

DRIVER POLICY TO REPLACE DRIVER SELECTION AND TRAINING POLICY

General Statement of Policy

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. 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.

Whether an employee is to drive 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".

Employees with Class A or Class B licenses and 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 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 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). Departments must establish the criteria when communication or other electronic devices may be used and notify those affected employees through written documentation on 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 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 request driving records of County Drivers within their area
- arrange for employees 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 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 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.

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, 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 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.

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. Employees will not drive on County business until the department head authorizes, in writing, that the employee may operate a vehicle on County business.

Employees 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 8 demerit points within the past 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:

Three or more moving violations

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

Two or more at-fault 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.