

City of Seattle Policy & Procedure

Subject	
Safe Driving Policy	
Approved	Number
Department Head	
Supercedes	Effective

Scope and Purpose:

This policy covers the use of all motorized vehicles by City of Seattle employees during the course of employment, including but not limited to city-owned vehicles, rental vehicles and personal vehicles used for city business. This policy does not apply to the use of boats, or other equipment not intended for use on public roads.

All City of Seattle employees who drive in the course of employment must maintain a current, valid Washington State Driver's license with applicable endorsements and/or restrictions (WSDL); maintain a good employment driving record; be knowledgeable about and comply with all applicable traffic laws; use defensive driving techniques; and report all collisions promptly.

This policy applies to all City of Seattle employees and applicants for City employment unless it conflicts with express language of any collective bargaining agreement or any relevant Memorandum of Agreement (MOA), in which case the provisions of the collective bargaining agreement or MOA shall apply.

Definitions:

Applicant – A person seeking employment who is not a permanent city employee.

Collision, Vehicle - An unplanned event, involving a vehicle used for city business that causes a serious injury, vehicle or property damage.

Collision, Preventable Vehicle – A collision in which the City driver failed to do everything reasonable to foresee the events and conditions and to take appropriate action to avoid the collision.

Collision, Non-Preventable Vehicle – A collision in which the City driver did everything reasonable to foresee the events and conditions that caused the collision.

Collision, Serious Vehicle – A collision in which there are serious injuries to any party or damage to vehicles which renders the vehicles unsafe to drive or causes significant damage to property.

CDL - Commercial Driver's License, including endorsements, and/or restrictions and a Medical Certification card.

Corrective Measures – Actions taken by management in conformance with applicable personnel rules and bargaining unit agreements to correct employee behavior and to prevent further collisions. These actions may include, without limitation, defensive driving instruction, driving assessment, review of traffic regulations, expectations, and/or disciplinary action, up to and including termination.

Course of Employment - Under the employer's direction or in the furtherance of the employer's business.

Complete Abstract of Driving Record– A report of an individual's driving record issued by a State. The abstract includes information on the driver's personal and professional driving history and is obtainable only upon authorization by the subject driver.

Defensive Driving – A set of specialized driving techniques for collision avoidance.

MVA Report Form –Motor Vehicle Accident Report Form.

Serious Injury – An injury requiring medical treatment beyond first aid.

Unit Supervisor – The first level management employee for a unit, regardless of title. Crew Chiefs, Journeyworkers In Charge, or other represented titles are exempted from this definition.

Vehicle - Includes, but is not limited to, cars, trucks, vans, backhoes, front-end loaders, or other mobile equipment. Does not include boats, or other equipment not intended for use on public roads.

WSDL – Washington State Driver's License, including any endorsements and restrictions.

1. Compliance With Policy

All employees shall comply with this policy. Failure to comply with any portion of this policy may result in corrective measures and/or disciplinary action, up to and including termination of employment.

2. Complete Abstract of Driving Record Required

Before the City extends any job offer to an applicant (see definitions) for any position that requires or may require driving a vehicle, a Department's Human Resources representatives and the Department's hiring authority shall consider an applicant's past driving record and the status of their driver's license, endorsements, and/or restrictions.

All applicants for City positions including temporary assignments that require or may require driving a vehicle must submit a copy of their Complete Abstract of Driving Record for the immediately preceding five (5) year period. Applicants, at their own expense, must provide the Complete Driver's Abstract as well as proof that they hold a valid WSDL before the City will extend any job offer. (Upon request by the applicant, the City will provide a form for use in requesting the Complete Driver's Abstract from the State.) City representatives will evaluate the Complete Driver's Abstract according to the City of Seattle Drivers Rating Guide.

Unit Supervisor Responsibilities

3. Unit Supervisors Shall Communicate Safe Driving Policy

Within one week after any new employee begins work, their Unit Supervisor shall review this policy with them and inform them of their responsibilities. The Unit Supervisor shall document this review. Both the Unit Supervisor and the employee shall sign the documentation.

Within 60 days after the effective date of this policy, all Unit Supervisors shall review this policy with each existing employee in their unit to communicate the requirements and responsibilities. Unit Supervisors shall document each review. Both the Unit Supervisor and the employees shall sign the documentation. Unit Supervisors may not delegate this supervisory responsibility.

4. Unit Supervisors Ensure Training For Employees

Unit Supervisors shall ensure that new employees who are or who may be required to drive in the course of their employment complete a defensive driving course within 90 days after the new employee begins work.

Unit Supervisors shall ensure that current employees who are or who may be required to drive in the course of their employment have completed a defensive driving course. Any of these employees who have not received this training previously, will receive this training within six months of the effective date of this policy.

Unit Supervisors shall ensure that new or reassigned employees who operate special utility vehicles receive an in depth orientation on proper operation of such vehicles. Additional training and/or review shall be conducted as needed at the discretion of the Unit Supervisor.

The employing Unit shall pay for all training costs.

5. Respond to Serious Vehicle Collisions

A Unit Supervisor, or their designee, shall go to the site of Serious Vehicle Collisions to gather information for collision investigations. As relevant information becomes available, it shall be provided to the affected employee(s) as soon as practical. Unit Supervisors with proper background knowledge and/or training, or their designee, shall ensure that all vehicle collisions, serious or otherwise, are investigated to determine the cause and preventability. The Unit Supervisor with proper background knowledge and/or training, in consultation with Safety, shall review and evaluate all collision investigation results. The Unit Supervisor may also seek the assistance of a Department Safety Officer or City safety staff. The Unit Supervisor shall inform the affected employee(s) of the cause, contributing factors and determination of preventability, within two working days of completion of the investigation. The Unit Supervisor shall document the findings and implement corrective measures as appropriate.

See Procedure 307-01 Vehicle Accident Preventability Checklist.

Unit Supervisors shall ensure that employees properly notify all applicable personnel and agencies following any vehicle collision, serious or otherwise.

Unit Supervisors shall review, sign and process MVA forms as soon as possible after a collision, but no later than one business day thereafter.

6. Corrective Measures Will Be Taken For All Preventable Vehicle Collisions

If an investigation determines a collision to be preventable, as defined in this policy, the management must initiate corrective measures (see definitions).

7. Conducting Post Collision Drug And Alcohol Testing

The respective Department shall conduct post collision drug and alcohol testing in accordance with the City's Drug Free Workplace Policy, CDL Post Accident Drug Testing Policy, the Joint Statement from Labor –Management Subcommittee On Drug and Alcohol Testing – Discipline, SCL Guidelines on Drug and Alcohol Testing for Commercial Drivers (IBEW 77 only), or the City's Fit for Duty Policy, as applicable.

Employee Responsibilities

8. Inform Unit Supervisor Of Traffic Citations

Within one business day after receipt of any moving traffic citation received during the course of employment, employees shall report such citations to their Unit Supervisor.

9. Report Change In Status Of License

Within one business day of returning to work after any change in the status of their WSDL, CDL, or any endorsements or restrictions thereof, employees shall report such change to their Unit Supervisor.

10. Comply With Regulations and Drive Safely

When operating a vehicle in the course of employment, employees shall operate the vehicle in a safe and professional manner, and shall obey all regulations and traffic laws.

Employees who are required to drive a vehicle in the course of employment shall possess a current, valid WSDL, and current vehicle insurance coverage for personal vehicle used for work purposes. Employees shall have their Driver's License on their person when driving in performance of City work.

Individuals selected for positions requiring a CDL, including endorsements, and/or restrictions shall obtain the required CDL within thirty (30) days of employment. (See page one concerning MOAs and collective bargaining agreements.)

Employees shall:

- a) Comply with all driving laws, including using seat belts
- b) Exercise due diligence to drive safely and to maintain the security of the vehicle and its contents by locking the vehicle when leaving the immediate vicinity

- c) Allow adequate time to reach their destination in order to avoid unsafe driving
- d) Use city vehicles for city business only
- e) Maintain focus on driving at all times, in accordance with defensive driving principles
- f) Maintain control of the vehicle they are driving at all times

All City of Seattle employees will drive in a courteous and responsible manner. Reckless or aggressive behavior by City drivers toward other vehicle drivers, passengers or pedestrians is prohibited and may result in disciplinary action.

11. Employees Shall NOT Operate A Vehicle While Impaired

Under no circumstances shall an employee operate or be allowed to operate a vehicle when any physical or mental impairment may cause that employee to drive unsafely.

Employees shall not operate any vehicle at any time during the course of their employment after taking any alcohol, illegal drugs, or legally prescribed or over-the-counter drugs that impair their behavior. Employees have the responsibility to understand the potential effects of any of these substances and shall report to their supervisor if they are impaired.

12. Secure Collision Scene

Unless unable due to the collision, any employee involved in a vehicle collision during the course of employment shall assist in securing the scene of that collision and shall summon emergency aid as needed.

13. Report Vehicle Incidents

As soon as possible, but no later than the end of their work shift following any collision, incident, theft or damage involving a vehicle operated in the course of employment (collectively Incidents), employees shall report any and all such Incidents, that they are aware of, to their Unit Supervisor regardless of the extent of damage or injury. Failure to report will result in disciplinary action.

In reporting the collision, employees shall fill out a Motor Vehicle Accident (MVA) form and submit it to their Unit Supervisor before the end of their work shift. If the employee is injured and unable to fill out the MVA form before the end of the work shift, the Unit Supervisor shall complete the form and the Industrial Insurance reports and submit them to the Central Safety Team in the Environment & Safety Division.

Incidents involving damage or theft shall be reported to the Unit Supervisor by the employee according to the procedures established for that Unit.

All records related to vehicle incidents and drivers' abstracts whether hard copy or electronic will be kept in a secure and confidential manner.

Appendices

Preventability Checklist based on the National Safety Council Guidelines

Driver Ratings Guidelines

See Also:

City's CDL Drug Testing Policy.

City's Fit for Duty Medical Examination Policy

Bargaining Units Agreements.

IBEW Joint Statement From Labor-Management Subcommittee on Drug and Alcohol Testing

IBEW/SCL Guidelines on Drug and Alcohol Testing for Commercial Drivers