

## **1260 EMPLOYEE VEHICLE ACCIDENT PREVENTION**

Vehicle accident prevention concerns not only the safe operation of vehicles but preventive vehicle maintenance as well. Safe operation of vehicles on State business is a requirement of State employment. Each employee who operates a vehicle on State business must have a valid, non-provisional, California Driver's License, for the class of vehicle they drive, a good driving record, and is expected to drive the vehicle safely. An employee may be required to demonstrate knowledge, skill and proficiency before operating a vehicle on State business, and must follow certain vehicle inspection procedures to check the safety of equipment before it is operated.

## **1265 VEHICLE OPERATION POLICIES AND PROCEDURES**

### **1265.1 Review of Employee Driving Records**

Review of employee driving records is part of the performance appraisal process, and safe operation of State vehicles is a job requirement when evaluating the overall effectiveness of employee performance. For every permanent employee authorized to operate vehicles on State business, the supervisor shall insure that the employee is registered on the pull notice system. For seasonal employees, the supervisor will request a copy of the employee's Driver Record from the Department of Motor Vehicles (DMV) once every year to ensure that the employee has a valid Driver's License of the appropriate type and a good driving record.

Driving records will be requested, reviewed, and evaluated by supervisors as part of the hiring interview process for each prospective new seasonal employee who may drive a vehicle on State business (see DAM 0200). Seasonal employees or volunteers will not operate a vehicle on State business before the District Superintendent/Section Manager determines that they have a good driving record and have successfully met operator qualification requirements necessary for certification under the Department's Driver Testing Program. Those with a poor driving record are eligible for duties that do not require vehicle operation on State business. Driving records are confidential. After their review by supervisors they are either (1) signed for approval by the District Superintendent/Section Manager and forwarded to personnel files for employees hired; or (2) immediately destroyed for those employees not hired.

At the time of appointment of any new permanent employee who is a potential driver of a vehicle on State business, the supervisor shall request a Driver Record from DMV and register the driver on the pull notice system. If the employee's drivers record is unacceptable, appropriate action will be taken during the probationary period either to reject or transfer the employee to a position which does not require driving on state business.

An appointment may be postponed if a prospective employee's Driver Record is marginal or doubtful. The information on the DL 414 report is then used by the Personnel Section to request the State Personnel Board to withhold certification until the applicant's driver history is checked. When determining if a driving record is acceptable, a supervisor will consider:

- Driving requirements of the job.
- Physical and mental ability to operate a vehicle safely.
- Names, types, frequency and recency of violations.
- Restrictions placed on license by DMV.

The following are some examples of a poor driving record:

- Three or more convictions of moving violations within the last 3 years.
- A single conviction of more serious violations, such as hit and run, reckless driving, or manslaughter with vehicle, within the last 5 years.
- A single conviction of driving under the influence of liquor and/or drugs within the last 7 years.
- A pattern of accidents within the last 3 years regardless of fault.
- Notices of Failure to Appear (FTA) that remain uncleared.

#### 1265.11 **Request for Driver Record**

INF 252, Law Enforcement Request for Driver License/Identification Record Information (Figure 1265.11A), is used to request an employee or job applicant Driver Record from the DMV if they will be authorized to drive State equipment, their personal vehicle on State business, or if an employee driver problem exists. If the employee will be on the pull notice system use INF 1103 (Figure 1265.11B). When completing either form, the correct requester code must be entered or the form will not be processed by DMV. The supervisor will submit the appropriate form to the Department of Motor Vehicles. The requester code must be used for all mail requests for Driver Records. The code is a confidential number and is not to be given out to the public. Requester codes are assigned directly by DMV.

#### 1265.12 **DMV Pull Notice System**

The Department is participating in the DMV automated Pull Notice System, which provides current driver information on permanent DPR employees who may drive State or private vehicles on State business. This automated system enables the Department to maintain compliance with SAM 0750 and DAM 1260, while eliminating the need for manual submission of driver check forms (INF 252) for permanent employees on an annual basis. Districts/Division/Sections are still required to submit INF 252 annually for seasonal employees.

For Headquarters, Divisions/Sections supervisors shall complete a DPR 865, Drivers Record Request, Headquarters (Figure 1265.12), and submit it directly to Park Services Division, Public Safety for recording and transmittal to DMV.

DMV processes Pull Notice System form data and produces DL 414, DMV Driver Record Information, which lists up-to-date driver license status and moving violation/accident information. Permanent DPR employees who do not have a current DL 414 in their personnel file will not be authorized to drive State vehicles or private vehicles on state business. (Temporary authorization may be given by the District Superintendent or Division Chief for a new employee to drive until receipt of the DL 414.)

Department procedures for the Pull Notice System are:

RESPONSIBILITY	ACTION
<b>District</b>	District: Completes an Employee Pull Notice, INF 1103 for permanent employees who are newly appointed, separating, changing classifications or unit pursuant to the above criteria. Submits to DMV, Information Services, P.O. Box 944231, Sacramento, CA 92244-2310.
<b>Division/Section</b>	Division/Section: Completes DPR 865 and forwards DPR 865 to Park Services Division, Public Safety Section. Public Safety Section compiles DPR 865 information on INF 1103 and submits to DMV.
<b>Department of Motor Vehicles</b>	Processes data, produces driver record report (DL 414) and sends to District/Park Services. Park Services, Public Safety Section separates Headquarters reports by Division and routes reports accordingly.
<b>District Division/Section</b>	Reviews report according to DAM 1265.1 criteria. If report is acceptable, the District Superintendent/Manager will note approval and initial the report. The DL 414 is then sealed in a 6 ½ x 9 ½ manila envelope and placed in the employee's official personnel folder, marked where it remains until replaced by an updated report.  If unacceptable driver records are received, the District/Division/Section takes appropriate action.

See Flowchart Figure 1265.12.

Once employees are in the Pull Notice System, DMV will provide updated driver reports (DL 414) annually or semi-annually for "no activity" employees, and on an individual incident basis when a violation/accident occurs. Districts/Divisions/Sections will review the updates, verifying that appropriate prior year report information is listed on the new year report before the prior year report's destruction.

The California Highway Patrol (CHP) may conduct Terminal Inspections under California Vehicle Code, Section 2807.2. The District Superintendent will ensure that all current DL 414s are available for inspection.

The Pull Notice System is an effective tool for monitoring employee driving certifications and actual driving behavior. It is a more efficient means of obtaining already required information in a much more timely and comprehensive manner (automated versus prior manual form inquiry).

#### 1265.2 **State Driver Training**

Each supervisor must see that the following training is provided to all permanent or temporary employees who operate a State or personal vehicle on State business:

- A. All employees must be provided a copy of DMV Vehicle Code Summary. The employee must demonstrate a satisfactory understanding of the material contained in the Summary before the operation of a vehicle on State business. The Vehicle Code Summary is available from the Local DMV Office.
- B. All employees must attend the first available State Defensive Driver Training Course and successfully complete an approved Defensive Driver Training Course at least once every four years.

- C. Seasonal employees, problem drivers and employees operating special vehicles or driving under conditions not characteristic of general traffic situations must attend special training.
- D. All employees must be provided instructions in the use of seat belts. (See DAM 1265.3).
- E. All employees must be provided instructions in parking and backing of State vehicles. (See DAM 1265.4).

### 1265.3 **DPR Seat Belt Policy**

The Department's seat belt policy includes additional requirements that pertain to all automotive equipment, including but not limited to, administrative and personnel carrying vehicles, bulldozers and graders. It also includes all automotive equipment operated by Departmental personnel on State business regardless of actual ownership of the vehicle(s). The requirements are:

- A. Seat belts shall be installed at all driver and passenger seats.
- B. Whenever the vehicle is in motion, each passenger, whether or not an employee of the State, is required to use the seat belt as defined in Vehicle Code Section 27315.
- C. All seat belts installed in vehicles shall be of a type approved by the U.S. Department of Transportation.
- D. Seat belts shall be maintained in a clean and operable condition.
- E. No private vehicle shall be used on State business unless equipped with an approved seat belt for the operator and passengers.

All employees shall use and ensure that all passengers use available safety equipment in the vehicle being operated, including seat belts and shoulder harnesses. Those failing to comply with safety equipment practices are subject to appropriate disciplinary action.

### 1265.4 **Parking and Backing Policy and Practices**

The following safe vehicle parking and backing policy and practices shall be followed by all employees driving on State business:

- A. Vehicles are not to be left unattended unless they have been put in gear (First or Reverse) for manual transmissions or "Park" for automatic transmissions and the parking brake set. Vehicles equipped with microswitch devices must use this procedure along with the device.
- B. Vehicles with either regular or parking brakes that are faulty or out of adjustment are to be repaired immediately and not operated until repairs are completed.
- C. Wheel chocks are to be carried and used on:
  - 1. All Departmental commercial vehicles (those used primarily for transporting property). Each vehicle shall be equipped with two wheel chocks. Use of the wheel chocks is mandatory whenever a commercial vehicle is parked. Wheel chocks are to be placed at the front and back of a rear wheel.

Exceptions are:

- a. When the vehicle is being used in stop and go functions such as litter pickup and garbage handling on level ground and the driver is observing all other safe parking requirements, has been thoroughly trained in the operation of the vehicle and this training is recorded.
  - b. When the driver is responding to an extreme emergency and determines that parking the vehicle without wheel chocks will not create an accident hazard. Drivers will be expected to use good judgment in parking vehicles under these emergency conditions.
  - c. When the vehicle is parked on level ground in a DPR parking area that is restricted to use by authorized vehicles only, provided the driver is observing all other safe parking requirements.
2. Authorized emergency vehicles, other than fire engines, are exempt from wheel chock use.
  3. Department fire engines shall carry two rigid design wheel chocks, to be placed at the rear wheels whenever the hazard of a rollaway vehicle exists and/or each time the vehicle is parked with the engine operating. When the fire engine is operating and parked on level ground, the wheel chocks are to be placed at the front and back of a rear wheel.
- D. When reasonably possible, vehicles will be parked so that backing will not be necessary. Should backing become necessary, the driver is responsible to circle the vehicle and observe for hazards and adequate clearances before backing. When another employee is present, that person will assist the driver during the backing movement, but responsibility for operating the vehicle remains with the driver.

#### 1265.5 **DPR Driver Testing Policy and Program – Field Only**

To increase operator proficiency, avoid accidents and reduce equipment maintenance costs, it is policy that field personnel shall not operate self-powered mobile equipment (includes units and combinations of units such as tractor and disc, truck and trailer) unless they possess a valid DPR 161, Equipment Operators Qualification Card (Figure 1265.5). An exception to this policy is allowed when a potential operator is in training under the direct supervision of a qualified operator/instructor. This policy applies to automotive vehicles, heavy equipment, agricultural equipment and all equipment that requires an operator/driver. Shop equipment, small tools and items such as power mowers are excluded, although proper instructions and qualification requirements for such equipment and items are not waived by this policy.

#### 1265.6 **Equipment Operators Certification**

District Superintendents are authorized to certify all qualified Equipment Operators in their Districts, and may delegate this authority to qualified personnel to perform the actual instruction, testing and evaluation of the operators. Equipment Operators Qualification Cards are not valid unless the certification block contains an authorized signature.

A master record containing the names of the qualified operators, equipment for which they are qualified to operate and their dates of qualification will be maintained in the District Offices.

1265.61 **Equipment Operators Qualification Requirements**

The following qualification requirements must be met by all equipment operators:

- A. The operator must know the capabilities and limits of the equipment including the location and environment in which the equipment will be used.
- B. The operator must review and understand applicable operator manuals.
- C. The operator must review and understand the servicing or maintenance manual applicable to the equipment, and indicate familiarity with its maintenance and servicing requirements before being qualified to operate it.
- D. The operator must perform an actual demonstration of proficiency under the guidance and control of the instructor/evaluator.
- E. Operator qualifications are valid for four years and operator proficiency must be re-evaluated prior to renewal. Operators may be re-examined when assigned to a new District.

1265.62 **Completion of Equipment Operators Qualification Card, DPR 161**

The Equipment Operators Qualification Card, DPR 161 is completed as follows:

<b>Equipment Item:</b>	Enter the equipment item so it is clearly understood, using abbreviations as needed to fit in space provided. Examples are provided on the card under "Typical Equipment Item Entries".  In the space to right of equipment item, enter any special features or accessories that are related to safe operation of the equipment item. Use the legend abbreviations from bottom of card.  When re-qualifying an individual for a given equipment item or safety feature, an original entry may be lined out and re-entered on the next available line on the card.
<b>Date:</b>	Enter the date of qualification.
<b>Evaluation By:</b>	Enter first initial and last name of the person performing the evaluation/qualification check.
<b>This is to certify that:</b>	Enter name of person examined and qualified for the listed equipment items.
<b>Signed:</b>	Signature of person authorized to certify operators and issue qualification cards.
<b>Title:</b>	Enter title/job classification of the certifying/issuing person.
<b>Date:</b>	Date of issue of the card.

1265.7 **Vehicle Maintenance Policies and Procedures**

Supervisory personnel are responsible for the safe operation of vehicles owned or leased by the Department. All operators are responsible for performing a vehicle safety and condition check before operating a vehicle, which shall be made daily or, if the vehicle is not used daily, before the use or operation of the vehicle. In addition,

District Superintendents are responsible for the monthly completion of a DPR 401, Monthly Vehicle/Equipment Inspection (Figure 1265.7) for all District vehicles.

The safety check is not required the day a vehicle is delivered from or rented at a fleet garage or when maintained and serviced on a daily basis by qualified personnel specifically responsible for checking vehicles when receiving and dispatching them. No unsafe vehicle shall be operated by an employee, nor is there any actual or implied directive that requires an employee to operate an unsafe vehicle. Any vehicle judged unsafe by the operator should be immediately reported to the responsible supervisor.

1265.71 **Monthly Vehicle/Equipment Inspection, DPR 401**

The Monthly Vehicle/Equipment Inspection, DPR 401, will be completed by the District/Division for all assigned vehicles. Copies of the DPR 401 should be retained in the District/Division for a minimum of one year.

1265.8 **Authorization to Use Privately Owned Vehicles on State Business, STD. 261**

Before employees may be authorized to use a privately owned vehicle on State business, they must certify in writing using the STD. 261, (Figure 1265.8) that the vehicle used will remain:

- A. Covered by liability insurance for the minimum prescribed by State law.
- B. Adequate for the work to be performed.
- C. Equipped with safety belts in operating condition.
- D. In safe mechanical condition as required by law.

The District Superintendent/Section Manager is responsible to review and approve this form initially and on an annual basis.