CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

TO: ALL HOLDERS OF ADMINISTRATIVE DIRECTIVES

FROM: Carl L. White, Director of Finance

COPIES TO:

SUBJECT: ADMINISTRATIVE DIRECTIVE 4.8 - CITY DRIVER EVALUATION

Date December 21, 1988

Because of an increasing number of incidents wherein City employees are operating City and/or privately owned vehicles (on City business) while their drivers license are SUSPENDED, it has become necessary to amend City A.D. 4.8. Therefore, paragraph B. 5. of A.D. 4.8 is changed to read:

> "Employees, and other persons, operating City vehicles or privately owned vehicles in the course of conducting official City business will operate such vehicles in a safe and prudent manner, and must report the suspension, cancellation and/or revocation of their driver's license IMMEDIATELY to their Immediate Supervisor, who shall assume the direct responsibility of informing the Division and Department Heads, and the Risk Management Safety Office (299-8707) of the status of the employee's drivers license. Under no circumstances shall the employee be permitted to operate a vehicle for the City UNTIL he/she has been re-authorized to do so through the procedures contained elsewhere in this directive.

This memorandum must be filed with each copy of A.D. 4.8, and its contents must be distributed to each City driver.

The effective date of this change shall be 30 days from the date of this memorandum.

EFFECTIVE DATE: June 9, 1980

REVISIONS DATES: April 1, 1987

SUBJECT: CITY DRIVER EVALUATION

A. To establish procedures necessary for evaluating the driving records of all employees, or other persons (interns and volunteers) who occasionally, or on a regular basis, drive City owned vehicles or their privately owned vehicles on official City Business.

To ensure that all employees, and other persons, operating vehicles in the course of conducting official City business are properly licensed by the State of Texas, and are authorized by the Personnel Department or the Risk Management Division to drive for the City.

To define the meaning of "vehicle" as used in the context of this Directive. Vehicle means any motorized self-propelling two, three, or four (or more) wheel vehicle operated on streets, roadways, highways, City Parks having streets and roadways, and other City Property (landfills, burn sites, etc.,) on which citizens operate private or commercial vehicles on a regular basis.

B. Responsibilities:

1. Each Department Head will insure departmental compliance with the provisions of this Administrative Directive.

2. The Personnel Department will be responsible for conducting Drive Evaluations on New Employees, and on Current Employees being promoted to a position requiring the employee to drive on City business.

3. The Risk Management Division of the Finance Department will be responsible for receiving and processing all driver Evaluation requests, other than those listed in paragraph 2. above.

4. Departments will forward two (2) copies of the Driver Evaluation and Traffic Check request form (see attach #1) to: "Risk Management Division, ATTN: Safety Office".

5. Employees, and other persons, operating City vehicles or privately owned vehicles in the course of conducting official City business will operate such vehicles in a safe and prudent manner. To do otherwise, will subject drivers to appropriate disciplinary action.

6. Other than Seasonal Employees and other short term persons, employees, and other persons, operating vehicles in the course of conducting City business must attend the National Safety Council's Defensive Driving Course (DDC) conducted by the City,

and shall attend other types of driver training as required or conducted by the City. All City drivers must attend the Defensive Driving Course every three (3) years, or sooner, if directed by the Department, Risk Management or City Management. Newly employed drivers, and all current City employees being assigned or promoted to driver status, must attend the Defensive Driving Course (DDC) as soon as possible, but not later than thirty (30) days after being authorized to drive on City business. Supervisors can schedule NEW drivers for DDC by calling the Risk Management Safety Office at 299-8702 or 8707.

7. Each Department, through whatever means deemed appropriate, shall ensure that each driver has a valid Texas Driver's License (or receipt therefor) appropriate for the type of vehicle to be operated. NOTE: See Attachment #2 to determine the appropriate type of license required. SPECIAL NOTE: If three (3) wheel vehicles are operated on the street (including large parks having streets and roadways), operators of such vehicles must have at least a CLASS "C" license and must be authorized to drive through the procedures of this Administrative Directive.

8. Each Department shall be responsible for the training required of any employee the department wishes to assign or promote to a driving status requiring a higher class driver's license; i.e., from Class "C" to "B" or "A" or Class "B" to"A". In either case, the driver trainee (while in training status) must be accompanied by a driver licensed in the Class in which the trainee is being trained.

9. Employees, or other persons, will not be permitted to drive for the City until the driver evaluation has been completed, and they have been authorized to drive by the Personnel Department (new hires and employees being promoted) or by the Risk Management Division, as appropriate.

C. Procedures

1. All City employees, potential City employees, or any other person whose position requires them to drive for the City must pass the driver evaluation criteria set forth below:

   a. Any City driver or potential City driver having three (3) or more moving traffic violation convictions (see attachment #3 for listing of violations) recorded against his/her driver's license by the Department of Public Safety (DPS), and/or the Municipal Court within one (1) year of the Date of the request for the driver evaluation will not be eligible to

drive for the City, unless otherwise covered by Paragraph 4.c. below. Such drivers will be reconsidered if they can provide written proof that they were not convicted, or, after six months. At which time, the applicant or employee may reapply and be eligible for another driver evaluation.

b. Any City driver or potential City driver having three (3) or more vehicle accidents, in which they were found to be at fault, recorded against his/her driver's license by DPS, and/or the Municipal Court, or on file in the employee's 201 File, and/or in the Risk Management files, within two (2) years of the date of the request for the driver evaluation, will not be eligible to drive for the City, unless otherwise covered by Paragraph 4.c. below. Such drivers will be reconsidered if they can provide written proof that they were not found at fault in enough of the accidents to reduce the number of accidents to two (2) or less. For current City drivers, the employee's Field 201 File and the Risk Management files can be used to help the employee provide the written proof. An ineligible driver may reapply and be reconsidered after six (6) months.

c. Any City driver, or potential City driver having seven (7) or more moving traffic violation convictions, or five (5) or more vehicle accidents in which they were at fault, in the past three (3) years (from the date of the evaluation request), will be considered as an "habitual offender" and will not be eligible to drive for the City, unless otherwise covered by paragraph 4.c. below. Habitual offenders may reapply and be reconsidered after six (6) months.

d. Any City driver, or potential City driver having an OUTSTANDING Department of Public Safety (DPS) and/or Municipal Court Arrest Warrant will not be eligible to drive for the City until written proof is provided to the Personnel Department or the Risk Management Safety Office, as appropriate, that the warrant has been cleared.

2. New Job Applicants:

a. All applicants applying for a position that requires driving a City vehicle or privately owned vehicle on City business will be advised by the Personnel Placement Officer, that being hired will be contingent upon passing the driver evaluation.

b. Personnel Placement Officers will ensure that the applicant has a current Texas driver's license and that it is appropriate for the type of vehicle that the employee will be operating.

c. The Department submitting the personnel requisition form will be responsible for indicating/listing the type/class of license required for the position to be filled.

3. Back-Up Drivers, Employees Promoted,or Assigned to Driver Status

a. Employees being considered as back-up drivers, for promotion to a driving position, or assigned to drive, must pass the driver evaluation before being permitted to drive.

b. The Department concerned must submit a Driver Evaluation and Traffic Check Form (see Attach #1) to the Risk Management Safety Office in order to initiate the driver evaluation check on all drivers except new hires and employees being promoted (see Paragraph B.2. above and 4.a. below).

4. Current City Drivers:

a. After the initial new hires or promotion evaluation by the Personnel Department, all City drivers will undergo an ANNUAL driver evaluation. Departments shall submit two (2) copies of the Driver Evaluation Request Form (see Attach #1) annually on the Employee's Performance Appraisal date.

b. The Risk Management Division of the Finance Department will:

1. Receive (from the Departments) and process all Annual and other Driver Evaluation requests except new hires and employees being promoted (see paragraph B.2. above)

2. Approve and return one (1) copy of the Evaluation Request to the Appropriate Department for those drivers passing the evaluation.

c. Current City drivers who do not meet the criteria setforth in paragraph C.1. above will be placed on six (6) months probationary driving status by the Director of Finance and the Appropriate Assistant City Manager.

d. Drivers being placed on probation will be so notified by receipt of the form letter shown in Attachment #4 of this directive.

e. Drivers placed on probation will be permitted to drive during the probation period, but must attend the City's next monthly Defensive Driving Course (DDC).
NOTE: Contact Risk Management Safety Office for course dates.

f. Upon completion of the probationary period, the Risk Management Division will automatically initiate a follow-up evaluation to determine if the driver can re-qualify.

g. If the follow-up evaluation reveals that the driver has not been convicted of any additional moving traffic violation, or has not been found at fault in a vehicle accident (whichever is appropriate) during the probationary period, the employee, the Department Head, and the Personnel Department will be notified by receipt of the form letter shown in Attachment #5 that the driver has been removed from probation and returned to normal driving status.

h. If the follow-up evaluation reveals that the driver has been convicted of another moving traffic violation, or was found at fault in a vehicle accident (whichever is appropriate) during the probationary period, the employee, the Department Head, and the Personnel Department will be notified by receipt of the form letter shown in Attachment #6 that the driver is NO LONGER AUTHORIZED to drive for the city, and that one of the following actions is required:

1. Demotion and transfer to a non-driving position in a job classification for which the employee is qualified, if any such positions are available. NOTE: As in any other change/transfer from one Job Classification to another, adjustment in wages will be made accordingly.

2. Possible termination of employment with the City.

EFFECTIVE DATE: June 9, 1980

REVISIONS DATES: April 1, 1987

SUBJECT: CITY DRIVER EVALUATION

D. Special Requirement:

In order to insure that all City drivers are aware of the importance of maintaining a good driving record,and the major points of this Administrative Directive, Departments will insure that a signed copy of the Certificate of Acknowledgement shown in Attachment # 8 is on file in each driver's Field 201 File, and that a copy is forwarded to the Personnel Department for the employee's Official 201 file.

E. Other Affected Directives:

This directive supersedes City Administrative Directive 4.61 - Proper Driver's License, Dated June 9, 1980.

CITY OF SAN ANTONIO

EMPLOYEE ACKNOWLEDGMENT FORM
FOR

ADMINISTRATIVE DIRECTIVE 4.8
City Driver Evaluation

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.8, City Driver Evaluation. I understand if I should have any questions I should contact my Human Resources Generalist.

_____	_____
Employee Name (Print)	Department
_____	_____
Employee Signature	SAP ID #

DRIVER EVALUATION AND TRAFFIC CHECK

(For Drivers Operating City and/or Privately Owned Vehicles On City Business)

Reference City Administrative Directive 4.8

SUBMIT TWO (2) COPIES TO:

Risk Management Division
Attn: Safety Office

Date of Request _____

FROM: _____
Department and Division

_____
Phone Number

Request: Driver Evaluation on:

_____
Driver's Name (typed or printed)

Reason: Annual _____

_____
Texas Driver's License Number

Special _____

_____
License Expiration Date

Assigned as Back-Up Driver_____

_____
Date of Birth

Assigned to Drive (No Promotion)_____

_____
Current Address

Confirmation for Promoted Driver ____

Transfer _____

Confirmation of New Hiree(driver)_____

_____
Department or Division

- -

FOR RISK MANAGEMENT USE ONLY

APPROVED TO DRIVE::::::: _____
Date

_____
Safety Coordinator
Risk Management Division

- -

Previous Editions of this form CANNOT BE USED...

(Obtain this Form from Central Stores)

Revised:: July 86

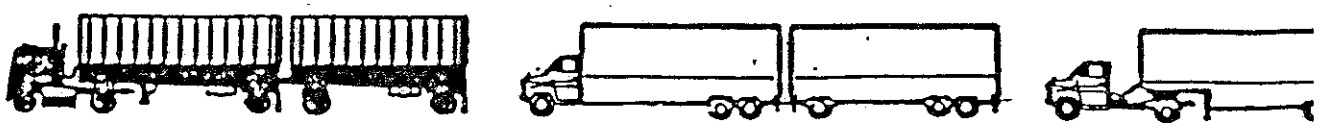
Attachment # 1 to A.D. 4.8

SCHEMATIC OF TEXAS CLASSIFIED LICENSING PLAN

CLASS

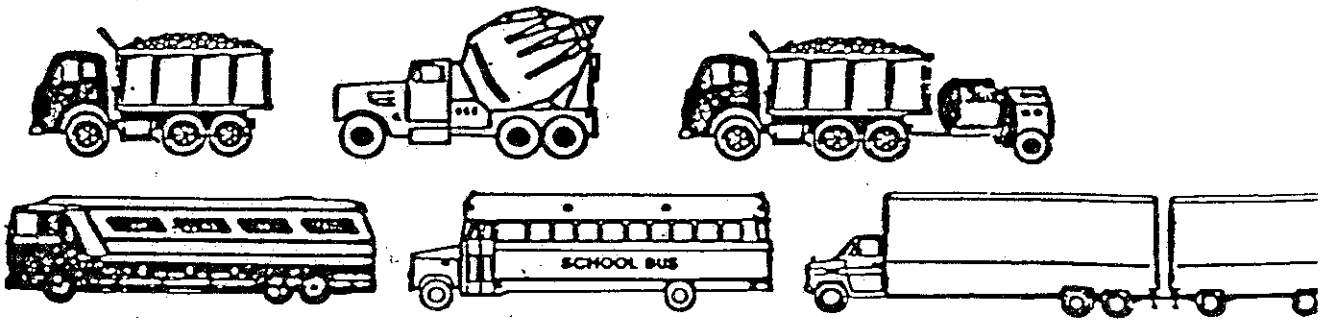
A

Any vehicle or combination of vehicles including all vehicles in Classes B and C, but excluding motorcycles or mopeds.



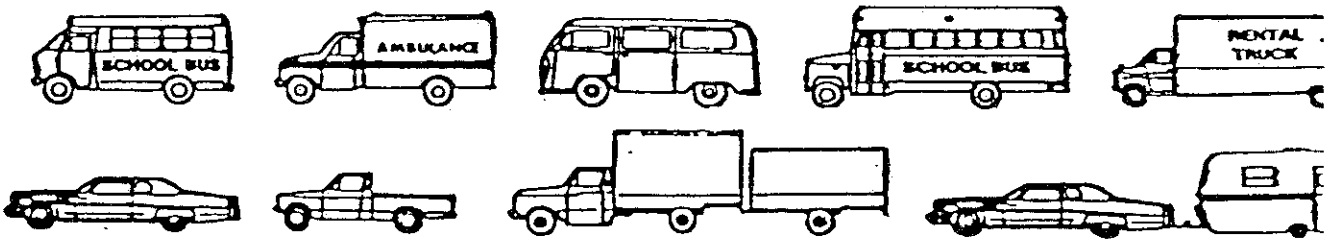
B

Any single vehicle with a gross vehicle weight exceeding 24,000 pounds or any such vehicle towing a vehicle not in excess of 10,000 pounds gross vehicle weight or any bus, including all vehicles in Class C but excluding motorcycles or mopeds.



C

Any two-axle single vehicle not in excess of 24,000 pounds gross vehicle weight or any such vehicle towing a vehicle not in excess of 10,000 pounds gross weight or a bus with a seating capacity of less than 24 passengers, but excluding motorcycles or mopeds.



M

Any motorcycle or moped.

Attachment # 2
A.D. 4.8

CODE NUMBERS OF MAJOR VIOLATIONS

CODE NO.	Hazardous Moving Violation
01	Exceeding Stated Speed Limit
02	Too Fast For Conditions (Unsafe)
03	Exceeding Speed Limit in School Zone
04	Speeding - Radar
05	Impeding Traffic or Drove Less Than Min. Auth. Speed
06	Disregard Stop Sign
07	Disregard Stop and Go Light
08	Disregard Other Traffic Signs & Signals
09	Failure to Yield Right of Way
10	Improper Turning
11	Wrong Side Not Passing or Wrong Way
12	Following Too Closely
13	Improper Overtaking
14	Failure to Signal or Improper Signal
15	Pulling Away (Started improperly from parked position)
16	Failed to Yield Right of Way to Pedestrian
17	Disregard Police Officer/Flagman/Other Auth.
18	Failed to Use Designated Slow Lane
19	Crossed Physical Barrier
20	Drove Onto/off Controlled Access Rd. Where Prohibited
21	Failed to Stop at RR Signal or Crossing Gate
22	Bus Failed to Stop at RR Crossing
23	Heavy Equipment Failed to Stop for RR Crossing
24	Failed to Stop - Leaving Alley or Private Driveway
25	Backed So As To Interfere, etc.,
26	Drove on Sidewalk or Cut Thru Driveway
27	Unsafe Behavior - Pedestrians
28	Disobeyed Police Officer
29	Failed To Yield
30	Disregarded Traffic Control Signal
31	Disregarded Pederstrian Control Signal
32	Crossed Between Intersection Where Prohibited
33	Walked in Roadway Where Sidewalks Provided
34	Other Hazardous Acts (DWI, DUI, etc.,)
	Other Violations
35	No Motor Vehicle Liability Insurance
39	Equipment Violation - Brakes
40	Equipment Violation - Lights
41	Equipment Violation - Signal Devices
44	Other Equipment Violations
46	Others

Attachment # 3 to A.D. 4.8

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

TO: _____

FROM: Carl L. White, Director of Finance

COPIES TO: See Distribution

SUBJECT: Driving Status of

Date _____

This letter is to inform you that a recent evaluation of your driving record revealed that you have exceeded the criteria/standards established in City Administrative Directive 4.8 - City Driver Evaluation.

CRITERIA/STANDARD EXCEEDED:

Based upon the findings of your evaluation, and in compliance with City Administrative Directive 4.8, EFFECTIVE WITH THE DATE YOU RECEIVE THIS LETTER, you are placed on SIX (6) MONTHS DRIVER PROBATIONARY STATUS. During this probationary period, you will be allowed to continue to drive for the City under the same conditions that existed prior to receipt of this letter.

Upon completion of the probationary period, the City's Risk Management Division will conduct a follow-up evaluation. If the follow-up evaluation reveals that you have not been convicted of any additional moving traffic violation, and/or have not been found at fault in any vehicle accident (whichever is appropriate) during the probationary period, you will be REMOVED from probationary status and returned to NORMAL driving status.

If the follow-up evaluation reveals that you have been convicted of any additional moving traffic violation, and/or have been found at fault in a vehicle accident (whichever is appropriate) during the probationary period, you WILL BE REVOVED FROM DRIVING STATUS.

SPECIAL NOTE::: Removal from driving status will result in one of the following actions:

a. Demotion and transfer to a non-driving position in a Job Classification for which you can qualify, if any such positions are available. NOTE: As in any other change/transfer from one Job Classification to another, adjustment in wages will be made accordingly.

b. Possible termination of employment with the City.

A copy of your evaluation is attached for your review. If you can provide written proof to the Risk Management Safety Office that you were not convicted of these traffic violations or that you were found not to be at fault for the vehicle accident, your driver evaluation will be re-evaluated.

Attachments

Employee's
Acknowledgement of Receipt: Date:_____ Signature_____

Deliverer's
Confirmation of Delivery: Date:_____ Signature_____

* Witness'
Confirmation of Delivery: Date:_____ Signature_____

* Required if employee refuses to sign.

****All action concerning this letter must be completed and the Risk Management Copy returned to the Risk Management Safety Office not later than _____.

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

TO: _____

FROM: Carl L. White, Director of Finance

COPIES TO: See Distribution

SUBJECT: Driving Status of

Date _____

Reference my letter of regarding the captioned subject.

The follow-up Driver Evaluation required by City Administrative Directive 4. 8 revealed that the above named employee now meets the City's driving criteria/standards.

EFFECTIVE WITH THE DATE OF THIS LETTER, the above named employee is REMOVED from Driver Probationary Status and RETURNED to normal driving status.

Attachment # 5 to A.D. 4.8

CITY OF SAN ANTONIO

Interdepartment Correspondence Sheet

TO: _____

FROM: Carl L. White, Director, Finance Department

COPIES TO: See Distribution

SUBJECT: Driving Status of

Date _____

Reference my letter of regarding the captioned subject.

The follow-up Driver Evaluation required by City Administrative Directive 4.8 revealed that your driving record still exceeds the City's criteria/ standards. Therefore, EFFECTIVE WITH THE DATE YOU RECEIVE THIS LETTER, your driving status is changed from "PROBATIONARY" to "NO LONGER AUTHORIZED TO DRIVE".

A copy of your latest evaluation is attached for your review. If you can provide written proof to the Risk Management Safety Office that you were not convicted of these traffic violations or that you were found not to be at fault for the vehicle accidents (whichever is appropriate), your driver evaluation will be re-evaluated.

If you need assistance in how and what proof to provide, contact the Risk Management Safety Office.

As stated in my letter of and in paragraph 4.i. of City Administrative Directive 4.8, your removal from driving status will result in one of the following actions:

a. Demotion and transfer to a non-driving postion in a Job Classification for which you can qualify, if any such positions are available. NOTE:: As in any other change/transfer from one Job Classification to another, Adjustment in wages will be made accordingly.

b. Possible termination of employment with the City.

Employee's
Acknowledgment of Receipt: Date _____ Signature _____

Deliverer's
Confirmation of Delivery: Date _____ Signature _____

*Witness'
Confirmation of Delivery: Date _____ Signature _____

*Required if employee refuses to sign.

**** All action concerning this letter must be completed and the Risk Management Copy returned to the Risk Management Safety Office not later than _____.

DELIVERY AND RECEIPT INSTRUCTIONS FOR

DRIVING STATUS LETTERS

PERSON DELIVERING THIS LETTER:

1. Deliver both copies of this letter (in person) to the named employee.

2. Review (read, if necessary) the contents of the letter with the employee.

3. Request the employee to acknowledge receipt of the letter by signing the appropriate signature space.

4. If the employee refuses to sign the acknowledgement block, request any Supervisor available to witness the delivery of the letter by dating and signing the Witness Block.

5. Record "Employee Refused to Sign" in the Acknowledgement of Receipt Block.

6. Date and sign the Confirmation of Delivery Block.

7. Give one copy of the letter to the employee.

8. Retain any copies of the letter required for Department files.

9. Return the "Risk Management Copy" of the letter to the Risk Management Safety Office, after it has been signed by all concerned.

EMPLOYEE TO WHOM THIS LETTER IS DELIVERED:

1. Review the contents of the letter with the person delivering the letter.

2. Date and sign both copies of the letter in the Acknowledgement of Receipt Block. Your signature means only that you have received the letter.

3. Return the copy marked "Risk Management Copy" to the person delivering the letter to you.

4. Keep one copy of the letter for your personal use/file.

****The above delivery and receipt procedures and the attached letter to the employee have been coordinated with, and approved by the Employee Relations Division of the City's Personnel Department****

Attachment # 7 to A.D. 4.8

City of San Antonio

CERTIFICATE OF ACKNOWLEDGEMENT

I _____ hereby acknowledge that while operating City vehicles, off-road equipment, and/or my private vehicle on City business, I must do so in a safe and prudent manner in order to avoid accidents, property damage or injuries; and that to do otherwise will result in disciplinary actions, including transfer, demotion, denial of promotion, and/or termination of employment.

I futher acknowledge that in accordance with the provisions of City Administrative Directive 4.8, the City conducts annual (and other) driver evaluations on City drivers through the Municipal Court and the Texas Department of Public Safety; and that the results of my evaluation can result in my being placed on six (6) months driving probation, transfer, demotion, denial of promotion, and/or termination of employment.

I am aware that, as stated in A.D. 4.8, three (3) or more moving traffic violation convicitions in one year, three (3) or more preventable vehicle accidents in two years, or seven (7) traffic convicitions or five (5) preventable vehicle accidents in three years will result in one or more of the above actions.

I am also aware that: (1) The driver evaluation includes both on-the-job and off-the-job accidents and traffic violations. and (2) It is my responsibility to remain eligible to drive for the City, and that failure to remain eligible will result in one or more of the above actions.

REQUIRED DISTRIBUTION OF THIS CERTIFICATE:::

1 Copy to Employee's Field 201 File.
1 Copy to PERSONNEL DEPT. for Offical 201 File.
Other copies as required by the Departments.

DATE: _____

EMPLOYEE'S SIGNATURE:

_____

Attachment # 8 to A.D. 4.8