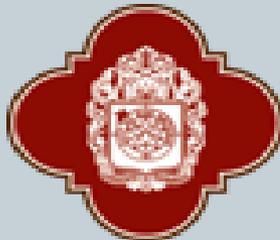


# AD 4.8 Driver Safety Program



**Finance Department  
Risk Management Division**



**CORE Values**

Teamwork • Integrity • Innovation • Professionalism

[www.sanantonio.gov/finance.aspx](http://www.sanantonio.gov/finance.aspx)

# Agenda

2

Purpose

Who Is Impacted

Impacted ADs

Key Changes

Driving Eligibility Criteria

Accident & Injury Review Board (ARB)

As A Reminder



# Purpose

3

Establishes

- Procedures for evaluating COSA (and prospective) employees who operate COSA equipment, vehicles, and privately-owned vehicles (POV) while conducting COSA business

Promotes

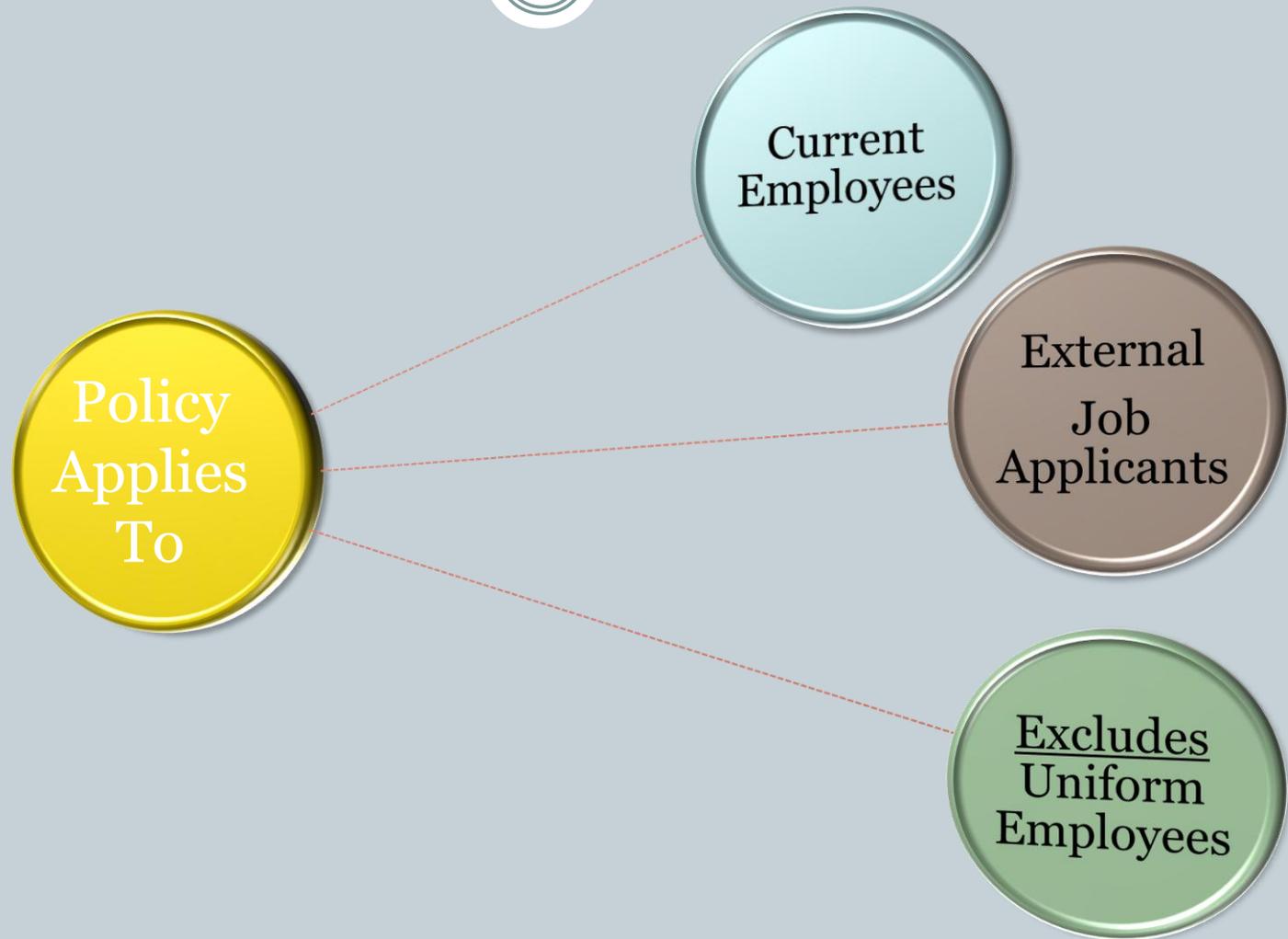
- An accident-free environment and minimize the loss of property

Ensures

- All vehicle operators are authorized, approved and licensed to drive

# Who Is Impacted

4



# Impacted ADs

5

AD 4.8

- City Driver Evaluation (6/9/1980)

AD 1.8

- City Vehicle Use (6/05/2002)

AD 4.3

- Alcohol and Controlled Substance Testing

# Key Changes

6

Revision Date – March 1, 2016

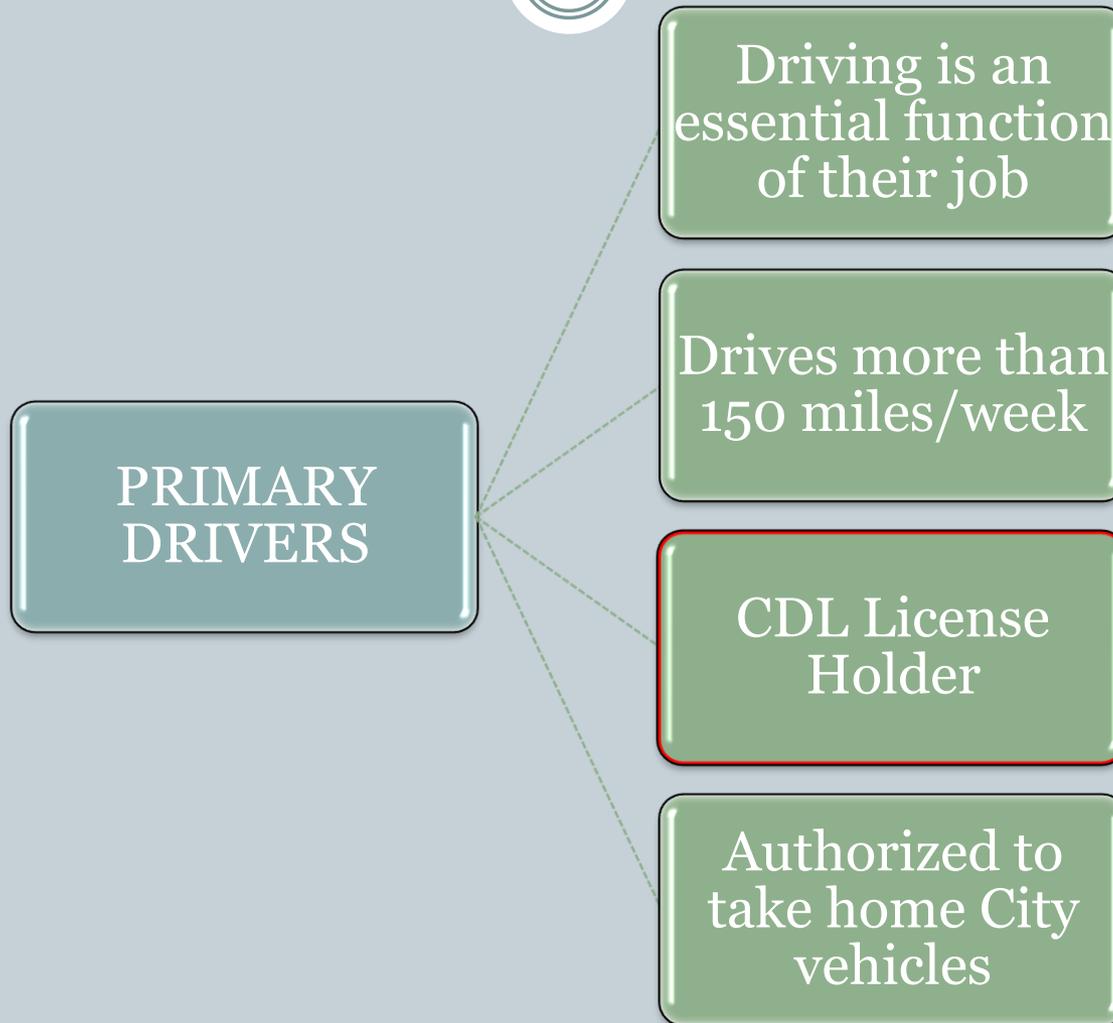
Renamed: *Driver Safety Program*

Occupational Licenses & Other Restrictive License  
Not Valid for City vehicle/equipment operations

DUI/DWI:  
Requires City Primary Driver (On or Off Duty) to be subject to termination

# Key Changes - cont'd

7



# Key Changes - cont'd

8

## Prospective Employees

Hired after effective date of AD must pass DOT physical upon hire and every 2 years thereafter

## Current Employees

Excluded from 2 year requirement unless transferring or promoting into a CDL position (after effective date of AD)

## Failed DOT Physicals

Applicants:  
Ineligible for hire.  
Current employees:  
Ineligible for promotion, transfer or to continue in CDL position

Mandatory DOT Physicals



# Vehicles Defined

9

Motor-driven/self-propelled with two or more wheels used to transport people or move other material from one location to another

May lack features customarily associated with safe and practical street/highway use

Regardless whether is required to be registered under State law

Does not include household style riding lawnmowers, self-propelled push mowers etc.

# Driving Eligibility Criteria

10

Criteria on initial and annual MVR check that would make an applicant or employee **ineligible** to drive on COSA business in any vehicle type:

1

- Operated or driven, or is found operating or driving a COSA-owned vehicle or equipment while intoxicated or under the influence of any alcohol or any illegal substance

2

- License is suspended or revoked or has a state-issued occupational or temporary driver's license prohibiting an employee from performing essential job functions

3

- Has a traffic-related arrest warrant

4

- Is under court-mandated restrictions such as a vehicle breathalyzer lock, Safety Responsibility (SR) 22, log book, etc.

# Driving Eligibility Criteria

11

5

- Received citations for three (3) or more moving violations, including seatbelts, over a one (1) year period, regardless of disposition, including dismissal pursuant to completion of probation or a plea bargain, except when adjudicated 'not guilty'

6

- Has 3 or more "at fault" accidents in past (2) years

7

- Has a DUI/DWI or controlled substance act offense conviction within the past three (3) years when DUI/DWI convictions occurred after the effective date of this AD

8

- Any combination of moving violations or "at fault" vehicle accidents that equals seven (7) or more in previous three (3) years

9

- A physical or mental limitation which may interfere with the ability to safely operate COSA vehicles

10

- A failed or refused alcohol or drug test

# Driving Eligibility Criteria

12

## Other Items of Importance:

11

- Current employees will be grandfathered. Only violations and convictions occurring after the effective date of this AD will be considered

12

- If an employee's non driving status precludes him from performing the essential function(s) of the job, he may be subject to termination

13

- Primary drivers, who due to the provisions of this AD, are ineligible to drive for a period exceeding 30 days will be subject to termination

# Accident & Injury Review Board (ARB)

13



## What is an ARB?

Board consisting of assistant director, managers, supervisors and non-management employees

Consistently review all vehicle collisions and workplace injuries in non uniform City departments

Determines preventability & assigns points related to the severity of vehicle accidents

- *COSA uses an ARB process to review all vehicle accidents and workplace injuries*
- *Includes the ARB points assessment*

# ARB - cont'd

14

## Points

### **1 Point Each:**

Preventable collision  
Unsafe backing  
Unsafe operation  
Cell phone use violation  
Citation at collision site  
Total damage to all property > \$1,500 but < \$5,000  
Bodily injury beyond first-aid to any person

### **2 Points:**

Damage to all property > \$5,000  
*OR*  
COSA vehicle a total loss

## \*Discipline

### **Non-Exempt Employees**

1-2 pts: Driver Safety Refresher Training and Employee Discussion Worksheet  
3-4 pts: Written Reprimand  
5-7 pts: 2 day Suspension  
8-9 pts: One Week Suspension  
10+ pts: Termination

### **Exempt Employees**

1-2 pts: Driver Safety Refresher Training and Employee Discussion Worksheet  
3-4 pts: Written Reprimand  
5-7 pts: 2<sup>nd</sup> Written Reprimand  
8-9 pts: One Week Suspension  
10+ pts: Termination

\*Accidents resulting in loss of life, gross negligence or property damage exceeding \$10,000 may also be subject to termination.

# ARB - cont'd

15



- Calculations are based on the accident date, not the Board's ruling



- You may appeal the Board's finding to your Director



- Points remain on employee's record for a 24 month rolling period



- Preventable injuries are not assigned points but will follow progressive discipline

# As A Reminder

16

Employees must have valid Texas Driver's License in possession at all times

Only authorized employees may operate COSA equipment & vehicles

Must comply with all laws, regulations, ADs, and COSA Safety Manual



# Questions?

17

