



DRIVER SAFETY POLICY

GRAYSON COUNTY TEXAS

OFFICE OF HUMAN RESOURCES

Effective Date: 08/06/2013

Last Revision Date: 08/06/2013

PURPOSE

The purpose of the Driver Safety Policy is to maximize the safety of drivers, passengers and the public when vehicles are operated while in the course of conducting Grayson County business and to limit the County's financial risk. Driving for the County carries an expectation that our drivers operate vehicles in a safe and responsible manner. This policy serves to outline procedures for designating certain employees as Approved Drivers and procedures for routine review of Driver Records from the Texas Department of Public Safety (TxDPS) and/or the Oklahoma Department of Safety (OkDPS). As well, this policy outlines responsibilities and accountability for all employees who drive a vehicle as part of their job at Grayson County.

SCOPE

This policy applies to all employees and elected or appointed officials of every department and office of Grayson County who may operate County-owned or personal vehicles in the course of conducting County business.

DEFINITIONS

County Driver: A person employed by Grayson County who may be authorized to operate a County owned, or personal vehicle, in the course of conducting County business as a part of that person's assigned job duties.

Driver Records: A record that pertains to a motor vehicle operator or driver license or permit or identification document issued by TxDPS or OkDPS. Such records typically contain the following types of information: Type 1 – Status Record, Type 2 – Three year driving history, Type 3- List of crashes and violations for Commercial Drivers and Type 4- School Bus Driver Records.

Driver Record Evaluation (DRE): A review of Driver Records and the application of the point system described in this policy to determine eligibility to be designated as a County Driver and placed on the Approved Driver List.

FORMS

Notice of Point Assignment

RESPONSIBILITIES

County Employee Responsibility

All County employees (including managers and supervisors) have the responsibility to:

- Be knowledgeable of the County's Driver Safety Policy.
- Possess a current and valid State of Texas or State of Oklahoma Driver License of the proper class for the vehicle(s) operated as part of his/her job. If an employee's driver license is restricted, suspended or revoked, or if the employee is charged with one of the violations listed in this policy, the employee must report this information to the employee's supervisor within 72 hours.
- Wear seat belts while operating or riding in County owned vehicle or a personal vehicle to conduct County business.
- Have adequate collision, personal injury, and property damage insurance coverage, as required by the State of TxDPS and/or OkDPS on any personal vehicle that is to be driven to conduct County business.

Supervisor, Department Director and Elected/Appointed Official Responsibility

All Supervisors, Department Directors and Elected or Appointed Officials have the responsibility to:

- Notify OHR any time a contingent offer of employment has been made to an applicant so that a Driver Record Evaluation may be conducted.
- Take corrective actions related to Driver Safety and the Approved Driver List as indicated by this policy.
- Report any additions or changes of driving duties to the OHR.
- Train employees on the Driver Safety Policy and department-specific procedures.
- Set a positive example and promote driver safety.

Office of Human Resources (OHR)

The OHR has the responsibility to:

- The OHR shall maintain and routinely update the Approved Driver List and conduct Driver Record Evaluations (DREs) twice per year, in March and in September, on current drivers, at approximately six month increments.
- Conduct a DRE on each applicant who receives a contingent offer of employment as well as any employee who is to be added to the Approved Driver List.
- Issue a Notice(s) of Point Assignment to any employee whose DRE results in a point assignment and provide such notice to the employee's supervisor.
- Maintain a record of driver point assignments.

PROCEDURES

County Drivers

Driving for the County as part of one's job requires County Drivers be familiar with and adhere to the policies and expectations that are outlined within this policy. Employees who drive while conducting County business are expected to represent the County in a professional, courteous and law-abiding manner. No employee shall be granted Approved Driver status, by any supervisor, without first going through the approval process. Once achieved, in order to maintain Approved Driver status, County Drivers must meet driving record requirements at any time his/her driving record is checked while they are designated as Approved Drivers. The Driver Safety policy is not applicable to employees of the County who do not drive a County owned vehicle and do not drive their own vehicles as part of their job duties.

Approved Driver List and Authorization to Drive

A DRE shall only be conducted on a) a current candidate for employment to whom a contingent offer of employment has been made and b) current employees who are under consideration to be designated as an Approved Driver. DREs shall not be conducted on employees who are not currently Approved Drivers or not currently under consideration to become an Approved Driver.

As part of the process of maintaining and updating an Approved Driver List, the OHR shall verify the following information prior to adding a driver to the Approved Driver List:

- A written request has been received from an appropriate supervisor in the department
- The individual possesses a valid and current State of Texas or State of Oklahoma driver license
- A DRE has been conducted and driving record requirements have been met.

As part of the process of maintaining and updating an Approved Driver List, the OHR shall facilitate Driver Record Evaluations as follows:

Pre-employment Screening

As part of the pre-employment screening process, a DRE shall be conducted by OHR on any applicant who receives a contingent offer of employment. In order to be considered for the Approved Driver List, upon hire, a written request must be made to OHR from the employee's Supervisor, Department Director or other person designated by the Elected/Appointed official of the department.

Post Hire Driver Approval

In order for an employee to be added to the Approved Driver List, after initial hire, a written request must be made to OHR from the employee's Supervisor, Department Director or other person designated by the Elected/Appointed official of the department. If it has been longer than six months since the employee was hired, a new Driver Record Evaluation shall be conducted.

Driver Record Evaluation (DRE)

The DRE is based on a point system in which a driver who accumulates too many points shall be removed from the Approved Driver List and corrective action shall be taken. The OHR shall review the information obtained from TxDPS or OkDPS, and, utilizing the point system in this policy, record the points accumulated on the DRE form. All such completed forms shall be maintained in the employee's personnel record in the OHR. A DRE that results in any outcome OTHER THAN *"Acceptable Driving Record – No Action Required"* shall be reported to the supervisor immediately. An employee whose DRE results in *"Unacceptable Driving Record - Corrective Action Required"* shall be removed from the Approved Driver List until such time as they have achieved an acceptable driving record.

Notice of Point Assignment and Remedies

An employee who accumulates three (3) points or more in a rolling twelve (12) month period will receive a *1st Notice of Point Assignment*. This notice, issued by the OHR and provided to the employee's supervisor, shall inform the employee of his/her current point status, the necessary conditions that must be met in order to remain on the Approved Driver List and the consequences of not meeting those conditions.

An employee who accumulates five (5) points or more in a rolling twelve (12) month period will receive a *2nd Notice of Point Assignment*. This notice, issued by the OHR and provided to the employee's supervisor, shall inform the employee of his/her current point status, the necessary conditions that must be met in order to remain on the Approved Driver List and the consequences of not meeting those conditions.

An employee who accumulates six (6) points or more in a rolling twelve (12) month period will be deemed to have an *Unacceptable Driving Record*. This employee will receive a *Final Notice of Point Assignment*, issued by the OHR and provided to the employees supervisor, and will immediately be removed from the Approved Driver List.

Employee's who have been removed from the Approved Driver List may not, under any circumstances, operate a County owned, or personal vehicle, in the course of conducting County business as a part of that person's assigned job duties. As well, one of the following remedies shall be taken with any employee who has been removed from the Approved Driver List as a result of point accumulation.

Remedies upon removal from Approved Driver List:

- 1) Employee shall be assigned non-driving duties within their current department either on a temporary or permanent basis, OR
- 2) Employee shall be transferred to a non-driving position in another County Department, AND
- 3) Other remedial or corrective action as deemed appropriate by the employee's supervisor.

Summary of Driver Record Evaluation and Remedial Actions

Traffic Violation	Assigned Points
Driving Under Influence (DUI)	6
Driving While Intoxicated (DWI)	6
No Valid Driver License (Suspended)	6
Moving Violation (Accident)	3
Speeding (10% or more over the speed limit)	2
Speeding in a School Zone	2
Moving Violation (Non-accident)	2
Open Container (Driver)	2
Driver License Restriction Violations	2
Failure to Establish Financial Responsibility	1
Safety Belt Violation (Non CDL)	0
Points Accumulated in any Rolling 12 month period	Required Actions
0	Acceptable Driving Record - No Action Required
3	1st Notice of Point Assignment
5	2nd Notice of Point Assignment
6	Unacceptable Driving Record – FINAL Notice of Point Assignment (Remedial Action Required)



NOTICE OF POINT ASSIGNMENT

TODAY'S DATE: _____

EMPLOYEE NAME: _____ JOB TITLE: _____

DEPARTMENT: _____ SUPERVISOR NAME: _____

The Grayson County Driver Safety Policy requires that a periodic Driver Record Evaluation (DRE) be conducted periodically on employees who are on the Approved Driver List. This notice serves to inform you the points marked below are assigned to you as a result of a recent DRE conducted.

CHECK ALL THAT APPLY	TRAFFIC VIOLATION	POINTS	DATE OF VIOLATION
	Driving Under Influence (DUI)	6	
	Driving While Intoxicated (DWI)	6	
	No Valid Driver License (Suspended)	6	
	Moving Violation (Accident)	3	
	Speeding (10% or more over the speed limit)	2	
	Speeding in a School Zone	2	
	Moving Violation (Non-accident)	2	
	Open Container (Driver)	2	
	Driver License Restriction Violations	2	
	Failure to Establish Financial Responsibility	1	
	Safety Belt Violation (Non CDL)	0	
TOTAL PTS ASSIGNED THIS DATE:			
POINTS ACCUMULATED	REQUIRED ACTIONS		
0	Acceptable Driving Record No Action Required		
3	1st Notice of Point Assignment		
5	2nd Notice of Point Assignment		
6	Unacceptable Driving Record – FINAL Notice of Point Assignment (Remedial Action Required)		

I have read and understand the Driver Safety policy. I also understand that, in accordance with that policy, if I accumulate six (6) points or more in a rolling twelve (12) month period my driving record will be deemed to be an Unacceptable Driving Record and I will be removed from the Approved Driver List immediately. I understand that I may not be added to the Approved Driver list until such time as I have achieved an acceptable driving record.

Employee Signature: _____ Date: _____

Director of OHR: _____ Date: _____

OHR USE ONLY:		
CHECK TYPE OF POINT ASSIGNMENT	DATE SUPERVISOR NOTIFIED	OHR INITIALS
1st Notice of Point Assignment _____		
2nd Notice of Point Assignment _____		
FINAL Notice of Point Assignment _____		