celeste Wallick – bleeding control training can be offered, however not at a discount. The supplies for the training will need to be purchased. Celeste suggested the area safety representatives be offered first enrollment with Lt. Bello recommending that the first safety award winner be offered priority enrollment as well.

7. Discussion and possible action on safety award nominations

Currently no additional nominations have been received. The first nomination was awarded to Jeremy Wilson at a Board of County Commissioners meeting. The committee agreed that spreading the word on the nomination program is needed. Suggestions made were writing information for the Manager’s Monday Memo and creating a handout for the HR Reps at their next meeting.

8. Topics for future agendas

- a. Blood training – action item
- b. Signs in front of ice melt buckets
- c. Open Meeting Law review

- d. Checklist for department inspections
- e. Activity or results of HR Rep meeting
- f. Safety award nominations – action item
- g. Results of discussion of blood training ad Department Head’s meeting
- h. Recognition of committee member replacement Deputy Stewart to Deputy

9. Public Comment

Valerie Wade, Human Resources suggested that the training be discussed at a Department Head meeting.

Pat McDonald, Facilities Maintenance Supervisor introduced himself and will be attending meetings as well.

10. Adjournment

Meeting adjourned at 2:31pm.

WORKER'S COMPENSATION
 TIME LOST FROM WORK IN CY18
 as of 3-5-18

CURRENT STATUS	DEPARTMENT	INCIDENT DATE	DIAGNOSIS	MECHANISM	LOST DAYS	RESTRICTED DAYS
RESTRICTED DUTY	COMMUNITY SERVICE	1/12/2018	STRAIN	STEPPED IN HOLE GETTING OUT	14	35
FULL DUTY	SHERIFF'S OFFICE	4/27/2017	DERANGEMENT	RAN ON UNEVEN GROUND	24	23

38

58

Report as of 3-5-18

Injury Report for JANUARY 2018

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
2-Jan	SLIP/FALL ON ICE	TENDINITIS	AT A RESIDENCE	UNSAFE WALKING SURFACE (NON-COUNTY)	NORMAL	WEATHER (ICE)	USE CARE, SHOE SPIKES WHEN POSSIBLE	Claim
3-Jan	COMMUNICABLE ILLNESS	EXPOSURE	CASES REPORTED BY INFIRMARY	NORMAL	NORMAL	NONE	REMINDER TO ALL EMPLOYEES OF UNIVERSAL PRECAUTIONS	Claim
3-Jan	MVA	STRAIN	RAMMED BY FLEEING SUSPECT	NORMAL	NORMAL	ACT OF OTHERS	NONE	Claim
3-Jan	ASSISTED A CLIENT	STRAIN	FALLING CLIENT	NORMAL	NORMAL	NONE	TRAINING ON LIFTING	IO
8-Jan	FALL DOWN STEPS	STRAIN	UNKNOWN	NORMAL	UNKNOWN	NONE	USE CARE, HOLD ONTO HANDRAIL	IO
12-Jan	STEPPED IN HOLE	STRAIN	GETTING OUT OF VEHICLE	UNEVEN WALKING SURFACE (NON-COUNTY)	NORMAL	INATTENTION	PARK ON FLAT SURFACE - AWARENESS OF SURROUNDINGS	Claim
17-Jan	MVA	STRAIN, SPRAIN, CONTUSION	MOTORCYCLE HIT RUT IN ROAD & FELL	NORMAL	NORMAL	NONE	AWARENESS OF SURROUNDINGS	Claim
18-Jan	DIGGING	STRAIN	DIGGING CONCRETE OUT OF A POST HOLE	NORMAL	NORMAL	NONE	REMINDER OF PROPER TECHNIQUE	IO
24-Jan	ALTERCATION	SPRAIN	ESCORTING INMATE	NORMAL	NORMAL	ACT OF OTHERS	NONE	Claim
24-Jan	SHARP EDGE ON A DEVICE	LACERATION	INSPECTING ITEM BY TOUCH SINCE IT IS VISUALLY CONCEALED	NORMAL	NORMAL	NONE	DEPARTMENT CONSIDERING OPTIONS	IO
25-Jan	ALTERCATION	CONCUSSION	RESTRAINING INMATE	NORMAL	NORMAL	ACT OF OTHERS	NONE	Claim
25-Jan	SLIP/FALL ON ICE	CONTUSIONS	GETTING OUT OF VEHICLE	UNSAFE WALKING SURFACE (COUNTY)	NORMAL	WEATHER (ICE)	HOLD ONTO FRAME OF VEHICLE, USE CARE	Claim
25-Jan	SLIP/FALL ON ICE	CONTUSIONS	GETTING OUT OF VEHICLE	UNSAFE WALKING SURFACE (COUNTY)	NORMAL	WEATHER (ICE)	HOLD ONTO FRAME OF VEHICLE, USE CARE	IO
26-Jan	TRIP/FALL	SPRAIN	SHOE CAUGHT ON CARPET	NORMAL	NORMAL	ATHLETIC SHOES	EE SAID WILL NOT WEAR THOSE SHOES AGAIN	Claim
31-Jan	TRAINING	SPRAIN	JUMPED FROM HEIGHT IN OBSTACLE COURSE	NORMAL	UNSAFE MANEUVER	APPROX. 5 FOOT HEIGHT	INSTRUCTION GIVEN TO RECRUITS	Claim

CLAIMS 10
 INCIDENTS 5
 TOTAL 15

Report as of 3-5-18

FEBRUARY 2018

Injury Report for

DATE	INCIDENT	INJURY	CAUSE	HAZARDOUS CONDITION	UNSAFE ACT	CONTRIBUTING FACTOR	CORRECTIVE ACTION	CLAIM or INCIDENT
4-Feb	EMERGENCY ACTION	PSYCHOLOGICAL	VIOLENT ASSAILANT HANDLE OF BAG	NORMAL	NORMAL	ACT OF OTHERS	NONE	4 IOS
6-Feb	FIRE EXTINGUISHER DISCHARGED	CHEMICAL EXPOSURE	BEING PUSHED INTO A VEHICLE PULLED THE FIRE EXT LEVER	IMPROPER STORAGE, UNSECURED EQUIPMENT (PIN ALREADY PULLED)	UNSAFE MANEUVER	ACT OF OTHERS	POOR MOUNTING LOCATION, CORRECTIONS TO SAFETY PINS, CHECK EQUIPMENT	Claim
6-Feb	DESCENDING STAIRS	SPRAIN	ROLLED ANKLE ON STEP	NORMAL	UNSAFE BODY POSITION	NONE	USE CARE, HOLD ONTO HANDRAIL	Claim
7-Feb	EXPOSURE TO BIOHAZARDS	EXPOSURE	CONTAMINATED RESIDENCE	UNSAFE ENVIRONMENT (NON-County)	NORMAL	ACT OF OTHERS	WEAR PPE WHEN POSSIBLE	4 IOS
8-Feb	TRAINING	STRAIN	DT MANEUVERS	NORMAL	NORMAL	NONE	NONE	Claim
12-Feb	TRAINING	STRAIN, NUMB	DT MANEUVERS	NORMAL	NORMAL	NONE	NONE	Claim
13-Feb	MVA	STRAIN	STOPPING A DRUNK DRIVER	NORMAL	NORMAL	ACT OF OTHERS	NONE	2 Claims
13-Feb	TRIP/FALL UP STEPS	STRAIN, SCRAPES	WALKING UP STEPS	NORMAL	UNSAFE BODY POSITION	HURRYING TO ANSWER PHONE	USE CARE & SLOW DOWN USING STAIRS	IO
18-Feb	PULLED FORCEFULLY	STRAIN	STUCK CELL DOOR	STUCK DOOR	NORMAL	LACK OF MAINTENANCE?	CHECK/SERVICE DOOR EQUIPMENT BEING CHECKED / FIXED	Claim
20-Feb	LIFTED HEAVY RAMPS	STRAIN	PUTTING RAMPS ON TRAILER	UNKNOW	NORMAL	UNKNOW	CHECKED / FIXED	Claim
20-Feb	SLIP/FALL ON ICE	SPRAIN, STRAIN	AT A RESIDENCE	UNSAFE WALKING SURFACE (NON-COUNTY)	NORMAL	WEATHER (ICE)	USE CARE, SHOE SPIKES WHEN POSSIBLE	Claim
21-Feb	STRUCK AGAINST COUNTER	CONCUSSION	PUTTING PURSE AWAY	NORMAL	UNSAFE BODY POSITION		AWARENESS OF SURROUNDINGS, PUT ITEMS IN ANOTHER PLACE	Claim
21-Feb	STUMBLE/FALL	NONE	LEG "GAVE OUT"	NORMAL	NORMAL	NONE	NONE	IO
24-Feb	CAUGHT IN DRAWER	CONTUSION	DRAWER CLOSED QUICKLY	NORMAL	UNSAFE BODY POSITION	NONE	OPEN DRAWER WIDER DEPARTMENT UNABLE TO IDENTIFY WHERE	IO
28-Feb	EXPOSURE TO CHEMICALS	BURNING FEELING ON SKIN	CHEMICALS USED IN THE AREA	UNKNOW	UNKNOW	UNKNOW	EXPOSURE TOOK PLACE - CONSIDERING CONTROLS	IO

CLAIMS 10
 INCIDENTS 12
 TOTAL 22

FY18 as of 2-28-18

as of 3-5-18

FY17 7-1-16 thru 2-28-17

as of 3-5-18

DEPARTMENT	CLAIMS	INCIDENTS	TOTAL	CLAIMS	INCIDENTS	TOTAL
Alternative Sentencing			0			0
Animal Services	4	6	10	8	4	12
Assessors			0	1		1
Building & Safety			0			0
Crime Lab	2	4	6		1	1
Clerks Office	1		1			0
Comptrollers			0			0
CSD - Facilities & Admin	1	3	4		2	2
District Attorneys	1	1	2		3	3
District Court	3	1	4	3	1	4
Equipment Services			0	2		2
Flood			0			0
Health	3		3	3	1	4
Human Resources			0	1		1
Human Services	9	3	12	8	3	11
Juvenile Services	6		6	7	2	9
Libraries	3	4	7		3	3
Managers Office	2		2	2		2
Medical Examiner		2	2	5	1	6
Parks	1		1	3		3
Public Administrator			0	1		1
Public Defender			0			0
Recorders Office	1		1	1	1	2
Registrar of Voters			0			0
Reno Justice Court		1	1			0
Roads	2	1	3	9	2	11
Senior Services			0			0
Sheriffs Office	70	37	107	94	29	123
Sparks Justice Court			0	1		1
Technology Services			0	3	1	4
Treasurers			0			
Water	1		1	2		2
TOTALS	110	63	173	154	54	208

Washoe County Safety Committee Meeting of 3-15-18 - Page 8 of 22

**FY COMPARISON
as of 3-5-18**

	FY14				FY15				FY16				FY17				FY18			
	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED	CLAIMS	IR'S	TOTAL	DENIED
JULY	17	19	36	1	17	6	23	2	12	12	24	2	17	6	23	1	8	12	20	1
AUG	16	5	21	3	10	12	22	3	22	13	35	1	22	5	27	5	19	7	26	3
SEPT	18	8	26	6	19	15	34	2	18	8	26	1	18	12	30	1	14	6	20	4
OCT	21	11	32	2	22	7	29	2	15	7	22	0	15	5	20	2	17	7	24	2
NOV	17	9	26	1	12	11	23	2	15	4	19	3	14	3	17	3	15	12	27	7
DEC	14	5	19	1	14	10	24	2	18	9	27	2	22	8	30	6	17	2	19	1
JAN	27	10	37	3	16	8	24	4	23	22	45	5	24	10	34	1	10	5	15	0
FEB	11	12	23	3	18	6	24	2	17	21	38	0	22	5	27	3	10	12	22	0
MAR	15	12	27	1	22	8	30	2	15	18	33	4	18	10	28	4				
APR	19	5	24	5	18	8	26	6	18	11	29	3	12	11	23	1				
MAY	18	8	26	4	16	9	25	3	20	3	23	4	13	8	21	1				
JUN	13	7	20	0	11	12	23	2	13	8	21	3	14	4	18	2				
	206	111	317	30	195	112	307	32	206	136	342	28	211	87	298	30	110	63	173	18

8 MTHS 220 203 236 208 173

Location:

Date of Inspection:

Participants:

Number of employees:

NOTES

POSTINGS		
Worker's Compensation		
OSHA		
Medical facility for work related inj/ill		
Emergency contacts		
Evacuation map - muster points		
Special permits		
EMERGENCY SITUATIONS		
Emergency Action Plan current		
Lights: operational & unobstructed		
Fire extinguishers: 75 ft, annual check, in green, unobstructed		
Extinguishing system: in good repair, unobstructed		
Alarms: unobstructed		
AED / First Aid / BBP kits		
Sharps containers		
BUILDING		
Flooring: in good condition		
Ceiling/walls: in good condition		
Doors: in good condition		
Windows: in good condition		
Stairs: lit/railed and in good condition		
Walkways: clear, lit & in good condition		
Ladders: in good condition		
Exterior: in good condition		
Storage areas: in good condition		
Generator secure (address fuel storage)		
Noise issues: type, duration, testing, PPE		
Confined space		
Food services		
No sharp edges observed		
Electrical panels clear & marked		
Outlets & cords in good repair		
Outlets & cords used properly		
Heating/cooling/ventilation system working		
Good general housekeeping & maintenance		
CHEMICALS		
Inventory of chemicals online		
Secondary containers labeled properly		
Proper storage and spill procedures		
PPE signs & PPE available		
TOOLS		
Guards in place & in good repair		
PPE signs & PPE available		
Cords in good repair		
Chairs in good repair		
POWERED INDUSTRIAL TRUCKS		
Equipment & power stored properly		

Equipment in good condition		
PPE signs & PPE available		
OTHER		
New Employee Safety checklist being used		
Dept safety committee-rules-meetings		
Safe behaviors observed		

ADDITIONAL INFORMATION

DRIVER POLICY ~~TO REPLACE DRIVER SELECTION AND TRAINING POLICY~~

General Statement of Policy

It is expected that persons who drive a vehicle on behalf of Washoe County will operate vehicles in a safe and lawful manner and maintain a good driving record.

The operation of vehicles is indispensable in conducting County business. The manner in which each vehicle is used directly affects Washoe County. Lives are at stake, and vehicle collisions are potentially the most costly losses we can incur when property damage, injuries, fatalities, and liability suits are taken into consideration.

Any persons, whether an employee, volunteer, or other BCC approved driver, who may at any time be charged with ~~is to driving~~ a County vehicle, or their personal vehicle to conduct County business, ~~they~~ are covered under this Policy. They will hereafter be referred to as "County Drivers". Sworn officers of the Washoe County Sheriff's Office, and their Volunteer affiliates, are subject to the procedures established by the Sheriff's Office.

For our purposes, "Vehicles" are defined as any motorized device used for transporting people or goods and will include, but not be limited to, cars, vans, busses, trucks, off road vehicles, powered industrial trucks, and equipment used for the maintenance of roads, grounds, and facilities.

~~Employees~~ County Drivers with Class A or Class B licenses and who operate County vehicles within those categories are to abide by the requirements of this Policy as well as Department of Transportation regulations and any other requirements for Commercial Drivers. ~~Employees~~ County Drivers who drive equipment, either on or off recognized roadways, are covered under this policy.

Although it is legal in Nevada to use a hands-free communication device while driving, County Drivers are prohibited from talking on a cell phone (Hands Free or Not) or using other communication or electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, iPods, MP3, GPS devices units, laptop or other computers, etc.

Departments may make exceptions to allow the use of radios or hands free devices under certain circumstances (i.e. emergency response). Department Heads must establish the criteria when communication or other electronic devices may be used and notify those affected ~~employees~~ County Drivers through written documentation ~~or~~ when the exception(s) may be made. Completion of the COMMUNICATION / ELECTRONIC DEVICE USE form to document the departments exceptions and instructions is required.

Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Consumption of alcohol or a controlled substance anytime immediately prior to, or during the workday, is unacceptable whether the individual is impaired or not. Prescription medication is to be monitored by County Drivers to ensure they are safe to operate motor vehicles.

PURPOSE

This policy was created to:

- Notify County Drivers ~~what~~ **of the** standards ~~are~~ required to be allowed to operate a vehicle while conducting County business and inform County Drivers that action(s) may be taken for failure to maintain acceptable driving standards
- Notify County Drivers that driving records will be obtained, reviewed, and retained
- Specify responsibilities

SECTION 1. Responsibility

This policy shall be the joint responsibility of the Board of County Commissioners, County Manager, Department Heads or designees, County Drivers, Safety Committee, Human Resources, and Risk Management.

The Board of County Commissioners will:

- Provide authorization to the responsible parties to perform actions under this policy

The County Manager is responsible for:

- The leadership of this County Policy
- Initiating and directing actions to be taken by County employees

Department Management will:

- ~~select County Drivers based on essential job functions, and department needs~~
- ensure that documentation is submitted to **Risk Management in order to** request driving records of County Drivers within their area
- arrange for **all employees, volunteers, and BCC approved drivers within their areas** to attend Defensive Driving training
- take prompt, appropriate action whenever they are notified of circumstances which may affect a person's ability to be a County Driver

County Drivers will:

- adhere to the Driver Policy and the Communication / Electronic Device Use directives
- immediately notify their department head whenever there is a situation which may affect their ability to operate a vehicle or be a County Driver, which includes, but is not limited to; a citation either during or off work hours that results in a suspension, cancellation or revocation of license, or a medical condition or use of a prescription medication which could impair the drivers ability to safely operate a vehicle

Risk Management will:

- Conduct, or arrange for, Defensive Driving courses

- Request and review driving records from the Nevada Department of Motor Vehicles (DMV)
- Provide information to other responsible parties as indicated within this Policy

Human Resources will:

- Identify driving activities as essential functions
- Assist department management with employment issues as needed

The Safety Committee will:

- establish standards for County Drivers
- review accident reports and related information and provide recommendations as requested
- Review the Driver Policy and referenced forms annually and update as needed

SECTION 2. Drivers Training

Employees **County Drivers** are required to participate in a County held Defensive Driving class within three (3) months of their hire date into a position where they will be a County Driver and attend Defensive Driving classes once every three (3) years thereafter ~~if still~~ **while** conducting activities as a County Driver, as well as periodic refreshers when directed by their Department Management.

Alternative Defensive Driving classes, may be approved by Risk Management in place of the County's Defensive Driving class.

County Drivers who complete a County Defensive Driving class, and have not been referred to classroom style refresher training by their Department Management, may conduct their refresher training by completing an on-line course as designated by Washoe County Risk Management. The Certificate of Completion must be submitted to Risk Management in order to show compliance with this requirement.

Departments may allow new employees to drive on behalf of the County prior to them completing their initial training.

SECTION 3. Standards for County Drivers

County Drivers are required to meet the following criteria:

- Possess a valid Nevada drivers license for the proper class vehicle(s) they are operating, or in the case of an employee who resides in an adjoining state, a valid drivers license of the proper class from that state.
- Pass valid eye tests and physical examinations when a question of fitness to drive arises.
- Pass Defensive Driving courses.
- Demonstrate familiarity and safe driving actions with the type of vehicles assigned. Supervisors, or their designee, may conduct a ride along with the employee in order to assess the County Drivers ability to correctly and safely perform tasks.

- Demonstrate their ability to safely and lawfully operate vehicles. Information to determine their ability to safely and lawfully operate vehicles may be obtained from their own admission, doctor reports, notice of accidents/incidents/citations, driving record reports, and/or witnessed driving actions. Violations as identified in Section 5 of this policy may lead to an employee not meeting the demonstration of their ability to safely and lawfully operate vehicles.

SECTION 4. Driving Records

County Drivers must complete an AUTHORIZATION TO REQUEST DRIVING RECORD Form after being offered employment, and every three (3) years while continuing to drive on behalf of the County, and upon the Department Head, Risk Management, or the Safety Committee's request.

Should a person possess a drivers license from a state other than Nevada, or possess a Nevada drivers license for less than three (3) years, that person will obtain and present a copy of their three (3) year driving record from the state(s) of licensure to their department head within thirty (30) days from request.

The department will ensure the AUTHORIZATION TO REQUEST DRIVING RECORD forms are completed at least every three years and will review the information provided by the employee, as well as any out-of-state driving records, to ensure they meet the standards for County Drivers prior to forwarding the form to Risk Management. Departments may allow new employees to drive on behalf of the County prior to receipt of the driving record report from DMV.

Risk Management will request drivers record reports from Nevada DMV and review the report when received. Findings on the report showing violations that are identified within this Policy will be forwarded to the department head.

The department will compare the form and report with the standards established in this Policy and the department head will take appropriate hiring action or employment action as needed.

Completed AUTHORIZATION TO REQUEST DRIVING RECORD forms and the DMV driving record reports will be maintained by Risk Management for three (3) years from the report date.

SECTION 5. Driving Record Review & Appropriate County Action

Unsafe or unlawful actions, as may be found on driving record reports, may be grounds for denying employment to a prospective employee or for employee counseling, training, or other corrective measures.

No person will be allowed to drive as a County Driver if they have a currently suspended, canceled or revoked license. Proof of license reinstatement must be provided to the Department Head and Risk Management. County Drivers will not drive on County business until the department head authorizes, in writing, that the employee may operate a vehicle on County business.

County Drivers shall inform their department head within seven (7) calendar days of any citations or convictions for offenses which result in revocation or suspension of their license, or an accumulation of **eight (8)** demerit points within the past **twelve (12)** month period.

Department heads will take appropriate action when advised of citations or convictions, including but not limited to, any of the following, whether as a result of personal activities or while driving on County business:

Suspended, canceled or revoked license;

Manslaughter as a result of operating a vehicle;

Driving under the influence of, or impaired by alcohol, a controlled substance or other drug;

Failure to stop, failure to give information or failure to render assistance in the event of an accident;

Reckless, aggressive, careless or imprudent driving;

Passing a school bus while loading or unloading passengers;

Speed contest, drag racing or exhibition of speed;

Accumulation of demerit points as defined by Nevada laws totaling 8 or more points in the past 12 month period; or,

Failure to have a valid license for the class of vehicle operated

Department Heads will counsel County Drivers upon notification that the following have occurred within the past 12 months **of the date of the DMV report or Washoe County reports:**

Three or more moving violations

Two or more moving violations, in combination with an at-fault accident

Two or more at-fault **or preventable** accidents

Sustained complaints on driver activities due to separate incidents

Any moving violation that occurs while on County business

SECTION 6. Accident Review

Risk Management investigates each incident involving a County vehicle to determine if the incident was preventable or non-preventable. The goal is to provide recommendations on how to prevent similar incidents.

“Preventable” means any incident where the County Driver’s actions, or failure to act, contributed to the incident.

“Non-Preventable” means any incident where the County Driver operated the vehicle as safely as possible under the conditions existing at the time of the incident, whose actions or inactions were not the cause of the incident, and the driver did not violate any law or ordinance which contributed to the incident.

At Risk Management’s discretion, reports of significant preventable incidents may be made available to the County Safety Committee for review. Based on the facts of the incident, and/or the employee’s driving record, the Safety Committee may make recommendations for counseling, training, or corrective measures to the Department or Division Head that shall be recorded in the employee’s personnel file.

AUTHORIZATION TO REQUEST DRIVING RECORD

Name _____ Driver's License # _____
PLEASE PRINT (last) (first) (middle) State where license issued _____

Address _____
(street) (city) (state) (zip)

Job Title/Department _____ Hire Date _____

Vehicles driven for County business (circle all that apply) car van truck (type) _____ other (identify) _____

Driving Record

1. At-fault accidents for the past three years. Check here if None ()

Date Description and citations issued

2. Moving violations or convictions (exclude parking tickets) for the past three years. Check here if None ()

Date Description and citations issued

3. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes _____ No _____
If yes, please explain below.

4. Has any driver's license, permit, or privilege ever been suspended or revoked? Yes _____ No _____
If yes, please explain below.

I authorize Washoe County to request and obtain information from the Department of Motor Vehicles pertaining to my driving record for the past three (3) years. Information obtained from a driving record report will be used to determine my ability to drive for the County according to the acceptable driving standards within the Driver Policy, and may affect my employment.

I hereby certify that the foregoing information is true and correct to the best of my belief. I understand that falsification of any information may be grounds for denial of employment, my ability to drive on County business, or disciplinary action up to and including termination of employment, if employed.

A copy of the driving record report, may be made available to my Department Head, or designee, Risk Management, the Safety Committee, and/or Human Resources, will be retained by the County, and may be included in my personnel file. I have the ability to receive a copy of the driving record report by indicating below.

___ Yes, provide me a copy of the report obtained from the Department of Motor Vehicles
___ No, I am not requesting a copy of the report obtained from the Department of Motor Vehicles at this time

Signed _____ Date _____

COMMUNICATION / ELECTRONIC DEVICE USE

A goal of Washoe County is to prevent incidents that could result in personal injury or property damage. This is a supporting document to the Driver Policy.

Any activity that causes a person to lose focus on the task of driving vehicles, or operating equipment, is considered a distraction. Distractions must be controlled while employees are driving any class of vehicles or equipment on or off roadways. The term "equipment" for purposes of this document will refer to equipment being driven or directly operated by employees, which will include, but not be limited to, forklifts, backhoes, tractors, loaders, cranes, lift trucks, lawnmowers, etc.

Although it is legal in Nevada to use a hands-free communication device while driving, the Washoe County Driver Policy prohibits the use of communication and electronic devices while driving. The directive is to make or take calls and manipulate controls of electronic devices when the vehicle is stopped and out of a lane of traffic **or actively involved in a job task**. Communication devices include cell phones, two way radios, satellite radios, etc. Other electronic devices that may lead to distraction include, but are not limited to, radio/CD players, iPods, MP3, GPS units, laptop or other computers, etc.

Some job positions or tasks require the use of communication or electronic devices while driving in order to complete County objectives. Examples would be Sheriff's Office and Animal Services personnel who are responding ~~on~~ **to** official business. Universal exceptions may be made by departments for those situations.

Department Heads may make exceptions to allow their employees to use communication or electronic devices while driving vehicles or operating equipment under certain circumstances. Those circumstances are to be documented on the attached form. Use of communication or electronic devices while driving or operating equipment will not be allowed unless specifically documented by the department.

Any exceptions given by departments will NOT include texting while driving, which is against Nevada law and strictly prohibited at all times and under all circumstances.

Department management is responsible for determining when exceptions may be made to allow for communication or other electronic devices to be used when driving or operating equipment, completion of the Communication / Electronic Device Use Form, training for their employees, and monitoring and enforcing the Driver Policy and Communication / Electronic Device Use form for their department.

Employees are responsible for reading and acknowledging receipt of the Drivers Policy and the Communication / Electronic Device Use form and complying with the directions of the County and their department.

DRAFT

COMMUNICATION / ELECTRONIC DEVICE USE FORM

WASHOE COUNTY _____ DEPARTMENT

The above department has determined that the following situations may require employees to use communication and/or other electronic devices while driving or operating motorized equipment. Unless specifically annotated on this form, and properly signed and dated by the Department Head (or designee), use of communication or other electronic devices while driving or operating motorized equipment is prohibited.

1. Cell phones / satellite phones may be used in the following circumstances:

NOTE:
Calls are limited to those requiring an immediate decision or attention in response to County business only. Duration of calls are to be kept to a minimum. Personal calls do not fall under this exception and are not allowed while driving or operating equipment. A hands free device shall be used whenever possible.

2. Communication radios may be used in the following circumstances:

NOTE:
Washoe County’s two way radio system is recommended for communication of work related issues. They should not be used in heavy traffic conditions, while navigating intersections, or in school zones. Prior to use, stop the vehicle out of the path of traffic whenever possible.

3. Other electronic devices may be used in the following circumstances:

Radio / CD players / IPod / MP3: _____

GPS: _____

Laptop or other computers: _____

Other: _____

NOTE:
Devices placed in or around an ear that are not assigned for the job task can disrupt the ability to hear sounds such as sirens, horns, backup alarms, etc. and are considered a safety concern and are prohibited.

FORM COMPLETED BY (Print Name): _____

POSITION: _____

DATE: _____

SIGNATURE: _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ, RECEIVED TRAINING, AND UNDERSTAND THE DRIVERS POLICY AND THE COMMUNICATION /ELECTRONIC DEVICE USE DIRECTIVE OF THE WASHOE COUNTY _____ DEPARTMENT. I HAVE BEEN GIVEN **THE** OPPORTUNITY TO ASK QUESTIONS ABOUT THESE DOCUMENTS AND MY EXPECTED RESPONSIBILITIES AND UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FOLLOW THE REQUIREMENTS OF THESE DOCUMENTS.

Employee Name _____
(PRINT)

Signature _____ Date: _____

Supervisor or Trainer _____
(PRINT)

Signature _____ Date: _____