

City of Richmond

Administrative Manual

SUBJECT: City Driving Standards and Vehicle Accidents

SECTION: General Administration

POLICY NUMBER: AP 108

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

I. Purpose

To establish safe driving standards for drivers of City vehicles and equipment, and standards regarding property damage for drivers of City vehicles.

II. Policy

It is the policy of the City of Richmond to reduce the exposure to accidents and adverse legal judgements by:

Identifying prospective employees whose driving record indicates they are likely to expose the City to unacceptable risks if allowed to operate City vehicles or equipment.

Identifying existing employees who have driving records falling outside standards.

Defining driver and City responsibilities for citations issued when an employee is using a City vehicle on City business.

Identifying and recognizing City drivers whose yearly driving records are unblemished.

Seat belts shall be worn by all persons riding in City vehicles.

Drivers of City vehicles are expected to comply with all motor vehicle laws.

In all cases, the City employee receiving an auto allowance, authorized for the exclusive use of a City vehicle or authorized for the intermittent use of a vehicle for business purposes must possess a valid California Driver's License, as verified by the Human Resources Management Department through a Department of Motor Vehicles report. All employees who are authorized to drive a City vehicle must notify the City within seventy-two hours should they

City of Richmond

Administrative Manual

SUBJECT: City Driving Standards and Vehicle Accidents

SECTION: General Administration

POLICY NUMBER: AP 108

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

have their license suspended or revoked. Employees found to be driving City vehicles without a valid driver's license will be subject to disciplinary action, up to and including termination of employment.

Employees whose positions require driving as a regular part of their work and who have their license suspended or revoked shall request from the courts or from the Department of Motor Vehicles a restricted driver's license that will enable them to drive to, from and while at work. Those employees who are unable to maintain their California driving privileges are subject to appropriate disciplinary action, up to and including termination of employment.

Employees with suspended or revoked licenses that have not received restricted driving privileges who drive on any City property (parking lots, parking buildings, roads, etc.) are also subject to appropriate disciplinary action, up to and including termination of employment.

Driving Standards

Use of City vehicle or authorization for an auto allowance will be reviewed when an employee's motor vehicle report or City property loss records indicate any of the following:

- A. Two moving violations within the preceding 12-month period or three within the previous three years.
- B. Committing any one of the following major traffic offenses during the preceding 12 months: driving while under the influence of intoxicants, hit and run, reckless driving, fleeing or trying to elude an officer, or driving while license suspended or revoked.
- C. Any two preventable accidents in the preceding 12 months or three in the preceding three years including those involving damage to City equipment, facilities, vehicles or non-owned property.
- D. Three non-preventable incidents in the preceding 12 months involving damage to City equipment, facilities, vehicles or non-owned property.

City of Richmond

Administrative Manual

SUBJECT: City Driving Standards and Vehicle Accidents

SECTION: General Administration

POLICY NUMBER: AP 108

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

Since some departments require more stringent driving standards, departments may impose additional requirements.

A panel established by the City Safety Committee will review all vehicle accident reports and make a preventable or non-preventable determination. A “preventable” accident is one in which the driver failed to do everything reasonably necessary to prevent the accident.

Note: If apparatus is being utilized as equipment rather than in a vehicular manner (e.g.; if a bucket boom is damaged or causes damage during operations), it should not be considered a vehicle accident. A report and review of the incident is still required.

Accident/Incident/Damage Reports

All City employees who observe an accident involving City employees or equipment shall immediately report the accident to the Office of Risk Management and shall:

- A. Fill out an Accident/Incident/Damage Report (Exhibit AP 108-1). File the report with the City Attorney with a copy to the Office of Risk Management.
- B. If an eye-witness to the cause of the damage, record any license numbers or other information relevant to identifying the persons causing the damage.
- C. Where practical, call any person available to take pictures of the accident [supervisor, Safety Administrator (AP 453) or Risk Manager (AP 401)].
- D. The Accident/Incident/Damage Report contains the following, where applicable:
 1. Auto license numbers
 2. Driver’s license numbers
 3. Description of damage and diagram
 4. Location and diagram
 5. Date and time of accident and/or observation
 6. Names and addresses of witnesses

City of Richmond

Administrative Manual

SUBJECT: City Driving Standards and Vehicle Accidents

SECTION: General Administration

POLICY NUMBER: AP 108

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

7. Names and addresses of persons, and their employers, causing damage
8. Name of persons and/or identity of property injured
9. Employer of person and/or owner of property injured
10. Insurance
11. Police report reference number.

Driver Incentive Program

The panel established by the City Safety Committee for review of all vehicle accident reports for preventable or non-preventable determination will coordinate annual (calendar year) "Safe Driver" recognition. Employees with any City-identified accident or DMV-identified accident or citation conviction will not be eligible for recognition. The Office of Risk Management will assist the panel in identifying drivers eligible for the recognition. Final approval of the recognition proposal will be made by the City Safety Committee at its March meeting.

Disciplinary Action

The Human Resources Management Department must be consulted before implementation of any disciplinary action. The specific action taken will depend upon the severity of the infractions, the degree of the employee's driving/non-driving responsibilities and the employee's past experience while driving on the job. Disciplinary action may be up to and including termination.

Citations

Follow the procedures listed below regarding the payment and handling of citations issued when using City vehicles:

A. Moving Violations

City of Richmond

Administrative Manual

SUBJECT: City Driving Standards and Vehicle Accidents

SECTION: General Administration

POLICY NUMBER: AP 108

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

Moving violations are clearly within the control of the driver of the vehicle, and the employee shall be responsible for payment of any and all fines, or other charges.

B. Parking Citations

1. Responsibility for payment of parking citations may rest either with the driver or the City depending on the circumstances of each case. For example, when the employee is unavoidably detained in a lengthy meeting on City business, the City will pay for the citation. On the other hand, when an employee parks in a “No Parking” zone simply for convenience, the employee will be responsible to pay for the citation. A determination will be made by the department director based on a written explanation by the employee.
2. In cases where an illegally parked City vehicle is towed, the employee shall pay the towing charges and any related storage charges. Reimbursement of such charges may be approved only if written explanation clearly shows the towing was a result of City business and was unavoidable.
3. Parking or miscellaneous citations deemed to be City responsibility shall be paid for by the City after the employee fills out a Travel Expense Report (Exhibit AP 508-A) and it has been approved by the respective department director. The “Reason for Disbursement” section shall include an explanation of the reason why the City should pay.
4. If a parking citation is disregarded by a driver, the ticketing agency usually traces ownership through the State vehicle registration system, and then mails a copy of the citation to the City. The amount of the fine is then increased to pay for the additional agency expenses. In these cases, the driver will be traced through our car pool sign-out sheets. The driver shall be held responsible for the payment of any additional fees even if the original amount of the fine is determined to be a City responsibility.

C. Equipment Citations

City of Richmond

Administrative Manual

SUBJECT: City Driving Standards and Vehicle Accidents

SECTION: General Administration

POLICY NUMBER: AP 108

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

Equipment citations are the responsibility of the City and all associated charges shall be paid for by the City. All equipment citations shall be forwarded to the Finance Department Director along with a letter of transmittal providing any additional information not noted or clearly expressed on the face of the citation. It shall be the responsibility of the Public Services Department to repair the defect and, when necessary, to notify the appropriate authorities.

D. **Miscellaneous Citations**

Responsibility for payment of miscellaneous citations, such as for an overloaded truck or a poor fitting tailgate which allows material to fall onto the roadway, may rest either with the driver or the City, depending on the circumstances of each case. In general, City equipment drivers are expected to monitor the loading of their trucks and to check tailgates before driving on public streets.

III. **Procedure**

Human Resources Management Department shall establish procedures to screen the driving records of prospective employees who are required to have a valid driver's license at the time and for the duration of employment. Police and Fire Departments may establish their own procedures to screen the driving records of their prospective employees at the time and for the duration of employment. Any person who does not meet the Driving Standards criteria of this policy should be excluded from consideration from employment.

The Human Resources Management Department shall maintain an Authorized Drivers List (Exhibit AP 108-2) of all personnel authorized to use City vehicles or to drive their own vehicles on behalf of the City. This list will be reviewed annually to determine continued qualification. Department reports are available to directors and managers upon request.

The Human Resources Management Department shall provide to the Finance Department at least monthly a list of all personnel authorized for exclusive use of City vehicle assignments and authorized for the intermittent use of City pool vehicles. Employees wishing to utilize

City of Richmond

Administrative Manual

SUBJECT: City Driving Standards and Vehicle Accidents

SECTION: General Administration

POLICY NUMBER: AP 108

INITIAL DATE PREPARED: August 25, 1999

LAST DATE REVISED: August 25, 1999

pool cars must show their valid driver's licenses to the appropriate staff in charge of providing pool cars prior to usage.

The Human Resources Management Department shall utilize the Department of Motor Vehicles reports to monitor the validity and status of driver licenses for all employees authorized to use City vehicles or their personal vehicles for City business. Human Resources Management Department shall submit the names of employees found to have invalid or loss of driver licenses to the respective department directors for their information and subsequent action.

The Human Resources Management Department shall establish plans to make both remedial driving and defensive driving training accessible to City employees. Both programs will be available for referral by directors/managers for employees whose driving privileges are under review. The defensive driving training will be presented periodically to all City employees. Both programs may be voluntarily used by employees on an "as available" basis.