

CHAPTER 2 - EMPLOYMENT PROCEDURES

Subject:	Fleet Safety and Defensive Driver Training Program	A.R.	270
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		Revised:	Dec. 15, 2004 Sept. 3, 2014 Oct. 3, 2018
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Purpose:

This regulation establishes policies and procedures designed to ensure that all City of Anaheim employees, who drive as a part of their duties, hold a valid California driver's license and have completed a Defensive Driver Training Program.

It is the policy of the City of Anaheim that each department shall obtain the driving record of, and ensure that a valid license is held by, all employees required to drive City vehicles, equipment, or private vehicles on City business.

Procedures:

When an employee is assigned duties that require him/her to drive City vehicles, equipment, or private vehicles on City business, the responsible department shall submit the name and driver's license number to the Human Resources Department Risk Management Division. When an employee separates employment with the City of Anaheim, the responsible department shall provide the name of the departing employee to the Risk Management Division; at which time, Risk Management personnel will delete the employee from the DMV Employer Pull Notice Program.

Applicants:

At the time of hire, new hires shall be responsible for showing a valid driver's license in addition to his/her proof of identity and work authorization.

The Human Resources Department or the hiring department shall obtain the DMV report and evaluate each applicant's driving record according to the following guidelines:

1. Verify that the employee has a current valid California driver's license; and
2. Evaluate the number and type of listed traffic citations and accidents (if any) using the Driving Record Checklist.

A general disqualifying factor may include an applicant not having a valid driver's license for the class of vehicle to be used on the job. Department Heads may consider extenuating circumstances and approve any driving record review, provided there is a

reasonable explanation why an applicant did not meet all the criteria in the driving record checklist. Specific disqualifying factors for applicants are listed below:

Driving Record Checklist

Type of Violation	In the Last Three Years	In the Last Five Years
Reckless driving or other similar offense (e.g. careless driving)	Any Conviction	Two (2) or More Convictions
Any driving offense involving the use of drugs, alcohol, controlled substances, etc.	Any Conviction	Two (2) or More Convictions
All other moving violations (but not parking violations)	Three (3) or more Convictions (or more than One (1) conviction in the last 12 months)	*Five (5) or more Convictions
At-Fault accidents	Two (2) or more Convictions; or any at-fault accident resulting in a fatality.	Two (2) or more Convictions; or any at-fault accident resulting in a fatality.
Hit-And-Run offense	Any Conviction	Any Conviction

* Three (3) convictions for the same offense are disqualifying, as they indicate a pattern of inadequate responsibility and disregard for law and order which may affect safety.

In addition, employees currently in non-driving positions who apply for a new position which includes driving must qualify under the driving record checklist.

Current Employees:

An employee shall immediately notify his/her department of a suspension, revocation or other change in the status of their driver's license. Any violation of this Subsection may result in the imposition of disciplinary action, up to and including termination.

Any employee without a valid driver's license shall not drive a City vehicle or drive a private vehicle on City business. Any violation of this Subsection may result in the imposition of disciplinary action, up to and including termination. If an employee's driver's license is suspended, revoked or becomes invalid, the department may take any combination of the following actions:

1. Assign the employee to duties which do not require driving, to allow the employee an opportunity to seek the reinstatement of his/her driver's license. This assignment shall last a maximum period of four (4) months provided:
 - A. The employee can still perform the majority of their job duties; and

- B. There is minimal impact on the department's operations.
2. Place an employee on leave of absence without pay for up to a maximum of six (6) months from the date of the DMV report pending license reinstatement;

Any employee who is unable to obtain reinstatement of their driver's license within six (6) months may be subject to disciplinary action, up to and including termination.

Departments are to ensure that all employees who drive an average of more than once per month on City business attend an approved Defensive Driver Training course. Defensive driver training shall be attended upon being assigned driving duties and once every four (4) years thereafter. A two (2)-hour multimedia Defensive Driver Training course is available from Risk Management Division. Risk Management personnel will train "department trainers" or they will conduct such training, depending on their availability to do so. For specialized equipment or for emergency response vehicles, the operating department shall provide specific training to address the principles of defensive driving and the unique hazards associated with driving such vehicles.

Departments are required to maintain documentation of efforts to comply with this regulation.

Departments that operate commercial motor vehicles, as defined by the California Vehicle Code, are responsible for ensuring their employees have the appropriate class of driver license.

The Risk Management Division will distribute semi-annual vehicle accident reports. These statistical reports are designed to assist departments in tracking and evaluating vehicle safety and defensive driver training programs.

Each Department shall institute procedures for both reporting and evaluating all vehicle accidents. The form "Vehicle Accident Report" (RM-71) shall be completed and submitted to the Risk Management Division within forty-eight (48) hours of each accident. The Risk Management Division will make a determination of Accident Preventability for statistical purposes. Departments shall also determine if an accident was preventable and if disciplinary action and/or additional driver training is necessary. Any employee involved in more than one (1) preventable accident within a five (5)-year period, at a minimum shall either attend a defensive driver training refresher course offered by the Risk Management Division, or complete a safety ride-a-long with his/her supervisor, the department safety coordinator, or their designee. The purpose of the safety ride-a-long is to identify and provide recommendations to assist the employee to be a safer driver. Departments shall be responsible for determining if additional training is warranted based on the employee's driving record and the circumstances of the preventable accidents. The findings regarding accident preventability shall be reported to the Human Resources Risk Management Division.

Attachments: None