RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Administration	Policy # 2012-05
Title:	District Driving Policy	

PURPOSE

The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by:

    a.   Applying uniform criteria in evaluating the acceptability of driver record information of individuals driving in the performance of District business; and

    b.   Establishing disciplinary procedures for different types of driving violations

SCOPE

This policy applies to all regular, part-time and temporary District employees and volunteers who drive on behalf of the District. This policy does not apply to Directors. However, Directors who may, on occasion, drive a District vehicle are encouraged to provide their driver license information but are not required to do so. Notwithstanding the foregoing, any person, including a Director, shall comply with all applicable laws in the operation of any vehicle, District owned or personally owned, while driving in the performance of District business.

POLICY

A regular, part-time or temporary District employee or volunteer who drives on behalf of the District is referred to herein as a "Driver." District owned vehicles are to be used for District business and not for personal purposes unless approved in advanced by the General Manager (such approval shall be provided only under mitigating circumstances and on rare occasion).

PULL Program

The District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for any Drivers operating vehicles in the performance of District business shall be requested from DMV:

    a.   Upon employment or, in the case of volunteers, prior to first use of a District vehicle; and

    b.   Annually, normally in the month of March; and

    c.   Immediately in the event of new activity (e.g., moving violation, accident, address change, etc.).

Information generated during the record review (Pull Program) will include:

    a.   Type of license;

    b.   Expiration date;

    c.   Endorsements;

    d.   DMV action suspensions, revocations and penal code violations (NOTS Discipline); and

    e.   Vehicle Code violations, which include violations occurring while driving on personal time and while driving in the performance of District business (NOTS Points).

Drivers who have terminated employment with the District will be deleted from the Pull Program.

An employee who receives notice from CA DMV that their driver's license has been suspended or revoked shall immediately notify the District.

<u>Negligent Operator Treatment System</u>

The California Vehicle Code assigns violation points that are assessed and tracked by the California Department of Motor Vehicles (CA DMV) via the Negligent Operator Treatment System (NOTS). Most driving offenses, such as hit and run, reckless driving, and driving under the influence, are designated as 2 points and will remain on your record for seven years from the violation date. Most other offenses are designated as 1 point and will remain on your record for three years from the violation date. Any "at fault" accident is normally counted as one point.

More information regarding NOTS and violation points can be found at:
http://www.dmv.ca.gov/dl/driversafety/neg_operator.htm

DISCIPLINARY PROCEDURES

1. A Driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) based on the following:

    a.   NOTS Points accumulated on their driving record in the time period specified

Point Count	Time Period
2	Within 12 months
4	Within 24 months
6	Within 36 months

or;

    b.   The Driver receives any moving violation in a District owned vehicle within a thirty-six (36) month period.

2. A Driver will be suspended from District driving privileges for one hundred and twenty (120) days based on the following:

    a.   NOTS Points accumulated on their driving record in the time period specified

Point Count	Time Period
3	Within 12 months
5	Within 24 months
7	Within 36 months

or;

    b.   The Driver receives a citation for DUI, reckless driving, or speeding on personal time within thirty-six (36) months (sanctions for these citations while operating any vehicle in the performance of District business will result in permanent suspension of District driving privileges); or;

    c.   The Driver is involved in two (2) "at fault" accidents within twenty-four (24) months.

If the Driver's job routinely involves driving a vehicle and if temporary suspension of their driving privileges would impose a hardship on normal District operations, the Driver will be terminated from employment.

3. A Driver will be permanently suspended from District driving privileges if:

    a.   The Driver receives a citation for DUI, reckless driving, or speeding while operating any vehicle in the performance of District business within thirty-six (36) months; or

    b.   The Driver receives two (2) citations for DUI, or two (2) citations for reckless driving, or two (2) citations for speeding, or any combination thereof, while driving any vehicle during non-work hours, within thirty-six (36) months.

If the Driver's job routinely involves driving a vehicle and if permanent suspension of their driving privileges would impose a hardship on normal District operations, the Driver will be terminated from employment.

COMPLAINTS AND POOR DRIVING

Occasionally, it may be brought to the District's attention that a Driver is exposing the District to undue liability through poor driving techniques, habits, reckless driving and/or speeding. All such complaints will be investigated and acted upon accordingly.

CONTINUIING DEFENSIVE DRIVER-TRAINING

All Drivers shall attend an approved defensive driver-training course at least once every four (4) years or more often as specified in the Disciplinary Procedures above.

Approved by the Rancho Murieta Community Services District's Board of Directors	August 15, 2012